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# MERC Commission Meeting

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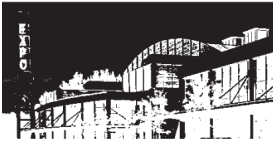
October 5, 2016  
1:45 pm

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Oregon Convention Center  
777 NE Martin Luther King Jr. Blvd.  
Room C125-126

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**REVISED**



600 NE Grand Ave.  
Portland, OR 97232  
503-797-1780

www.oregonmetro.gov



# Metro | *Exposition Recreation Commission*

## Agenda

Meeting: Metro Exposition Recreation Commission Meeting  
Date: Wednesday, October 5, 2016  
Time: 1:45 – 2:30 p.m.  
Place: Oregon Convention Center, Rooms C125

### CALL TO ORDER

- |             |           |  |  |
|-------------|-----------|--|--|
| <b>1:45</b> | <b>1.</b> | <b>QUORUM CONFIRMED</b>  |  |
| <b>1:50</b> | <b>2.</b> | <b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>  |  |
| <b>1:55</b> | <b>3.</b> | <b>COMMISSION/COUNCIL LIAISON COMMUNICATIONS</b>   | <b>Elisa Dozono, Sam Chase</b>                         |
| <b>2:00</b> | <b>4.</b> | <b>GM COMMUNICATIONS</b><br><ul style="list-style-type: none"> <li>• Financial Report, pgs 5-17</li> </ul>   | <b>Teri Dresler</b>                                    |
| <b>2:05</b> | <b>5.</b> | <b>TRAVEL PORTLAND CONTRACT PERFORMANCE REVIEW, pgs 19-20</b>  | <b>Tim Collier</b>                                     |
| <b>2:10</b> | <b>6.</b> | <b>PROPOSED CHANGES TO MERC PERSONNEL POLICIES, pgs 22-31</b><br><ul style="list-style-type: none"> <li>• Whistleblower Policy</li> <li>• Administrative Leave Policy</li> <li>• Rescission – Ethics Policies</li> </ul>   | <b>Mary Rowe</b>                                       |
| <b>2:15</b> | <b>7.</b> | <b>CONSENT AGENDA</b><br><ul style="list-style-type: none"> <li>• Record of MERC Actions, September 7, 2016, pgs 33-36</li> <li>• Ethics approval for Commissioners Leary and Hammerstad attendance at Travel Portland Multicultural Sales Mission in Washington, D.C., pg 37</li> </ul>   |  |
| <b>2:20</b> | <b>8.</b> | <b>ACTION AGENDA</b><br><b>Resolution 16-26:</b> For the purpose of approving the Work Order “OCC Plaza and Entries Re-Design” generated by the Price Agreement Contract with LMN Architects and authorizing the General Manager of Visitor Venues to execute the Work Order with LMN, pgs 39-86<br><b>Resolution 16-27:</b> For the purpose of recognizing Teri Dresler’s contributions to the Metropolitan Exposition Recreation Commission (MERC) as General Manager of Metro Visitor Venues, pg 87 | <b>Scott Cruickshank</b><br><br><b>MERC Commission</b> |

**ADJOURN**

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# **MERC Commission Meeting**

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October 5, 2016  
1:45 pm

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Financial Report

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AUGUST 2016

FINANCIAL INFORMATION

*For Management Purposes only*



**OREGN**

Oregon  
Convention  
Center



# Memo



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

Date: October 5, 2016  
To: Commissioner Elisa Dozono, Chair  
Commissioner Karis Stoudamire-Phillips, Vice Chair  
Commissioner Deidra Kryz-Rusoff, Secretary-Treasurer  
Commissioner Terry Goldman  
Commissioner Damien Hall  
Commissioner Judie Hammerstad  
Commissioner Ray Leary  
From: Ben Rowe – MERC Finance Manager  
Re: Financial information for Fiscal Year 2015-16 and for the month of August Fiscal Year 2016-17

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## **Fiscal Year 2015-16 Financial Close Summary**

Total FY 2015-16 MERC event related revenue (charges for services and food & beverage) closed 18% (\$7.7 million) above the prior year, 23% (\$9.4 million) above budget projections and 32% (\$12.3 million) above the three-year historical average. Total MERC Food & Beverage closed with \$4.4 million in net returns, which is a 21.8% margin, 6% above the three-year historical average. Net operations closed at \$6.2 million for the year after a \$3.4 million transfer to the Hotel Project. After capital revenues and expenses, the venues added \$11.6 million to fund balances, 58.1% of which was from TLT receipts. MERC received \$6.7 million in TLT Pooled Capital revenues, bringing its fund balance to just shy of \$13.0 million. Annual Transient Lodging Tax receipts increased 15.5% over the prior year and have grown at an average 13.5% compound annual growth rate since 2011.

## **Fiscal Year 2016-17 Economic Dynamics**

Several economic and industry dynamics will interact throughout FY 2016-17 resulting in a fiscal year perhaps not as robust as the last two fiscal years. Firstly, FY 2014-15 and FY 2015-16 were both record-breaking high grossing years for the venues. Any comparison to these years is skewed because they were so robust. That being said, each of the venues' event schedule forecast for FY 2016-17 and beyond is unique. Portland's 5 hosted a record number of Broadway performances (12.5 weeks) in FY 2015-16 however has even more (13.5 weeks) currently booked for FY 2016-17. OCC on the other hand may experience the effects of a reduced national convention schedule due to the current upswing in Portland's hotel market. The Portland hotel market began heating up a few years ago which facilitated a disincentive to hoteliers to provide large room blocks for national convention business. While hotel market demand has grown significantly in the last three years, supply has not increased since 2009. Looking to the near future, there are several downtown hotel projects slated to open in the next 36 months, which should greatly improve the market's capacity for booking national conventions. Several large repeat clients at OCC and Expo schedule events every two years instead of each year. We have already seen the off year effect of this scheduling pattern at both venues in July. Finally, it is unknown how long the strong consumer confidence and spending which fueled our growth over the past two years can sustain itself. We hope the consumer spending trends we have seen recently will continue throughout the year and at each Broadway show and convention, however we may experience fluctuations in consumer spending influenced by national political and economic events throughout the year. The venues may have yet another great year or we may experience some cooling when compared to our most recent years.

### MERC Venues Events & Attendance

Total MERC venues August events and attendance are respectively 41% and 70% above the three-year historical average.

Total MERC Venues	2015		2016		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
July	88	78,276	70	67,141	(18), (20%)	(11,135), (-14%)
August	100	132,028	107	126,856	7, 7%	(5,172), (-17%)
Year to Date	188	210,304	177	193,997	(11), (-6%)	(16,307), (-8%)

### MERC Venues Revenues & Expense

Event revenues (rent and food and beverage) closed August 38% below the prior year and 17% below the three-year historical average, and 3% above year to date (YTD) budget projections. Total venue expenses are 2% below the prior year, 9% below the three-year historical average and 1% below YTD budget projections.

### Food & Beverage

The total MERC venues food and beverage margin for August is 8%, one sixth the margin of August FY 2015-16 and 16% below the three-year historical YTD average.

### Net Operations

Total MERC YTD net operations is \$2.9 million less than the prior year and \$1.3 million less than the three-year historical YTD average due to the steep decrease in gross revenues and a steep increase in Materials & Services expenses over the prior year to date. Major contributors to the sharp increase in Materials and Services closing 37% (\$572,916) more than the prior year and the three-year historical average are: 1) a 7% (\$60,000) increase in the monthly cost of the Travel Portland sales & marketing contract 2) a 10% (\$17,000) increase in the monthly land lease Portland's pays for Hatfield Hall property 3) And \$118,000 of upfront expenses related to promoting two different events in July and August through the new *Portland's Presents* program.

### Historical Actual Comparison FY 2014-2016 to FY 2016-17

Fiscal Year:	2014	2015	2016	2017	2014-16	% Diff.	% Diff.
Revenues	YTD	YTD	YTD	YTD	Average	Average	2016
Food & Beverage	2,701,006	2,397,564	4,353,966	1,942,412	3,150,845	-38.4%	-55.4%
Charges for Services	1,917,607	2,946,351	3,676,094	3,038,238	2,846,684	6.7%	-17.4%
Lodging Tax	-	-	-	-	-	-	-
Other	67,091	69,571	8,696	(17,477)	48,453	-136.1%	-301.0%
<b>Total Revenue</b>	<b>4,685,704</b>	<b>5,413,485</b>	<b>8,038,755</b>	<b>4,963,174</b>	<b>6,045,982</b>	<b>-17.9%</b>	<b>-38.3%</b>
<b>Expenses</b>							
Food & Beverage	2,187,809	1,841,665	2,614,630	1,682,829	2,214,701	-24.0%	-35.6%
Personnel Services	2,496,128	2,731,027	3,003,037	3,069,170	2,743,397	11.9%	2.2%
Materials & Services	1,413,554	1,760,607	1,698,740	2,271,656	1,624,301	39.9%	33.7%
Other	741,139	707,488	810,895	960,020	753,174	27.5%	18.4%
<b>Total Expense</b>	<b>6,838,631</b>	<b>7,040,787</b>	<b>8,127,302</b>	<b>7,983,674</b>	<b>7,335,573</b>	<b>8.8%</b>	<b>-1.8%</b>
<b>Net Operations</b>	<b>(2,152,927)</b>	<b>(1,627,302)</b>	<b>(88,547)</b>	<b>(3,020,500)</b>	<b>(1,289,592)</b>	<b>134.2%</b>	<b>3311.2%</b>
<b>Food &amp; Beverage Margin</b>	<b>19.0%</b>	<b>23.2%</b>	<b>39.9%</b>	<b>13.4%</b>	<b>29.7%</b>	<b>-16.3%</b>	<b>-26.6%</b>

**Oregon Convention Center**

OCC August revenues closed 67% (\$1.5 million) below the prior August, 44% (\$600,000) below the three-year historical average\*, and 52% below August budget projections. OCC August events and attendance are respectively 16% below and even with the prior year and 8% and 14% above the three-year historical monthly average. Traditionally, OCC hosts a large Intel conference in August; however it was cancelled this year. This left significant capacity in OCC's event calendar which could not be filled in the short time line. OCC received liquidated damages for the cancellation; however it was nowhere near what the actual revenue would have generated. Expenses are 14% below the prior year, 7% above the three-year historical average\*, and 18% below August budget projections. OCC's YTD food and beverage margin is 7.6%, 19% below the three-year historical average. \*Financial three-year historical averages include FY 2013-15, excluding FY 2015-16.

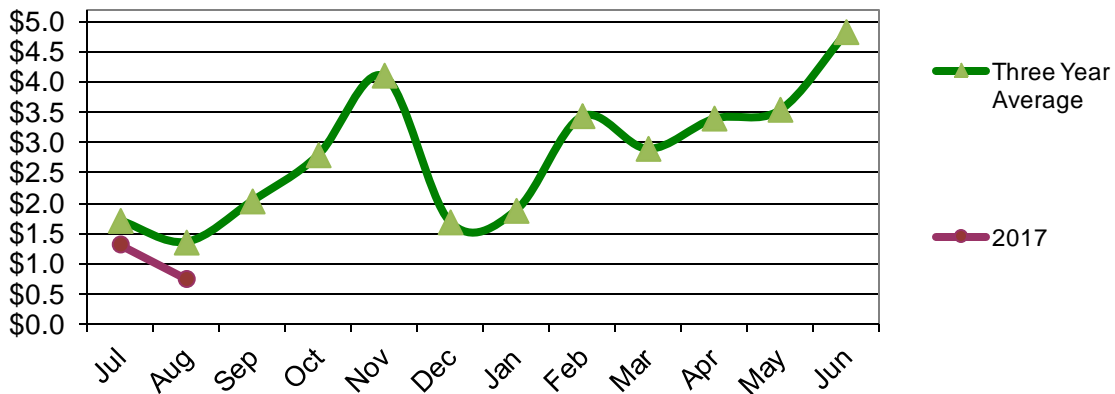
**Highest Grossing Events**

Event*	Gross Event Revenue	% of August Event Revenue
Farwest Show	\$193,003	26%
American Philatelic Society	125,537	17%
NW Apparel & Footwear Material Show	114,379	15%
Magic- The Gathering Grand Prix	71,546	10%
All other Events	239,065	32%
<b>Total</b>	<b>\$743,530</b>	<b>100%</b>

\*Note: revenue reported in this section reflects event receipts in month only and not total gross event revenue.

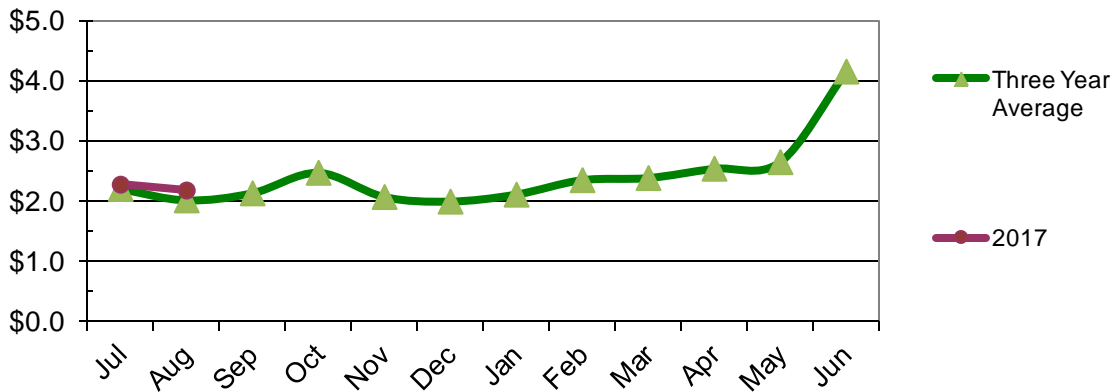
**OCC Program Revenues by Month**

Shown in Millions



**OCC Program Expense by Month**

Shown in Millions



**Portland's Centers for the Arts**

Portland's August revenues are 3% below the prior year, 86% above the three-year historical average and 52% above budget projections. Portland's hosted 12 (22%) more performances, and 2,000 (3%) more attendees compared to the prior year. August performances and attendance are (75%) and (113%) respectively above the three-year historical monthly average. August expenses are 38% above the prior year, 74% above the three-year historical average and 29% above August budget projections. Portland's YTD food and beverage margin is 29%.

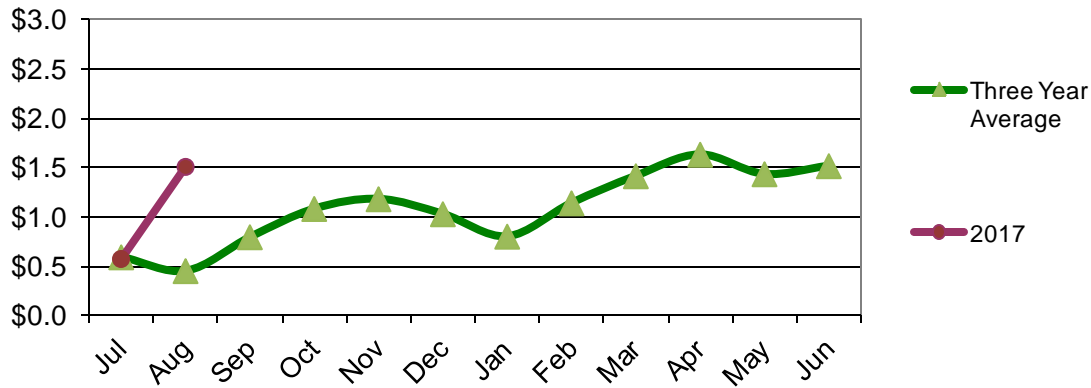
**Highest Grossing Events**

Event*	Gross Event Revenue	% of August Event Revenue
The Lion King	\$1,014,916	68%
Los Tigres del Norte	63,183	4%
World Domination Summit	62,240	4%
Pepe Aguilar	61,884	4%
All other Events	294,252	20%
<b>Total</b>	<b>\$1,496,474</b>	<b>100%</b>

\*Note: revenue reported in this section reflects event receipts in month only and not total gross event revenue.

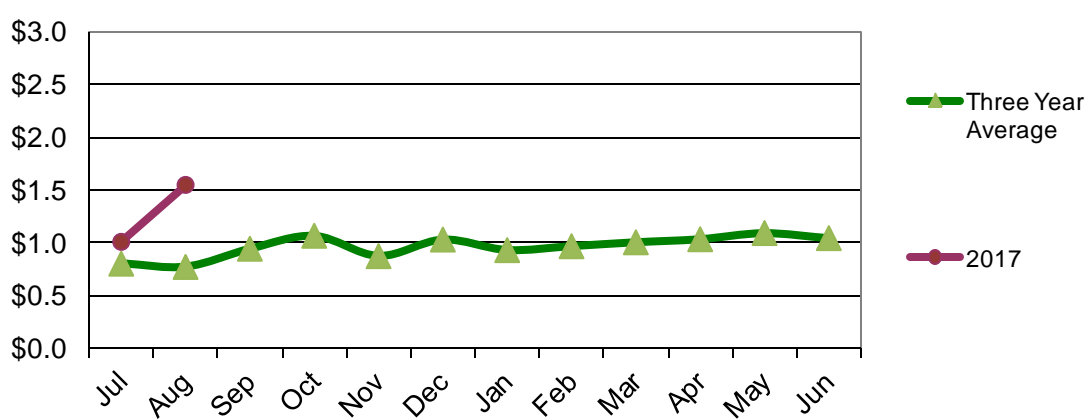
**P5CA Program Revenue by Month**

*Shown in Millions*



**P5CA Program Expense by Month**

*Shown in Millions*





### Portland Expo Center

Expo's August revenues are 1% above the prior year, 29% above the three-year historical average, and 18% above budget projections. Expo hosted 1 (11%) more event and 7,500 (32%) fewer attendees in August than the prior year. Events and attendance closed 3% and 22% respectively above the three-year historical monthly average. Expo's August expenses are 15% above the prior year, 27% above the three-year historical average, and 17% above budget projections. Expo's YTD food & beverage margin is 10%.

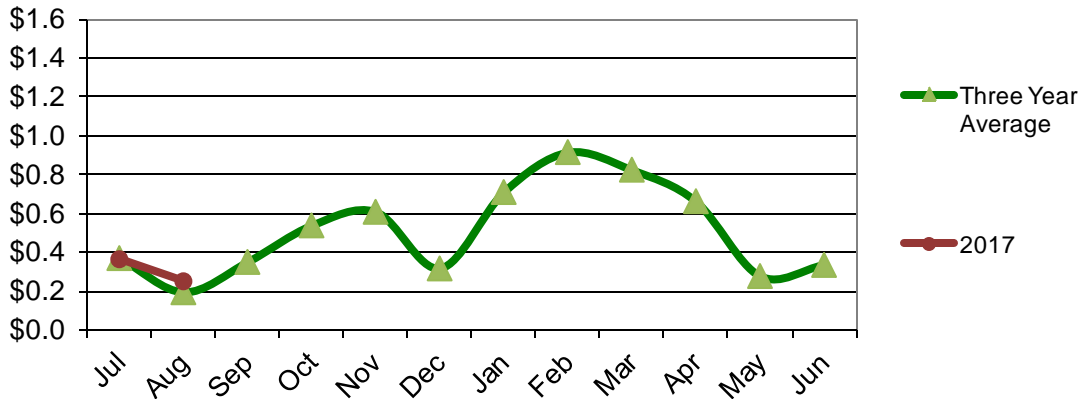
### Highest Grossing Events

Event*	Gross Event Revenue	% of August Event Revenue
Vans Warped Tour	\$106,295	51%
Indo Expo	42,637	20%
Banda el Recodo	36,054	17%
America's Largest Antique and Collectable Show	10,365	5%
All other Events	15,117	7%
<b>Total</b>	<b>\$210,467</b>	<b>100%</b>

\*Note: revenue reported in this section reflects event receipts in month only and not total gross event revenue.

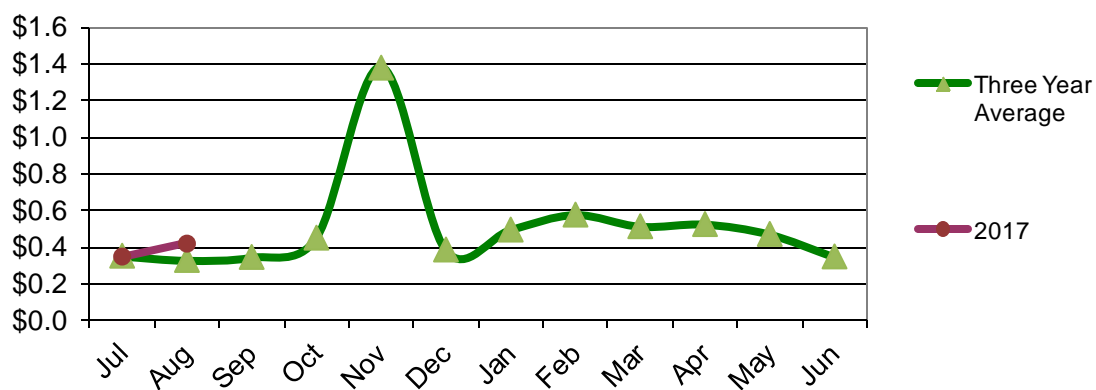
### Expo Program Revenue by Month

Shown in Millions



### Expo Program Expense by Month

Shown in Millions



# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

All Departments

August 2016

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Current Year Budget	% of Prior Year	% of Annual Budget
<b>Operations</b>							
Charges for Services	1,816,239	2,080,195	3,038,238	3,676,094	25,283,884	82.65%	12.02%
Contributions from Governments	-	-	-	-	871,029	0.00%	0.00%
Contributions from Private Sources	-	-	-	-	13,000	0.00%	0.00%
Enhanced Marketing VDF	-	-	-	-	486,118	0.00%	0.00%
Food and Beverage Revenue	812,944	2,144,055	1,942,412	4,353,966	17,248,329	44.61%	11.26%
Grants	1,000	-	1,000	-	55,000	0.00%	1.82%
Interest Earnings	(60,063)	(40,705)	(71,032)	(5,530)	171,000	1284.54%	-41.54%
Lodging Tax	-	-	-	-	11,964,317	0.00%	0.00%
Miscellaneous Revenue	4,542	1,712	5,889	14,226	103,440	41.40%	5.69%
Transfers-R	23,333	-	46,666	-	280,000	0.00%	16.67%
Visitor Development Fund Alloc	-	-	-	-	6,468,315	0.00%	0.00%
<b>Total Revenues</b>	<b>2,597,995</b>	<b>4,185,258</b>	<b>4,963,174</b>	<b>8,038,755</b>	<b>62,944,432</b>	<b>61.74%</b>	<b>7.89%</b>
Capital Outlay	-	846	-	846	-	0.00%	0.00%
Food & Beverage Services	750,647	1,184,339	1,682,829	2,614,630	13,985,429	64.36%	12.03%
Materials and Services	1,436,143	1,042,426	2,271,656	1,698,740	17,300,339	133.73%	13.13%
Personnel Services	1,606,795	1,536,189	3,069,170	3,003,037	20,310,932	102.20%	15.11%
Transfers-E	477,510	328,045	960,020	810,049	9,797,330	118.51%	9.80%
Visitor Development Marketing	-	-	-	-	486,118	0.00%	0.00%
<b>Total Expenditures</b>	<b>4,271,095</b>	<b>4,091,846</b>	<b>7,983,674</b>	<b>8,127,302</b>	<b>61,880,148</b>	<b>98.23%</b>	<b>12.90%</b>
<b>Net Operations</b>	<b>(1,673,100)</b>	<b>93,412</b>	<b>(3,020,500)</b>	<b>(88,547)</b>	<b>1,064,284</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	637,501	0.00%	0.00%
Grants	16,464	(5,275)	16,464	-	-	0.00%	0.00%
Transfers-R	26,667	-	53,334	-	320,000	0.00%	16.67%
<b>Total Revenues</b>	<b>43,131</b>	<b>(5,275)</b>	<b>69,798</b>	<b>-</b>	<b>957,501</b>	<b>0.00%</b>	<b>7.29%</b>
Capital Outlay	786,265	155,832	774,949	156,833	14,418,744	494.12%	5.37%
Materials and Services	-	-	-	-	46,000	0.00%	0.00%
<b>Total Expenditures</b>	<b>786,265</b>	<b>155,832</b>	<b>774,949</b>	<b>156,833</b>	<b>14,464,744</b>	<b>494.12%</b>	<b>5.36%</b>
<b>Net Capital</b>	<b>(743,134)</b>	<b>(161,107)</b>	<b>(705,151)</b>	<b>(156,833)</b>	<b>(13,507,243)</b>		
<b>12 Month Fund Balance Increase</b>	<b>(2,416,233)</b>	<b>(67,695)</b>	<b>(3,725,651)</b>	<b>(245,379)</b>	<b>(12,442,959)</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Convention Center Operating Fund

August 2016

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
<b>Operations</b>							
Charges for Services	531,926	884,533	1,008,998	1,709,169	10,764,464	59.0%	9.4%
Enhanced Marketing VDF	-	-	-	-	486,118	0.0%	0.0%
Food and Beverage Revenue	312,230	1,489,988	1,226,645	3,430,932	12,000,000	35.8%	10.2%
Grants	1,000	-	1,000	-	-	0.0%	0.0%
Interest Earnings	(25,499)	(23,444)	(29,757)	(7,680)	75,000	387.5%	-39.7%
Lodging Tax	-	-	-	-	10,593,288	0.0%	0.0%
Miscellaneous Revenue	(2,380)	(5,631)	(3,005)	3,044	17,000	-98.7%	-17.7%
Transfers-R	(67,396)	(58,987)	(134,792)	(117,974)	(808,751)	114.3%	16.7%
Visitor Development Fund Alloc	-	-	-	-	5,771,546	0.0%	0.0%
<b>Total Revenues</b>	<b>749,880</b>	<b>2,286,459</b>	<b>2,069,088</b>	<b>5,017,491</b>	<b>38,898,665</b>	<b>41.2%</b>	<b>5.3%</b>
Food & Beverage Services	413,452	970,168	1,133,897	2,162,548	9,762,922	52.4%	11.6%
Materials and Services	658,325	572,467	1,146,291	968,408	10,167,186	118.4%	11.3%
Personnel Services	839,094	794,436	1,638,386	1,616,030	10,892,021	101.4%	15.0%
Transfers-E	266,205	191,339	532,410	478,594	6,790,481	111.2%	7.8%
Visitor Development Marketing	-	-	-	-	486,118	0.0%	0.0%
<b>Total Expenditures</b>	<b>2,177,076</b>	<b>2,528,409</b>	<b>4,450,984</b>	<b>5,225,580</b>	<b>38,098,728</b>	<b>85.2%</b>	<b>11.7%</b>
<b>Net Operations</b>	<b>(1,427,195)</b>	<b>(241,950)</b>	<b>(2,381,896)</b>	<b>(208,090)</b>	<b>799,937</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	398,438	0.0%	0.0%
Grants	7,500	-	7,500	-	-	0.0%	0.0%
Transfers-R	26,667	-	53,334	-	1,695,000	0.0%	3.1%
<b>Total Revenues</b>	<b>34,167</b>	<b>-</b>	<b>60,834</b>	<b>-</b>	<b>2,093,438</b>	<b>0.0%</b>	<b>2.9%</b>
Capital Outlay	201,174	2,671	169,110	2,671	6,913,959	6330.7%	2.4%
<b>Total Expenditures</b>	<b>201,174</b>	<b>2,671</b>	<b>169,110</b>	<b>2,671</b>	<b>6,913,959</b>	<b>6330.7%</b>	<b>2.4%</b>
<b>Net Capital</b>	<b>(167,007)</b>	<b>(2,671)</b>	<b>(108,276)</b>	<b>(2,671)</b>	<b>(4,820,521)</b>		
<b>12 Month Fund Balance Increase</b>	<b>(1,594,202)</b>	<b>(244,622)</b>	<b>(2,490,172)</b>	<b>(210,761)</b>	<b>(4,020,584)</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts Fund

August 2016

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
<b>Operations</b>							
Charges for Services	1,172,580	1,057,171	1,680,417	1,582,749	10,351,965	106.2%	16.2%
Contributions from Governments	-	-	-	-	871,029	0.0%	0.0%
Contributions from Private Sources	-	-	-	-	13,000	0.0%	0.0%
Food and Beverage Revenue	382,916	533,819	497,833	677,866	3,252,119	73.4%	15.3%
Grants	-	-	-	-	55,000	0.0%	0.0%
Interest Earnings	(15,600)	(7,598)	(19,517)	5,410	60,000	-360.7%	-32.5%
Lodging Tax	-	-	-	-	1,371,029	0.0%	0.0%
Miscellaneous Revenue	5,826	5,098	5,123	8,222	61,590	62.3%	8.3%
Transfers-R	(36,852)	(35,701)	(73,704)	(71,402)	(442,226)	103.2%	16.7%
Visitor Development Fund Alloc	-	-	-	-	696,769	0.0%	0.0%
<b>Total Revenues</b>	<b>1,508,869</b>	<b>1,552,790</b>	<b>2,090,152</b>	<b>2,202,846</b>	<b>16,290,275</b>	<b>94.9%</b>	<b>12.8%</b>
Food & Beverage Services	242,514	123,875	353,067	256,967	2,520,826	137.4%	14.0%
Materials and Services	598,843	360,780	900,562	602,286	5,126,153	149.5%	17.6%
Personnel Services	573,063	539,935	1,037,230	968,864	6,786,405	107.1%	15.3%
Transfers-E	134,933	97,369	269,866	217,623	1,256,191	124.0%	21.5%
<b>Total Expenditures</b>	<b>1,549,353</b>	<b>1,121,959</b>	<b>2,560,726</b>	<b>2,045,741</b>	<b>15,689,575</b>	<b>125.2%</b>	<b>16.3%</b>
<b>Net Operations</b>	<b>(40,484)</b>	<b>430,831</b>	<b>(470,574)</b>	<b>157,105</b>	<b>600,700</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	95,625	0.0%	0.0%
Grants	8,964	(5,275)	8,964	-	-	0.0%	0.0%
<b>Total Revenues</b>	<b>8,964</b>	<b>(5,275)</b>	<b>8,964</b>	<b>-</b>	<b>95,625</b>	<b>0.0%</b>	<b>9.4%</b>
Capital Outlay	584,894	117,868	605,283	118,868	5,229,405	509.2%	11.6%
<b>Total Expenditures</b>	<b>584,894</b>	<b>117,868</b>	<b>605,283</b>	<b>118,868</b>	<b>5,229,405</b>	<b>509.2%</b>	<b>11.6%</b>
<b>Net Capital</b>	<b>(575,930)</b>	<b>(123,143)</b>	<b>(596,319)</b>	<b>(118,868)</b>	<b>(5,133,780)</b>		
<b>12 Month Fund Balance Increase</b>	<b>(616,413)</b>	<b>307,688</b>	<b>(1,066,893)</b>	<b>38,236</b>	<b>(4,533,080)</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Expo Fund

August 2016

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
<b>Operations</b>							
Charges for Services	111,733	138,490	348,824	384,176	4,167,455	90.8%	8.4%
Food and Beverage Revenue	117,799	120,248	217,934	245,167	1,996,210	88.9%	10.9%
Interest Earnings	(5,188)	(4,783)	(5,977)	(1,509)	18,000	396.2%	-33.2%
Miscellaneous Revenue	1,096	2,246	3,772	2,960	24,850	127.4%	15.2%
Transfers-R	23,333	(10,278)	46,666	(20,556)	280,000	-227.0%	16.7%
<b>Total Revenues</b>	<b>248,774</b>	<b>245,922</b>	<b>611,219</b>	<b>610,238</b>	<b>6,486,515</b>	<b>100.2%</b>	<b>9.4%</b>
Food & Beverage Services	94,681	90,296	195,864	195,114	1,701,681	100.4%	11.5%
Materials and Services	114,107	104,077	146,397	112,930	1,468,915	129.6%	10.0%
Personnel Services	132,962	129,038	270,689	272,627	1,765,261	99.3%	15.3%
Transfers-E	76,197	39,337	152,394	113,832	1,734,308	133.9%	8.8%
<b>Total Expenditures</b>	<b>417,947</b>	<b>362,748</b>	<b>765,344</b>	<b>694,503</b>	<b>6,670,165</b>	<b>110.2%</b>	<b>11.5%</b>
<b>Net Operations</b>	<b>(169,174)</b>	<b>(116,826)</b>	<b>(154,126)</b>	<b>(84,264)</b>	<b>(183,650)</b>		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	143,438	0.0%	0.0%
Transfers-R	-	-	-	-	1,016,740	0.0%	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,160,178</b>	<b>0.0%</b>	<b>0.0%</b>
Capital Outlay	198	35,293	556	35,293	2,025,380	1.6%	0.0%
Materials and Services	-	-	-	-	46,000	0.0%	0.0%
<b>Total Expenditures</b>	<b>198</b>	<b>35,293</b>	<b>556</b>	<b>35,293</b>	<b>2,071,380</b>	<b>1.6%</b>	<b>0.0%</b>
<b>Net Capital</b>	<b>(198)</b>	<b>(35,293)</b>	<b>(556)</b>	<b>(35,293)</b>	<b>(911,202)</b>		
<b>12 Month Fund Balance Increase</b>	<b>(169,371)</b>	<b>(152,119)</b>	<b>(154,681)</b>	<b>(119,557)</b>	<b>(1,094,852)</b>		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

August 2016

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
<b>Operations</b>							
Interest Earnings	(13,776)	(4,879)	(15,781)	(1,751)	18,000	901.3%	-87.7%
Transfers-R	104,248	104,966	208,496	209,932	1,250,977	99.3%	16.7%
<b>Total Revenues</b>	<b>90,472</b>	<b>100,086</b>	<b>192,715</b>	<b>208,181</b>	<b>1,268,977</b>	<b>92.6%</b>	<b>15.2%</b>
Capital Outlay	-	846	-	846	-	0.0%	0.0%
Materials and Services	64,868	5,103	78,406	15,116	538,085	518.7%	14.6%
Personnel Services	61,676	72,780	122,864	145,516	867,245	84.4%	14.2%
Transfers-E	175	-	5,350	-	16,350	0.0%	32.7%
<b>Total Expenditures</b>	<b>126,719</b>	<b>78,730</b>	<b>206,620</b>	<b>161,478</b>	<b>1,421,680</b>	<b>128.0%</b>	<b>14.5%</b>
<b>Net Operations</b>	<b>(36,247)</b>	<b>21,357</b>	<b>(13,905)</b>	<b>46,702</b>	<b>(152,703)</b>		
<b>Capital</b>							
Transfers-R	-	-	-	-	(2,391,740)	0.0%	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,391,740)</b>	<b>0.0%</b>	<b>0.0%</b>
Capital Outlay	-	-	-	-	250,000	0.0%	0.0%
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Net Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,641,740)</b>		
<b>12 Month Fund Balance Increase</b>	<b>(36,247)</b>	<b>21,357</b>	<b>(13,905)</b>	<b>46,702</b>	<b>(2,794,443)</b>		

**MERC Visitor Venues**  
**Events-Performances-Attendance**  
**FY 2015-16**

OCC	August 2014		August 2015		August 2016		Net Change from Prior Year		August 2016	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	4	13,439	5	16,106	3	9,900	(2)	(6,206)	432,595	58%
Consumer Public Shows	8	6,495	4	4,279	1	1,013	(3)	(3,266)	13,385	2%
Miscellaneous							-	-	-	0%
Miscellaneous -In-House	13	179	18	279	12	239	(6)	(40)	9,271	1%
Meetings	5	1,990	9	1,599	14	11,933	5	10,334	292,558	39%
Catering	1	20	1	872	1	28	-	(844)	(4,280)	-1%
<b>Totals</b>	<b>31</b>	<b>22,123</b>	<b>37</b>	<b>23,135</b>	<b>31</b>	<b>23,113</b>	<b>(6)</b>	<b>(22)</b>	<b>\$ 743,529</b>	<b>100%</b>

Expo Center	August 2014		August 2015		August 2016		Net Change from Prior Year		August 2016	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	3	5,984	-	-	-	-	-	-	16,873	8%
<i>Cirque Du Soleil</i>	-	-	-	-	-	-	-	-	-	0%
Miscellaneous	9	6,364	7	11,456	9	12,439	2	983	148,697	71%
Meetings	1	20	1	15	-	-	(1)	(15)	450	0%
Catering	-	-	-	-	-	-	-	-	1,680	1%
Tradeshows/Conventions	-	-	1	12,203	1	3,750	-	(8,453)	42,767	20%
<b>Totals</b>	<b>13</b>	<b>12,368</b>	<b>9</b>	<b>23,674</b>	<b>10</b>	<b>16,189</b>	<b>1</b>	<b>(7,485)</b>	<b>\$ 210,467</b>	<b>100%</b>
<b>Totals w/Cirque du Soleil</b>	<b>13</b>	<b>12,368</b>	<b>9</b>	<b>23,674</b>	<b>10</b>	<b>16,189</b>	<b>1</b>	<b>(7,485)</b>	<b>\$ 210,467</b>	<b>100%</b>

Portland '5	August 2014		August 2015		August 2016		Net Change from Prior Year		August 2016	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	9	24,385	7	12,357	19	9,837	12	(2,520)	303,456	20%
Broadway	-	-	25	68,235	26	70,367	1	2,132	1,014,916	68%
Resident Company	-	-	5	1,029	2	1,252	(3)	223	46,041	3%
Non-Profit	6	1,209	4	1,039	1	725	(3)	(314)	29,430	2%
Promoted/Co-Promoted	8	2453	6	2,247	11	5,010	5	2,763	68,249	5%
Student	6	308	6	217	7	363	1	146	34,383	2%
Miscellaneous	-	-	1	95	-	-	(1)	(95)	-	0%
<b>Totals</b>	<b>29</b>	<b>28,355</b>	<b>54</b>	<b>85,219</b>	<b>66</b>	<b>87,554</b>	<b>12</b>	<b>2,335</b>	<b>\$ 1,496,475</b>	<b>100%</b>

## MERC Food and Beverage Margins

August 2016

	Current Month Actual	Prior Year Month Actual	Current Year to Date	Prior Year to Date Actual	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	312,230	1,489,988	1,226,645	3,430,932	12,000,000
Food & Beverage Services	413,452	970,168	1,133,897	2,162,548	9,762,922
Food and Beverage Gross Margin	(101,222)	519,820	92,747	1,268,384	2,237,078
Food and Beverage Gross Margin %	-32.42%	34.89%	7.56%	36.97%	18.64%
<b>Portland'S Centers for the Arts Fund</b>					
Food and Beverage Revenue	382,916	533,819	497,833	677,866	3,252,119
Food & Beverage Services	242,514	123,875	353,067	256,967	2,520,826
Food and Beverage Gross Margin	140,402	409,945	144,766	420,899	731,293
Food and Beverage Gross Margin %	36.67%	76.79%	29.08%	62.09%	22.49%
<b>Expo Fund</b>					
Food and Beverage Revenue	117,799	120,248	217,934	245,167	1,996,210
Food & Beverage Services	94,681	90,296	195,864	195,114	1,701,681
Food and Beverage Gross Margin	23,118	29,951	22,070	50,053	294,529
Food and Beverage Gross Margin %	19.62%	24.91%	10.13%	20.42%	14.75%
<b>MERC Fund Total</b>					
Food and Beverage Revenue	812,944	2,144,055	1,942,412	4,353,966	17,248,329
Food & Beverage Services	750,647	1,184,339	1,682,829	2,614,630	13,985,429
Food and Beverage Gross Margin	62,297	959,717	259,584	1,739,336	3,262,900
Food and Beverage Gross Margin %	7.66%	44.76%	13.36%	39.95%	18.92%



# MERC Statement of Fund Balances and Reserves

August 2016

	FY 2017 Through August	FY 2016 Through August	FY 2016 Through June	FY 2017 Annual Budget
<b><u>Oregon Convention Center</u></b>				
Beginning Fund Balance	21,770,042	18,574,045	18,574,045	18,513,545
Fund Balance Inc (Dec)	(2,490,172)	(210,761)	3,195,997	(4,020,584)
<b>Ending Fund Balance</b>	<b>19,279,870</b>	<b>18,363,284</b>	<b>21,770,042</b>	<b>14,492,961</b>
<i>Contingency - Operating</i>				1,500,000
<i>Contingency - New Capital-Business Strategy</i>				1,821,308
<i>Contingency - Renewal &amp; Replacement</i>				11,171,653
<b>Ending Fund Balance</b>				<b>14,492,961</b>
<b><u>Portland'5 Centers for the Arts</u></b>				
Beginning Fund Balance	13,178,660	10,622,451	10,622,451	11,348,488
Fund Balance Inc (Dec)	(1,066,893)	38,236	2,556,209	(4,533,080)
<b>Ending Fund Balance</b>	<b>12,111,767</b>	<b>10,660,687</b>	<b>13,178,660</b>	<b>6,815,408</b>
<i>Contingency - Operating</i>				600,000
<i>Contingency - New Capital-Business Strategy</i>				2,004,255
<i>Contingency - Renewal &amp; Replacement</i>				4,211,153
<b>Ending Fund Balance</b>				<b>6,815,408</b>
<b><u>Expo</u></b>				
Beginning Fund Balance	2,843,104	3,167,865	3,167,865	2,798,742
Fund Balance Inc (Dec)	(154,681)	(119,557)	(324,760)	(1,094,852)
<b>Ending Fund Balance</b>	<b>2,688,423</b>	<b>3,048,308</b>	<b>2,843,105</b>	<b>1,703,890</b>
<i>Contingency - Operating</i>				350,000
<i>Contingency - New Capital-Business Strategy</i>				1,353,890
<i>Contingency - Renewal &amp; Replacement</i>				-
<b>Ending Fund Balance</b>				<b>1,703,890</b>
<b><u>MERC Administration</u></b>				
Beginning Fund Balance	14,171,403	8,001,482	8,001,481	8,188,922
Fund Balance Inc (Dec)	(13,905)	46,702	6,169,921	(2,794,443)
<b>Ending Fund Balance</b>	<b>14,157,498</b>	<b>8,048,184</b>	<b>14,171,402</b>	<b>5,394,479</b>
<i>Contingency - Operating</i>				65,000
<i>Contingency - Renewal &amp; Replacement</i>				1,576,837
<i>Contingency - TLT Pooled Capital</i>				3,752,642
<b>Ending Fund Balance</b>				<b>5,394,479</b>
<b><u>MERC Fund</u></b>				
Beginning Fund Balance	51,963,209	40,365,843	40,365,842	40,849,697
Fund Balance Inc (Dec)	(3,725,651)	(245,379)	11,597,367	(12,442,959)
<b>Ending Fund Balance</b>	<b>48,237,558</b>	<b>40,120,464</b>	<b>51,963,209</b>	<b>28,406,738</b>

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# **MERC Commission Meeting**

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October 5, 2016  
1:45 pm

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5.0 Travel Portland Contract  
Performance Review

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Date: Monday, August 29, 2016  
To: Teri Dresler, General Manager Visitor Venues  
CC: MERC Commissioners  
From: Tim Collier, Director of FRS  
Subject: Travel Portland Contract Review

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Teri,

You asked me to review the Travel Portland Work Plan and annual report and make observations and recommendations for improvement. While the Travel Portland and OCC contractual relationship seems to be working very well, believing that all processes can be improved, the following are my observations and recommendations.

#### Observations:

My observations cover two main areas; reporting and goal setting.

On the reporting front, Travel Portland has worked to improve their reporting over the last couple of years. These changes have helped to better explain what they have accomplished and reporting on some of the targets that have been met over the last year. However, there still seems to be a disconnect between the approved work plan and the data presented in the year end (4<sup>th</sup> qtr) report. The work plan breaks itself into easy to digest sections, first by goals and then by very specific strategies with incorporated action items. While some of the action items are reported on in the 4<sup>th</sup> quarter report, it is very hard to find them and it does not appear that all of those work plan items are included.

With regards to goal setting, the OCC revenue goals that are set every year have been greatly exceeded. The last two years, 14-15 and 15-16, the goals have been exceeded by 74% and 86% percent respectively. Exceeding goals should be celebrated and congratulated, however if goals are commonly exceeded by amounts mentioned above it typically is an indication that the initial goal has historically been set too low. For example the 14-15 goal was set almost 1 million dollars less than the 13-14 actual revenues. I also noticed similar trends in the ROI on public relations/ media target.

#### Recommendations:

My first recommendation would be to align the Year-End report with the approved work plan and MERC contract targets. Using similar layouts, descriptions and targets, will help improve the reporting and show consistency in information, allow for transparency, and make it easier to review and adjust future goals and targets. An area of particular focus for MERC is the multicultural program. This section of the program of work and goal setting/reporting should be detailed and specifically identified as it relates to outreach efforts, media coverage and business generated.

There should also be a review of the ancillary data that is being presented in the 4<sup>th</sup> qtr report. Some of this data are not in the work plan or contract targets, a detailed review of the report to make sure that the data is conveying information that can be used to better tell the story and ensure transparency and accountability.

The second recommendation is to do a review of the current contract targets and adjust to more realistic goals. Goals should then be folded into the OCC budgeting process, building connectivity between the Travel Portland Targets and the OCC spending plan. Again, we should always strive to meet goals, but if they are set too low or are made in isolation with limited connection to the OCC budget it lessens the value of goal setting in the first place.

I do want to reiterate that the Travel Portland and OCC teams are successfully working collaboratively together to achieve the contract goals. The continued success of the OCC, as shown in record number of conventions and net revenues, is a testament to the success of this relationship. My recommendations are suggestions on how to improve that relationship while actively managing the terms of the agreement.

Please feel free to contact me with any questions.

Thank you,

Tim Collier

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# **MERC Commission Meeting**

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October 5, 2016  
1:45 pm

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6.0 Proposed changes to  
MERC Personnel Policies

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**SUMMARY OF PERSONNEL POLICIES FOR PRESENTATION TO MERC COMMISSION**

September 7, 2016

Below is a list of draft policies and policy rescissions for your review. These proposed policies are intended to supersede those listed from the Metro Employee Handbook (EO #88), the MERC Personnel Policies Handbook (8/1/07) and current All Metro Policies.

<b>Policy</b>	<b>Existing MERC Policy</b>	<b>Existing Metro Policy</b>	<b>Applicable Legal Provisions</b>	<b>Policy Summary/Explanation of Change</b>	<b>Fiscal Impact</b>	<b>Business Impact</b>
<b>Whistleblowing</b>	Whistleblowing Policy (10/14) – All Metro	Whistleblowing Policy (10/14) – All Metro	ORS Ch 659A as amended by HB 4067 (2016)	Brings Policy into compliance with statute by increasing rights and remedies, and affirmative defenses for whistleblowers, and increases employee notice requirements. Deletes references to interns who are not statutorily covered. Paid interns are employees and covered, unpaid are not.	Minimal.	Minimal Metro has very few unpaid interns.
<b>Administrative Leave for Exemplary Service and Recruitment (Non-represented Employees)</b>	Administrative Leave (12/12) – All Metro	Administrative Leave (12/12) – All Metro	N/A	Authorizes Department Director with HR Director approval to offer benefits eligible management and non-represented exempt new hires up to 40 hours additional leave annually for up to 3 years. Criteria for offering additional leave based on individual's previous benefits, special skills or experience.	Minimal.	Consistent with total compensation approach. Adds recruitment benefit increasingly used by public sector employers.
<b>Proposed Rescissions</b>						
<b>Proposed Rescission: Employee Conduct, #10.</b>	MERC Personnel Policies (1997) § 12	N/A	N/A	Redundant. This simply states requirement that employees follow state ethics law. Employee Conduct Policy (All Metro) prohibits employees	N/A	Streamlines policies.

<b>Ethics</b>				from violating state Ethics laws.		
<b><i>Proposed Rescission: Ethical Requirements for Employees, Officers, Elected and Appointed Officials Policy</i></b>	N/A – All Metro	N/A – All Metro	Metro Code 2.02.120 Ethical Requirements for Employees, Officers, Elected and Appointed Officials	Duplicates Metro Code.	N/A	Streamlines policies.
<b><i>Proposed Rescission: Code of Ethics</i></b>	N/A	E.O. 66 – Code of Ethics	ORS 244 – Government Ethics; Metro Code 2.02.120 Ethical Requirements for Employees, Officers, Elected and Appointed Officials	Duplicates state ethics laws & Metro Code.	N/A	Streamlines policies.

# DRAFT 9/8/16



## Metro | Policies and procedures

**Subject** Whistleblowing (Reporting Improper Conduct)

**Section** Human Resources

**Approved by**

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### POLICY

*It is Metro's policy to promote ethical behavior and to comply with Oregon's Whistleblower Law. Employees, unpaid interns, volunteers and contractors are encouraged to report improper or unlawful conduct and may do so anonymously. Such reports serve the public interest and assist Metro in meeting high standards of public accountability. No employee will be subject to disciplinary action or retaliation for making a good faith report or disclosure under this policy or for initiating or aiding in a criminal or civil proceeding.*

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### Applicable to

All employees and contractors performing services for Metro.

Volunteers and unpaid interns are also encouraged to report improper or unlawful conduct using the procedures described in this policy.

### Definitions

Disclosure: A formal or informal internal or extra-agency communication.

Employees: For the purposes of the Oregon whistleblower law, "employees" include contractors and their employees in addition to individuals who are employed directly by Metro.

Good faith: A sincere belief or motive.

Reckless disregard for truth or falsity: A conscious disregard of a substantial and justifiable risk that the information disclosed is false.

Reporter: An individual who makes a report or disclosure under this policy.

### Guidelines

1. Metro encourages its employees, interns, volunteers and contractors to notify Metro of improper or unlawful government action by Metro or its officials or employees.
2. No employee will be subject to discipline or other retaliation for disclosing information he or she reasonably believes is evidence of:
  - a. A violation of any federal or state law, rule, or regulation by the agency;



- b. Serious agency misconduct that could undermine Metro’s ability to fulfill its public mission;
  - a. Gross misuse or waste of public resources or funds;
  - b. Abuse of authority in connection with the administration of a public program or the execution of a public contract; or
  - c. A substantial and specific danger to public health or safety resulting from agency action.
- 3. No employee will be subject to discipline or other retaliation for initiating or aiding in criminal, civil, or administrative legal proceedings in good faith.
- 4. Volunteers and unpaid interns will not be subject to harassment or retaliation for taking actions outlined in #2 or 3 above.

**Procedures**

**Reporting Improper or Unlawful Conduct:**

- 1. Employees, interns, volunteers and contractors are encouraged to notify Metro of improper or unlawful actions in any Metro facility or department.
  - a. Reports may be made to any Metro manager, the Human Resources (HR) Department, and/or the Office of Metro Attorney (OMA).
  - b. Reports also may be made confidentially using Metro’s Accountability Line, which can be accessed online at metroethicsline.org, or by calling (888) 299-5460.
    - i. The Accountability Line is administered by the Metro Auditor’s Office. The auditor contracts with a hotline vendor to maintain the reporting system and ensure confidentiality. The hotline vendor does not reveal the reporting party’s identity to Metro.
- 2. Metro will not discipline or retaliate against an employee for making a good faith report under this policy. Employees will be subject to discipline only if:
  - a. The information disclosed is known by the employee to be false, or is disclosed with reckless disregard for its truth or falsity; or
  - b. The disclosed information relates to the employee’s own violations, mismanagement, gross waste of funds, abuse of authority, or endangerment of the public health or safety, in which case the employee may be disciplined for the underlying conduct.
- 3. During its investigation of any disclosure listed above, Metro will not identify the individual making the disclosure without his or her written consent unless such identification is necessary to an investigation or legal process and allowable by law. In that case, Metro will protect the reporter’s confidentiality to the greatest extent possible without impairing the investigation or legal process.

**Initiating or Aiding Administrative, Criminal or Civil Proceedings**

- 4. Metro will not discriminate or retaliate against an employee because he or she has in good faith:
  - a. Reported criminal activity (or activity he or she believes to be criminal) to any person or caused criminal charges to be filed against any person;

- b. Cooperated with a criminal investigation or testified at a criminal trial;
- c. Initiated, cooperated with, or testified at a civil administrative or court proceeding;
- d. Opposed harassment, discrimination, or other conduct prohibited by civil rights laws;
- e. Discussed, inquired about, or brought a claim for unpaid wages.

**Legislative Testimony**

- 5. Metro will not prohibit, discourage, dissuade, restrain, coerce, prevent, or otherwise interfere with an employee responding to a legislative request to discuss or disclose the activities of Metro or any other political subdivision of the state, or the activities of any person authorized to act on behalf of Metro or any other political subdivision of the state.
  - a. An employee is not required to inform Metro prior to making any disclosure or before engaging in the requested legislative discussion, unless the legislative request for information is directed to Metro and the employee is responding on behalf of Metro.
  - b. Notwithstanding this policy, employees are not permitted to:
    - i. Represent their personal opinions as the opinions of the agency;
    - ii. Disclose information required to be kept confidential by law;
    - iii. Disclose records exempt from disclosure, except as provided by law;
    - iv. Disclose information of an advisory nature to the extent that it is preliminary to any final agency determination of policy or action and covers other than purely factual materials.
  - c. Absences to testify before a legislative committee will be excused. Employees may take unpaid leave or use any type of accrued paid time off other than sick leave. Employees are not required to disclose the purpose of the absence. Employee testimony on behalf of Metro is paid work time.

**Whistleblowing in General**

- 6. Employees are not required to notify Metro before engaging in activities protected under this policy and will not face discipline if they choose not to do so; however, Metro encourages individuals to bring problems to its attention so they can be addressed promptly. As noted above, reports may be made confidentially using the Ethics Line.
- 7. Discrimination, harassment, and retaliation are prohibited for activities undertaken in good faith under this policy even if the underlying complaint or report is ultimately not substantiated.
- 8. Anyone who experiences or observes discrimination, harassment, or retaliation on the basis protected activity under this policy should report the offending conduct using the procedures specified in this policy or in Metro’s Discrimination and Harassment Policy.

**Whistleblowing Affirmative Defense:**

- 9. An employee’s good faith and objectively reasonable belief of a violation of federal, state or local law, rule or regulation by Metro shall be an affirmative defense to a civil or criminal charge related to the disclosure by the employee of lawfully accessed information related to

the violation, including information that is exempt from disclosure as provided in Oregon's Public Records Law or by Metro policy, if the information is provided to:

- a. A state or federal regulatory agency;
  - b. A law enforcement agency;
  - c. A manager employed by Metro;
  - d. An attorney licensed to practice law in the state of Oregon if a confidential communication is made in connection with the alleged violation and in furtherance of the rendition of legal services to the employee that are subject to the attorney-client privilege.
10. An employee may not assert the affirmative defense described herein if the information:
- a. Is disclosed or re-disclosed by the employee or at the employee's direction to a party other than the parties listed in paragraph 9 above;
  - b. Is stated in a commercial exclusive negotiating agreement with Metro, provided that the agreement is not related to the employee's employment or relationship with Metro; or
  - c. Is stated in a commercial nondisclosure agreement with Metro, provided that the agreement is not related to the employee's employment with Metro.
11. The affirmative defense described in paragraph 9 is available to an employee who discloses information related to an alleged violation by a coworker or supervisor if the disclosure relates to the course and scope of employment of the coworker or supervisor.
12. The affirmative defense described in paragraph 9 may not be asserted by an employee who is an attorney or by an employee who is not an attorney but who is employed, retained, supervised or directed by an attorney if the information disclosed pursuant to paragraph 9 is related to the representation of a client.
13. Disclosure made to a state or federal regulatory agency, law enforcement agency, manager employed by Metro or attorney licensed to practice law in the state of Oregon are subject to the rules of professional conduct that are binding upon Oregon attorneys.
14. Subject to the rules of professional conduct for Oregon attorneys, a public employee who is an attorney may report to the Attorney General the employee's knowledge of a violation of federal, state or local law, rule or regulation by Metro.
15. Disclosure of information pursuant to paragraph 9 does not waive the attorney-client privilege or affect the applicability of any exemption from disclosure of a public record under Oregon's Public Records Law.
16. Notwithstanding paragraph 9, information protected from disclosure under federal law, including but not limited to the federal Health Insurance Portability and Accountability Act of 1996 (P.L. 104-191), may be disclosed only in accordance with federal law.

**Whistleblower Rights and Remedies:**

17. Any employee who invokes his/her rights under this policy shall have the rights and remedies provided for by Oregon's Whistleblower laws. To the extent an employee has been aggrieved by engaging in whistleblower activity, the employee may file a complaint with the Bureau of Labor and Industries and/or file a civil action in circuit court. Remedies available may include injunctive relief and compensatory damages among others.

## **Responsibilities**

### Employee:

- Report illegal and unethical conduct by notifying a Metro manager, the Human Resources Department or the Office of Metro Attorney, or by using Metro's Accountability Line.
- Notify a Metro manager, the Human Resources Department, or the Office of Metro Attorney if you observe or become aware of any conduct that may constitute discrimination, harassment or retaliation for protected activity under this policy.

### Supervisor/Manager/Department Director:

- Ensure that no employee, volunteer or unpaid intern is subject to discipline, harassment or other retaliatory action for engaging in protected activity under this policy. Contact Human Resources immediately if you observe or become aware of any conduct that may constitute harassment or retaliation for protected activity under this policy.
- Cooperate with ethics investigations while protecting the reporter's confidentiality.

### Human Resources Department:

- Cooperate with ethics investigations while protecting the reporter's confidentiality.
- Investigate any complaints of retaliation in violation of this policy.

## **References**

ORS 659A.199 – 659A.236 (Oregon Whistleblower Law)

ORS 659A.030(1)(f) (prohibiting retaliation for opposing unlawful conduct)

OAR 839-010-0000 – 839-010-0140 (BOLI Administrative Rules)

ORS chapter 244 (Oregon Government Ethics Law)

OAR chapter 199 (Oregon Government Ethics Commission Administrative Rules)

Metro Accountability Hotline: [www.metroaccountability.org](http://www.metroaccountability.org); (888) 299-5460

Metro Ethics Employee Q&A (on MetroNet)

# DRAFT 9/16/16

## Metro | *Policies and procedures*

**Subject** Administrative Leave for Exemplary Service and Recruitment (Non-represented)  
**Section** Human Resources  
**Approved by**

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### **POLICY**

Metro may, upon management's discretion, award paid leave to non-represented, benefits-eligible, overtime-exempt regular status and limited duration employees who demonstrate extraordinary dedication by working long hours above and beyond the expectations for their position and to provide additional leave to non-represented benefits eligible employees to accomplish recruitment objectives as part of the total compensation package for new employees.

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### **Applicable to**

All non-represented, benefits-eligible, overtime exempt regular status and limited duration employees: 1) who are ineligible to receive overtime compensation due to their exempt status under the Fair Labor Standards Act, or 2) who are newly hired Metro employees.

*Bonus time may be available for represented employees as determined by the applicable collective bargaining agreement.*

### **Guidelines**

1. Administrative leave for exemplary service (exemplary service leave) is intended to reward employees who put in a substantial amount of work time in excess of regular work hours for a sustained period of time and are ineligible for overtime compensation. .
2. The decision whether to award leave and the length of the leave awarded are at Metro's sole discretion. Exemplary service leave is not intended to compensate employees for extra work on an hour-for-hour basis.
3. The maximum exemplary service leave that may be awarded under this policy is 40 hours per fiscal year.
4. Exemplary service leave awards under this policy are in addition to accrued paid leave and will have no effect on accrual rates or maximum accrual limits for other types of leave.

5. As part of employment negotiations when recruiting a candidate from outside of Metro, Department Directors with the approval of the HR Director may provide administrative leave (recruitment leave) benefits to new employees hired for regular status positions. Justification for recruitment leave should include the applicant's previous leave benefits or the individual's special skills or experience.
6. Up to forty (40) hours of recruitment leave per year for the first three years of employment may be approved for eligible new employees for recruitment purposes.
7. Administrative leave time must be used within the Metro fiscal year ( July 1 – June 30) in which it is awarded, with the exception of leave time awarded during the month of June, which may be carried over to the following fiscal year. Leave time that is not used within the applicable fiscal year will be forfeited. Leave awarded in June must be used by June 30 of the following fiscal year.
8. Employees will not receive monetary payment for any unused leave awarded under this policy.

### **Procedures**

1. An award of leave must be approved in writing by the Department Director, and for recruitment leave approved by the HR Director also. A supervisor who wishes to award administrative leave for exemplary service or recruitment purposes to an employee will coordinate with the Department Director. Leave will be granted to a Department Director only with the written approval of the General Manager, Chief Operating Officer (COO) or designee.
2. Leave must be awarded in 8 hour increments, although it may be used in smaller increments in accordance with regular procedures for use of vacation and personal holidays.
3. Once approval is confirmed, the Department Director, General Manager, COO or designee must notify the Payroll Division.
4. The Payroll Division will establish an administrative leave bank for the employee by entering the hours into the timekeeping system, and will confirm with the supervisor and Department Director when this process has been completed.
5. The supervisor will notify the employee of leave awarded under this policy.
6. Employees who have been awarded leave should follow regular procedures for requesting to use accrued leave. Employees may use leave under this policy only after receiving notification that the Payroll Division has established an administrative leave bank.

### **Responsibilities**

#### Employees:

- After receiving an award of leave, follow regular procedures for requesting and coding use

of leave.

Supervisors:

- Coordinate with the Department Director to award leave under this policy.
- Notify the employee that leave has been awarded.
- Complete Administrative Leave form and submit to Payroll (exemplary leave) or Human Resources (recruitment leave for new hires).

Department Director:

- Approve leave awards and notify the Payroll Division.
- Consult with HR Director prior to awarding recruitment leave.

Human Resources Director:

- Review and approve requests for recruitment leave.

Payroll Division:

- Establish a leave bank and notify the supervisor and Department Director that leave has been awarded.

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# **MERC Commission Meeting**

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October 5, 2016  
1:45 pm

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7.0 Consent Agenda

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**Metropolitan Exposition Recreation Commission**  
**Record of MERC Commission Actions**  
September 7, 2016  
Oregon Convention Center Rooms C121-122

<b>Present:</b>	Elisa Dozono (Chair), Damien Hall, Deidra Kryz-Rusoff, Ray Leary, Karis Stoudamire-Phillips, Terry Goldman, Judie Hammerstad, Council Liaison Sam Chase
<b>Absent:</b>	None
	A regular meeting of the Metropolitan Exposition-Recreation Commission was called to order by Chair Elisa Dozono at 12:45 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> None
<b>3.0</b>	<b>COMMISSION/COUNCIL LIAISON COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Metro Council Liaison, Chase, updated the commission on current Metro Council projects.</li> <li>• Commissioner Leary thanked Matthew P. Rotchford of Expo and Jeannie Baker of Portland’s for their extra efforts and dedication.</li> <li>• Commissioner Goldman reported on his participation in the ASAE 2016 meeting.</li> </ul>
<b>4.0</b>	<b>METRO COO COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Martha Bennett reported on progress being made regarding the GM position transition.</li> </ul>
<b>5.0</b>	<b>GM COMMUNICATIONS</b> Teri Dresler provided updates to the Commission: <ul style="list-style-type: none"> <li>• Commissioner Leary has been reappointed to MERC. His new term ends in September of 2020.</li> <li>• A joint Metro Council, MERC and FOTA Task Force meeting has been scheduled for October 5 to thank the Task Force for their time and work as well as to provide updates on progress on the recommendations made at their last meeting. The work session is scheduled for noon until 1:30 p.m. at the Oregon Convention Center and the regular MERC meeting will follow from 1:45 to 2:30 p.m.</li> <li>• Water testing at the venues and other Metro facilities is ongoing. Some high lead levels were found at P’5 and the Zoo. In those cases, the public and animals are being protected against exposure while repairs are completed.</li> </ul>
<b>6.0</b>	<b>HYATT REGENCY PORTLAND UPDATE</b> <ul style="list-style-type: none"> <li>• Hillary Wilton reported that following the recent City of Portland Design Commission review, the Commission has requested additional review meetings.</li> <li>• The Hyatt Regency Portland design team is working diligently to address the commission’s concerns.</li> <li>• The next hearing is set for October 13<sup>th</sup>.</li> <li>• PDC will make decisions on the mixed use building on the site next week.</li> </ul>
<b>7.0</b>	<b>CONSENT AGENDA</b> Includes: <ul style="list-style-type: none"> <li>• Record of MERC Actions, August 3, 2016</li> <li>• Ethics approval for Goldman attendance at 2016 ASAE annual meeting</li> </ul> A motion was made by Commissioner Hammerstad and seconded by Commissioner Leary to approve the Consent Agenda. VOTING:    AYE: 7 (Dozono, Hall, Leary, Goldman, Hammerstad, Kryz-Rusoff, Stoudamire-Phillips) NAY: 0 MOTION PASSED

<p>8.0 8.1</p>	<p><b>ACTION AGENDA</b></p> <p><b>Resolution 16-23:</b> For the purpose of ratifying the Letter of Agreement with the American Federation of State, City and Municipal Employees (AFSCME), Local 3580-1.</p> <p>Mary Rowe of Metro Human Resources introduced Terry Smith who was recently hired to manage employee/employer labor relations at Metro. She then presented the resolution.</p> <ul style="list-style-type: none"> <li>• Commissioner Hammerstad requested a schedule of bargaining meetings. Rowe responded that she will forward an updated schedule following today’s meeting.</li> </ul> <p>A motion was made by Commissioner Goldman and seconded by Commissioner Leary to approve resolution 16-23.</p> <p>VOTING: AYE: 7 (Dozono, Hall, Leary, Goldman, Hammerstad, Kryz-Rusoff, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
<p>8.2</p>	<p><b>Resolution 16-24:</b> For the purpose of selecting Portland Mechanical Contractors, Inc., for the Oregon Convention Center’s (OCC) “Drinking Fountain Replacement Project” and authorizing the Metro General Manager of Visitor Venues to execute the contract.</p> <p>Scott Cruickshank of OCC presented the resolution to the Commission.</p> <ul style="list-style-type: none"> <li>• Commissioner Leary requested detail about the outreach to sub-contractors. Cruickshank responded that the contractor has committed that between the purchase of equipment and the demolition work, approximately 75% of the dollars will go to COBID (Certification Office for Business Inclusion and Diversity) certified contractors. The commitment is included in the contract’s scope of work.</li> </ul> <p>A motion was made by Commissioner Leary and seconded by Commissioner Goldman to approve Resolution 16-24.</p> <p>VOTING: AYE: 7 (Dozono, Hall, Leary, Goldman, Hammerstad, Kryz-Rusoff, Stoudamire-Phillips) NAY: 0 MOTION PASSED</p>
<p>8.3</p>	<p><b>Resolution 16-25:</b> For the purpose of amending the contract with LMN Architects for the Oregon Convention Center – “Facility Interior Finishes Master Plan – Consulting and Design Services” to include the Oregon Convention Center (OCC) entries design project and Plaza design project and authorizing the General Manager of Visitor Venues to amend the contract with LMN Architects.</p> <p>Scott Cruickshank of OCC presented the resolution to the Commission.</p> <ul style="list-style-type: none"> <li>• Commissioner Kryz-Rusoff asked Cruickshank to explain why there is no fiscal impact from this contract. Cruickshank stated that this action is to amend the LMN contract and is not specific to a fee schedule or scope or to the landscape project itself.</li> <li>• Commissioner Leary inquired whether this type of contract – Construction Management/General Contractor (CMGC) – would minimize outreach to minority contractors and whether LMN or OCC will be responsible for ensuring that there is outreach to minority and FOTA subcontractors. Cruickshank responded that LMN will be responsible for construction management oversight and OCC will manage the individual contracts giving OCC more control over outreach to minority contractors. Contracts will come before the Commission if they meet amount requirements.</li> <li>• Commissioner Dozono inquired about Mayer-Reed’s portion of the project. Cruickshank responded that Mayer-Reed would work under LMN to provide the design. From that, a scope of work would be developed and actual construction would go out to bid.</li> <li>• Commissioner Dozono inquired about the disappearance of PDC funding. Cruickshank responded that PDC had anticipated an \$800,000 grant from the Bureau of Environmental Services (BES) to cover the cost of storm water work on Holladay St., allowing them to make it a “green” street. However, after a change in leadership at BES and due to a concern that Holladay St. didn’t have the water runoff to justify the expense, the money did not</li> </ul>

	<p>come through.</p> <ul style="list-style-type: none"> <li>Commissioner Krys-Rusoff requested that Dresler explain how the CMGC type of contract agreement worked at the Zoo. Dresler explained that in addition to providing efficiencies, it provided much more control over outreach to communities of color and women.</li> </ul> <p>A motion was made by Commissioner Hammerstad and seconded by Commissioner Leary to approve Resolution 16-25.</p> <p>VOTING:     AYE: 6 (Dozono, Leary, Goldman, Hammerstad, Krys-Rusoff, Stoudamire-Phillips)               ABSTAIN: 1 (Hall)               NAY: 0               MOTION PASSED</p>
<b>9.0</b>	<p><b>TRAVEL PORTLAND 4<sup>TH</sup> QUARTER REPORT</b></p> <p>Steve Faulstick and Tamera Kennedy-Hill presented the report to the Commission.</p> <ul style="list-style-type: none"> <li>Commissioner Krys-Rusoff requested information on how the community economic impact numbers are calculated. Faulstick responded that he will forward those details following the meeting.</li> <li>Commissioner Leary stated that it is important for Portland’s travel community to improve outreach to minority businesses and to improve PR surrounding those efforts. Kennedy-Hill agreed.</li> <li>Commissioner Hammerstad added that homelessness is also a large problem for tourism promotion in Portland. Kennedy Hill responded that the issue being addressed by Travel Portland.</li> </ul> <p><i>Note: Council Liaison Chase departed the meeting at 2:17 p.m.</i></p>
<b>10.0</b>	<p><b>FINANCIAL REPORT</b></p> <p>MERC Finance Manager, Ben Rowe, updated the Commission on MERC finances.</p> <ul style="list-style-type: none"> <li>Commissioner Krys-Rusoff inquired about the drop in business at OCC and P’5 in July and asked if there is concern that it is a trend that will continue. Scott Cruickshank noted that one conference that has typically occurred at OCC moved to Austin, TX, this year and next. Also Intel cancelled its international sales event which had been scheduled in August. September numbers should improve. Robyn Williams stated that since Lion King was late in July and continues in August, numbers are improved for P’5 in August.</li> <li>Commissioner Krys-Rusoff inquired if the business in general might be slower especially since the past couple of years were record-breaking. Rowe responded that it depends on venue event schedules and consumer confidence adding that it is possible we may face a slow-down or have reached a plateau. Still, he noted, there are no current indicators that anything will change dramatically upward or downward.</li> <li>Krys-Rusoff inquired about the funding for Metro’s PERS contribution. Rowe stated that the PERS contribution will increase next year however the rates for the next two years won’t be available until later in the fall. Dresler added that those dollar amounts are included in the venue budgets.</li> <li>Rowe also reported on the Asset Management and Capital Planning project being started at Metro. Dozono stated that, since the buildings which house Portland’s are owned by the city, she has concerns about a plan for their financial future and whether the city will share in the costs of maintenance of the buildings.</li> </ul>
<b>11.0</b>	<p><b>VENUE BUSINESS REPORTS</b></p> <p>The Venue Directors updated the MERC Commission on recent venue business as well as updates on the progress of capital projects at each venue.</p>

	As there was no further business to come before the Commission, the meeting was adjourned at 2:47 p.m.
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**Authorization to Represent MERC/METRO  
on Trade-Promotion Mission; Fact-Finding Mission;  
Economic Development Activity; or Negotiation  
(Food Travel, Lodging Expenses Approved in Advance - exception (H))**

In accordance with ORS 244.020(6)(b)(H), the following public officials:  
**Judie Hammerstad and Ray Leary, MERC Commissioners**, are hereby  
authorized to represent Metro/MERC in an official capacity; and

The MERC Commission hereby approves in advance, the receipt of  
reasonable expenses for food and travel for the above-named public  
official and his/her accompanying relative, household member, or staff  
member, for attendance at (*check one*):

- trade-promotion mission;**
- fact-finding mission;**
- economic development activity; OR**
- negotiation;**

as follows (*describe date and type of event*):

While attending Multicultural Sales Mission, activities related to the  
Travel Portland business relationship where meals, room and travel  
expenses will be paid for by Travel Portland, to introduce and  
familiarize potential meeting planners and association executives  
with Portland and the Oregon Convention Center, and to facilitate  
Oregon and Portland tourism and economic development, which  
activity(ies) will take place in Washington, DC, on October 11-13,  
2016.

Being approved by the MERC Commission, at its regular meeting on  
October 5, 2016, the above activity is hereby officially sanctioned by  
MERC.

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Elisa Dozono,  
MERC Commission Chair

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# **MERC Commission Meeting**

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October 5, 2016  
1:45 pm

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8.0 Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION  
RESOLUTION NO. 16-26**

For the purpose of approving the Work Order "OCC Plaza and Entries Re-Design" generated by the Price Agreement Contract with LMN Architects and authorizing the General Manager of Visitor Venues to execute the Professional Design Services Contract containing the Work Order with LMN.

**WHEREAS**, the Oregon Convention Center (OCC) requires a redesign of the existing plaza located on the northeast side of the facility to integrate with the proposed Convention Headquarters Hotel; and

**WHEREAS**, OCC also wants to redesign the entryways in conjunction with the plaza project and have LMN oversee the design of both projects for both efficiency and proposed cost savings; and

**WHEREAS**, MERC approved in Resolution 16-25 "Facility Interior Finishes Master Plan-Consulting and Design Services" an amendment to the contract with LMN in order to create a price agreement for projects that are part of the master plan process to include all aspects of the OCC Plaza and Entries Re-Design; and

**WHEREAS**, MERC must approve all work orders under the LMN contract that exceed \$150,000;

**WHEREAS**, cPMO staff has worked with LMN architects to develop Work Order scope, fee and schedule for Architectural and Engineering Design, Documentation and Construction Administration services for the OCC Plaza and Entries Re-Design, and

**WHEREAS**, the OCC Plaza and Entries Re-Design project has 50% of the work order amount awarded to COBID sub-consultants; and

**WHEREAS**, MERC staff recommend approval of the Work Order for the OCC Plaza and Entries Re-Design in an amount not to exceed \$1,373,398.00 under the terms and conditions of the approved LMN contract as well as the terms and conditions of the Professional Design Services Contract containing the Work Order attached hereto.

**BE IT THEREFORE RESOLVED** as follows:

1. MERC approves the Work Order in the amount not to exceed One Million, Three Hundred Seventy-Three Thousand, Three Hundred Ninety Eight and 00/100 Dollars (\$1,373,398.00) for the Exterior Plaza and Entries Re-Design from the price agreement contract with LMN Architects for the OCC Master Plan; and
2. MERC delegates authority to the General Manager of Visitor Venues to execute the Professional Design Services Contract containing the Work Order.

Passed by the Commission on October 5, 2016.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary/Treasurer

Approved As to Form:  
Alison R. Kean, Metro Attorney

By: \_\_\_\_\_  
Nathan A. Schwartz Sykes  
Deputy Metro Attorney

## MERC STAFF REPORT

**Agenda Item/Issue:** Metropolitan Exposition and Recreation Commission approval of the Work Order for complete architectural and engineering services for the OCC Exterior Plaza and Entries Re-design as outlined in the Price Agreement Contract 306000 with LMN Architects and authorization of the GM of visitor venues to execute the Professional Design Services Contract containing the Work Order.

**Resolution No: 16-26**

**Presented by:** Scott Cruickshank

**Date:** October 5, 2016, 2016

**BACKGROUND:** In August 2015, LMN Architects was contracted to provide consulting and design services to create a cohesive Facility Master Plan for the execution of future design and upgrade projects at the Oregon Convention Center (OCC). One of the priority issues LMN identified was the confusion in navigation and ambiguity surrounding the visual identification of the OCC's main entrances. LMN proposed a project to modify the main entrances to be more visually identifiable.

Additionally, as previously shared with the commission, OCC has a terraced, landscaped plaza located at the northeast corner (MLK & NE Holladay). The symmetrical terraces are suited for casual everyday use but there is little programmable space for events, activities or gatherings. The strong orientation to the building's Oregon Ballroom lobby suggests a path to the front door of the OCC, which causes confusion in terms of way finding, since the two main entry doors are blocks away to the south and west. The existing trees and shrubs have outgrown their spaces. A redesign of the plaza at the northeast corner of the OCC will resolve the programming, physical layout, and maintenance challenges that currently exist.

On September 7, 2016 MERC Resolution 16-25 approved the amendment of the contract with LMN Architects for the Oregon Convention Center – "Facility Interior Finishes Master Plan – Consulting and Design Services" to include the Oregon Convention Center (OCC) entries design project and Plaza landscape design project.

The entries design project and Plaza landscape design project must integrate perfectly and are expected to proceed simultaneously. The project will require a Type III Land use review, which includes a public hearing in with the city Design Commission. This will require additional materials to be prepared by the project architect. Metro and OCC staff plan to seek authorization from council to do an RFP for a Construction Manager General Contractor, an alternative contracting method. Past experience with Zoo Bond projects demonstrates that this method allows for better cost control, increased public safety during construction, and more opportunity for Metro to influence COBID subcontractor participation when project construction proposals are evaluated.

LMN Architects has included various sub-consultants, including Civil, Structural, and MEP Engineering, Landscape Architecture, Lighting Design, LEED Administration, and Cost Estimation in their comprehensive Architecture and Engineering Design Services Proposal. Four of these sub consultants are COBID firms, and their proportion of the overall fee proposal is 50%.

**FISCAL IMPACT:** The proposed contract will span from FY 2016-17 to FY 2018-19 with expenditures throughout as work progresses. The FY 2016-17 Adopted Budget for the Oregon Convention Center includes \$2,600,000 for the Plaza project and will have budgeted amounts in subsequent years to adequately accommodate this design work order and construction. \$450,000 of the proposed design \$1,373,398 work order is estimated to be expensed in FY 2016-17, \$620,000 in FY 2017-18, and the balance in FY 2018-19.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition and Recreation Commission, by Resolution No 16-26, approve the work order for architectural design and engineering services in the amount not to exceed One Million, Three Hundred Seventy-Three Thousand, Three Hundred Ninety-Eight and 00/100 Dollars (\$1,373,398.00) for the Exterior Plaza and Entries Re-Design from the price agreement contract (attached hereto) with LMN Architects for the OCC Master Plan and delegate authority to the General Manager of visitor venues to execute the Professional Design Services Contract containing the work order.



# Amendment for Design Services Price Agreement

MERC Contract No. 306000

THIS AMENDMENT FOR DESIGN SERVICES PRICE AGREEMENT ("Amendment") is between Metro Exposition Recreation Commission (MERC), an appointed commission of Metro, located at 600 N.E. Grand Avenue, Portland, OR 97232-2736, and LMN Architects, referred to herein as "Contractor," located at 801 Second Avenue, Suite 501, Seattle, WA 98104 and amends that certain Professional Services Agreement between MERC and Contractor dated August 12, 2015 and referenced above, and shall supersede and be a complete substitution of said Professional Services Agreement's terms for all future work.


In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Duration. This Amendment shall be effective September 8, 2016 and shall remain in effect until and including June 30, 2022, unless terminated or extended as provided in this Amendment.
2. General Scope of Services. Contractor shall provide all phases of design development for interior and exterior remodeling and renovation projects at the Oregon Convention Center, from scoping and concept design to full construction drawings and building permit land use permit/entitlement processes. A series of design projects will be individually scoped and commissioned by MERC Project Work Order. All services and materials shall be provided by Contractor in accordance with the General Scope of Services, the Project Work Order and detailed scope of work, in a competent and professional manner.
3. Standard Form Professional Design Services Contract. All terms of the Standard Form Professional Design Services Contract attached as Attachment A are hereby incorporated by reference.
4. Project Work Orders. Individual design projects will be scoped and commissioned by written Project Work Order. Each Project Work Order will contain the Contractor's scope of work and performance schedule, including completion date, payment methodology and a maximum amount payable to the Consultant for the design services required. No services may be provided under this Amendment unless commissioned by Project Work Order. Certain terms and provisions of the Standard Form Professional Design Services Contract, including but not limited to provisions relating to CM/GC contracting, may be removed or adapted by agreement of MERC and Contractor, as part of the Project Work Order, to make the governing terms project specific (the "Professional Design Services Contract"). Each Project Work Order shall be subject to and include all the terms of this Amendment and the terms of the Professional Design Services Contract. Project Work Orders shall be subject to MERC Commission approval and signed by both MERC and Contractor.
5. Price/Payment. The precise quantity of services required during the duration of this Amendment cannot be determined. MERC shall pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the Project Work Orders in the maximum stated in each Project Work Order. Payment shall be made by MERC on a Net 30 day basis upon approval of Contractor invoice.
6. Project Information. Contractor shall share all project information and fully cooperate with MERC, informing MERC of all aspects of the project including actual or potential problems or defects. Contractor shall abstain from releasing any information or project news without the prior and specific written approval of MERC.
7. Tax Status and Tax Identification Number. Contractor shall identify and certify its tax status and identification number through execution of IRS form W-9 prior to submitting any request for payment to MERC.
8. Notice.

To Contractor: Brian Tennyson  
LMN Architects  
801 Second Ave, Suite 501  
Seattle, WA 98104

To MERC: Metro Procurement Services  
600 NE Grand Ave  
Portland, Oregon 97232

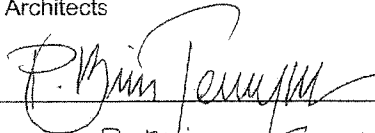
# Amendment for Design Services Price Agreement

 Metro | *Exposition Recreation Commission*  
600 NE Grand Ave., Portland, OR 97232-2736  
503-797-1700


MERC Contract No. 306000

With Copy to: Nancy Strening  
600 NE Grand Ave.  
Portland, OR 97232

LMN Architects

By   
Print Name P. BRIAN TENNYSON  
Date 9.30.2016

METROPOLITAN EXPOSITION RECREATION  
COMMISSION

By   
Print Name Jen Dresler  
Date 10/3/16

# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

## **PROFESSIONAL DESIGN SERVICES CONTRACT (Architectural, Engineering, Land Surveying, and Related Services)**

THIS CONTRACT is between Metro Exposition Recreation Commission (“MERC”), an appointed commission of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter (“Metro”), located at 600 NE Grand Avenue, Portland, OR 97232-2736, and LMN Architects (“Consultant”) (MERC and Consultant are collectively the “Parties”).

### ARTICLE 1

#### Initial Contract Information

1.1 Term. This Contract shall become effective on the date that the Contract is fully executed by the Parties. No work shall be performed under the Contract prior to the effective date. This Contract shall expire, unless otherwise terminated or extended, on June 30, 2022. Passage of the Contract expiration date shall not extinguish, prejudice, or limit either Party’s right to enforce this Contract with respect to any default or defect in the performance that has not been corrected.

1.2 Initial Project Information.

1.2.1 Project Name: Oregon Convention Center Exterior Plaza and Entries Re-Design

1.2.2 General Project Description: Exterior and Entries Renovation. The Project details are set forth in the Project Work Order and Scope of Work set out in Exhibit A.

1.2.3 Construction Cost Budget: \$6,000,000.

1.2.4 Design Schedule per Exhibit B attached.

1.2.5 LEED: The Project will be designed to retain the OCC’s current Green Building Council’s (USGBC’s) Leadership in Energy and Environmental Design (LEED) certification

1.3 MERC’s Anticipated Design and Construction Schedule.

1.3.1 Design Phase Milestone Dates: Design Development & Land Use Review complete – 9/1/2017

1.3.2 Start of Construction: 7/1/2018

1.3.3 Substantial Completion: 4/1/2019

1.4 Form of Construction Contract. MERC intends to utilize the Construction Manager/General Contractor (“CM/GC”) alternative contracting method of construction contracting pursuant to Oregon’s Public Contract Rules. For the purposes of this Contract, any reference to the “Contractor” shall mean the CM/GC.

1.5 Contract Documents. The Contract consists of:

1.5.1 This Contract and the Amendment for Design Services Price Agreement, dated September 8, 2016.

# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

1.5.2 Exhibit A. Consultant's proposal dated 3/18/2015 in response to MERC's RFP 2792 dated 2/13/2015.

1.5.3 Exhibit B. Consultant's Project Work Order Proposal dated 9/23/2016

1.6 Order of Precedence. In the event of any apparent or alleged conflict in the Contract documents, such conflict shall be resolved in the order of precedence listed in Section 1.5, except that any subsequent Contract amendments approved by both Parties shall take precedence over the documents listed in Section 1.5 and one another by date, latest first.

## ARTICLE 2

### Relationship of the Parties

2.1 Consultant shall provide the Services for the Project in accordance with the terms and conditions of this Contract. Consultant's performance of Services shall be as a professional consultant to MERC to carry out the Project and to provide the technical documents and supervision to achieve MERC's Project objectives.

2.2 In administering this Contract, MERC may retain the services of an independent project manager and other consultants as needed to fulfill MERC's objectives.

2.3 Consultant shall provide a list of all sub-consultants that Consultant intends to utilize on the Project (the "Sub-consultants"). This list shall include such information on the qualifications of the Sub-consultants as may be requested by MERC. MERC reserves the right to review the Sub-consultants proposed. Consultant shall not retain a Sub-consultant to which MERC has a reasonable objection.

2.4 Consultant acknowledges that this Contract was awarded on the basis of the unique background and abilities of the key personnel of Consultant and Sub-consultants identified by Consultant (collectively, the "Key Personnel" and individually, the "Key Person"). Therefore, Consultant shall make available Key Personnel as identified in its proposal. Consultant shall provide to MERC a list of the proposed Key Personnel to be assigned to the Project. This list shall include such information on the professional background of each Key Person as may be requested by MERC. If any Key Person becomes unavailable to Consultant, the Parties shall mutually agree upon an appropriate replacement. Without prior notice to, and the written consent of MERC, Consultant shall not: (i) re-assign or transfer any Key Person to other duties or positions so that the Key Person is unable to fully perform his or her responsibilities under the Contract; (ii) allow any Key Person to delegate to anyone his or her performance of any management authority or other responsibility required under the Contract; or (iii) substitute any Key Person. Any of these actions shall constitute a material breach of the Contract. Consultant shall remove any individual or Sub-consultant from the Project if so directed by MERC in writing following discussion with Consultant, provided that Consultant shall have a reasonable time period within which to find a suitable replacement.

## ARTICLE 3

### Consultant's Responsibilities; Representations and Warranties

3.1 Consultant agrees that:

# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

3.1.1 The phrase “Standard of Care” that is used in this Contract is defined as follows: the same professional skill, care, diligence, and standards as similar professionals performing similar services in the Portland Metropolitan Area under similar circumstances (the “Standard of Care”);

3.1.2 Notwithstanding Section 3.1.1 above, if the services are so specialized that there are no similar professionals performing similar services in the Portland Metropolitan Area, the “Standard of Care” that is used in this Contract is the same professional skill, care, diligence, and standards as similarly skilled professionals performing similar specialized services in the United States under similar circumstances.

3.1.3 Consultant shall perform all Services in accordance with the Standard of Care;

3.1.4 Consultant shall prepare, in accordance with the Standard of Care, all drawings, specifications, deliverables, and other documents so that they accurately reflect, fully comply with, and incorporate all applicable laws, rules, and regulations, and so that they are complete and functional for the purposes intended, except as to any deficiencies that are due to causes beyond the control of Consultant;

3.1.5 Consultant shall be responsible for correcting any inconsistencies, errors or omissions in the drawings, specifications, deliverables, and other documents prepared by Consultant at no additional cost to Metro;

3.1.6 Metro’s review or acceptance of documents shall not be deemed as approval of the adequacy of the drawings, specifications, deliverables, and other documents. Any review or acceptance by MERC will not relieve Consultant of any responsibility for complying with the Standard of Care;

3.1.7 Consultant shall, at no additional cost to MERC, render assistance to MERC in resolving problems or other issues relating to the Project design or to specified materials;

3.1.8 During the term of the Contract, Consultant shall obtain, hold, maintain, and fully pay for all licenses and permits required by law for Consultant to conduct its business and perform the Services. During the term of the Contract, MERC shall pay for and Consultant shall obtain, hold, and maintain all licenses and permits required for the Project, unless otherwise specified in the Contract. Consultant shall review the Project site and the nature of the Services and advise MERC throughout the course of the Project as to the necessity of obtaining all Project permits and licenses, the status of the issuance of any such permits and licenses, and any issues or impediments related to the issuance or continuation of any such permits and licenses.

## 3.2 Subconsultants.

3.2.1 Consultant shall provide in all subconsultant agreements that the Sub-consultant will be bound by the terms and conditions of this Contract to the extent that they relate to the Sub-consultant’s work. Consultant shall require each Sub-consultant to enter into similar agreements with lower tier sub-consultants. Consultant shall make available to each proposed Sub-consultant, prior to the execution of the subconsultant agreement copies of this Contract. Sub-consultants shall similarly make copies of applicable portions of such documents available to their respective proposed sub-tier sub-consultants.

3.2.2 All Sub-consultant agreements shall also provide that they are assignable to MERC at MERC’s option, in the event that MERC terminates the Contract. Consultant will provide to MERC a copy of all subconsultant agreements.

3.2.3 Consultant shall pay all Sub-consultants and other subcontractors as required by Consultant’s contracts with those Sub-consultants and subcontractors. Consultant agrees that MERC has no direct or indirect

# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

contractual obligation or other legal duty whatsoever to pay the Sub-consultants and other subcontractors of Consultant or otherwise ensure that Consultant makes full and timely payment to those Sub-consultants and subcontractors for Services performed on the Project.

3.2.4 The Consultant will hire a commissioning agent or agents as a Sub-consultant.

3.3 Consultant represents and warrants to MERC that:

3.3.1 Consultant has the power and authority to enter into and perform this Contract; the persons executing this Contract on behalf of Consultant have the actual authority to bind Consultant to the terms of this Contract;

3.3.2 When executed and delivered, this Contract shall be a valid and binding obligation of Consultant enforceable in accordance with its terms; the provisions of this Contract do not conflict with or result in a default under any agreement or other instrument binding upon Consultant and do not result in a violation of any law, regulation, court decree or court order, or other legal process applicable to Consultant;

3.3.3 Consultant shall, at all times during the term of this Contract, be duly licensed to perform the Services, and if there is no licensing requirement for the profession or Services, be duly qualified and competent;

3.3.4 Consultant is an experienced firm having the skill, legal capacity, and professional ability necessary to perform all the Services required under this Contract and to design and administer a project having the scope and complexity of the Project;

3.3.5 Consultant has the capabilities and resources necessary to perform Consultant's obligations under this Contract;

3.3.6 Consultant is, or shall become, in a manner consistent with the Standard of Care, familiar with all current laws, rules, and regulations that are applicable to the design and construction of the Project;

3.3.7 All Services shall be performed in accordance with the Standard of Care;

3.3.8 The Project, when completed and if constructed in accordance with the intent established by the drawings, specifications, deliverables, and other documents prepared by Consultant pursuant to this Contract, shall be structurally sound and a complete and properly functioning facility suitable for the purposes for which it is intended; and

3.3.9 The published specifications of the "Automated Systems" that Consultant has specified, designated, and planned pursuant to this Contract conform to the Contract requirements. For the purposes of this subsection, "Automated Systems" shall mean any computers, software, firmware, HVAC systems, elevators, electrical systems, fire or life safety systems, security systems, and any other electrical, mechanized, or computerized devices serving the Project.

3.4 Consultant will provide its services in conjunction with the services of a CM/GC as provided in MERC's Construction Manager/General Contractor Contract and MERC General Conditions as they are constituted on the date of this Contract.

3.5 The warranties set forth in this Section are in addition to, and not in lieu of, any other warranties provided in this Contract or at law.

ARTICLE 4

Metro's Responsibilities and Authority

4.1 Authority and Relationships of MERC and CM/GC. MERC shall appoint a MERC representative ("Project Manager"). Except as specifically provided in this Section, no individual other than the duly appointed Project Manager acting or purporting to act as an officer, agent, representative, consultant, or employee of MERC/Metro or Consultant shall have any authority to make representations, statements, or decisions of whatever nature binding MERC or the CM/GC regarding any aspect of this Contract. Consultant shall have no right to, and shall not rely on any such representation, statement, or decision. Any reference to action by MERC in this Contract requires the written approval of Metro's Chief Operating Officer or the Project Manager designated in writing by MERC as having authority to act for MERC, but only to the extent that such authority is expressly delegated in writing.

4.2 MERC's Consultants. Metro shall provide a list to Consultant of its independent consultants that MERC intends to utilize on the Project.

ARTICLE 5

General Contract Provisions

5.1 Contract Performance. Consultant shall at all times perform the Services diligently and without delay and shall punctually fulfill all Contract requirements consistent with the schedule for the performance of Services set forth in this Contract. Expiration or termination of the Contract shall not extinguish, prejudice, or limit either Party's right to enforce this Contract with respect to any default or defect in performance. Time is of the essence in the performance of this Contract.

5.2 Records.

5.2.1 Consultant and sub-consultants shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, Consultant and sub-consultants shall maintain any other records necessary to clearly document:

5.2.1.1 The performance of Consultant, including but not limited to Consultant's compliance with Contract plans and specifications, compliance with fair contracting and employment programs, compliance with Oregon law on the payment of wages and accelerated payment provisions, and compliance with any and all requirements imposed on Contractor or subcontractor under the terms of the Contract or subcontract;

5.2.1.2 Any claims arising from or relating to the performance of Contractor or subcontractor under this Contract;

5.2.1.3 Any cost and pricing data relating to the Contract; and

5.2.1.4 Payments made to all suppliers and sub-consultants.

5.2.2 The records described in Section 5.2.1 are the Contract Records.

5.2.3 Consultant and sub-consultants shall maintain the Contract Records for the longer period of (a) six years from the date of final completion of the Contract to which the Contract Records relate or (b) until the conclusion of any audit, controversy, or litigation arising out of or related to the Contract.



# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

5.2.4 Consultant and sub-consultants shall make Contract Records available to Metro and its authorized representatives, including but not limited to the staff of any Metro department and the staff of Metro's Auditor, within the boundaries of the Metro region, at reasonable times and places regardless of whether litigation has been filed on any claims. If the Contract Records are not made available within the boundaries of Metro, Contractor or subcontractor agrees to bear all of the costs for Metro employees, and any necessary consultants hired by Metro, including but not limited to the costs of travel, per diem sums, salary, and any other expenses that Metro incurs in sending its employees or consultants to examine, audit, inspect, and copy those records. If Contractor elects to have such Contract Records outside these boundaries, the costs paid by Contractor to Metro for inspection, auditing, examining, and copying those records shall not be recoverable costs in any legal proceeding.

5.2.5 Consultant and sub-consultants authorize and permit Metro and its authorized representatives, including but not limited to the staff of any Metro department and the staff of Metro Auditor, to inspect, examine, copy, and audit the books and records of Contractor or subcontractor relating to this Contract, including tax returns, financial statements, other financial documents, and any documents that may be placed in escrow according to any Contract requirements. Metro shall keep any such documents confidential to the extent permitted by Oregon law.

5.2.6 Consultant and sub-consultants agree to disclose the Contract Records requested by Metro and agree to the admission of such records as evidence in any proceeding between Metro and Consultant and sub-consultants, including but not limited to a court proceeding, arbitration, mediation, or other alternative dispute resolution process.

5.2.7 Consultant and sub-consultants agree that in the event such Contract Records or any audit disclose that MERC is owed any sum of money or establish that any portion of any claim made against Metro is not warranted, Consultant and sub-consultants shall pay all costs incurred by Metro in conducting the audit and inspection. Such costs may be withheld from any sum that is due or that becomes due from Metro.

5.2.8 Failure of Consultant and sub-consultants to keep or disclose Contract Records as required by this Contract or any solicitation document may result in debarment as a bidder or proposer for future MERC/Metro contracts as provided in ORS 279B.130 and Metro Code Section 2.04.070(c), or may result in a finding that Consultant or sub-consultant is not a responsible bidder or proposer as provided in ORS 279B.110 and Metro Code Section 2.04.052.

## 5.3 Indemnity.

5.3.1 Claims For Other Than Professional Liability. Consultant shall indemnify, defend, save, and hold harmless MERC/Metro, and its officers, agents, and employees, from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of whatsoever nature resulting from or arising out of the negligent acts or negligent omissions of Consultant or its sub-consultants, or employees under this Contract.

5.3.2 Claims For Professional Liability. Consultant shall indemnify, save, and hold harmless MERC/Metro, and its officers, and employees, from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of whatsoever nature caused by the professionally negligent acts, negligent errors, or negligent omissions of Consultant or its sub-consultants, or employees in the performance of professional services under this Contract. Consultant shall reimburse MERC/Metro, and its officers and employees for any defense costs incurred by MERC/Metro, and its officers and employees that are caused by Consultant's negligence.

5.3.3 Exception. Nothing in this Sections 5.3 or 5.4 requires Consultant or Consultant's surety or insurers to indemnify MERC/Metro, its officers, and employees against liability for damages for death or bodily injury to persons or damage to property caused in whole or in part by the negligence of MERC/Metro, its officers and employees. Nothing in the foregoing limits or otherwise affects any requirement in Section 5.3 or 5.4 that requires Consultant to



# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

indemnify MERC/Metro, its officers, and employees against liability for damages for death or bodily injury to persons or damage to property caused by the negligence of the Consultant or Consultant's agents, representatives, employees, or subconsultants.

## 5.4 Insurance.

5.4.1 The Consultant, at its sole cost, shall procure and maintain at all times while performing Services under this Contract, policies of insurance issued by responsible carriers rated A VII or better by A.M. Best's rating service (unless otherwise approved by MERC/Metro) and in a form and substance reasonably satisfactory to MERC/Metro, which afford at least the following minimum coverages:

5.4.1.1 Workers' Compensation. Workers' compensation coverage sufficient to meet statutory liability limits.

5.4.1.2 Employer's Liability. Employer's liability insurance in addition to its workers' compensation coverage in the following minimum amounts:

5.4.1.2.1 Bodily Injury by Accident, Each Accident: \$1,000,000

5.4.1.2.2 Each Bodily Injury/Disease, each employee: \$1,000,000

5.4.1.2.3 Aggregate Bodily Injury/Disease, policy limit: \$1,000,000

5.4.1.3 Commercial General Liability. The Consultant shall purchase and maintain commercial general liability ("CGL") insurance on an occurrence basis, written on ISO Form CG 0001 (12/04 or later) or an equivalent form approved in advance by MERC/Metro. CGL coverage shall include all major coverage categories including bodily injury, property damage, and products/completed operations coverage maintained for at least six years following final payment. The CGL insurance will also include the following: (1) separation of insured; (2) incidental medical malpractice; and (3) per-Project aggregate for premises operations.

5.4.1.3.1 Each Occurrence: \$1,000,000

5.4.1.3.2 General Aggregate: \$2,000,000

5.4.1.3.3 Product/Completed Operations: \$2,000,000

5.4.1.3.4 Personal & Advertising Injury: \$1,000,000

5.4.1.4 Professional Liability/Errors and Omissions: The Consultant shall purchase and maintain professional liability/errors and omissions insurance or cause that those subconsultants providing design services do so.

5.4.1.4.1 Each Claim/Aggregate: \$5,000,000

5.4.1.5 Automobile Liability. The Consultant shall purchase and maintain automobile liability insurance with coverage for owned, hired, and non-owned vehicles on ISO form CA 00 01 or an equivalent form approved in advance by MERC/Metro. The automobile liability insurance shall include pollution liability coverage with vehicle overturn and collision.

# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

5.4.1.5.1 Combined Single Limit: \$1,000,000

5.4.2 Consultant will maintain any combination of primary and Excess or Umbrella coverage bringing total coverage for Commercial General Liability and Automobile liability to at least \$5,000,000 per occurrence/\$5,000,000 general aggregate.

5.4.3 Additional Insureds. The Consultant's third-party liability insurance, except for Workers' Compensation and Professional Liability/Errors and Omissions policies shall include MERC/Metro and its officers, employees, agents, volunteers, partners, successors, and assigns as additional insureds. The policy endorsement must extend premise operations and products/completed operations to the additional insureds. The additional insured endorsement for the CGL must be written on ISO Form CG 2010 (11/85), a CG 2037 (07/04) together with CG 2033 (07/04), or the equivalent; but shall not use the following forms: CG 20 10 (10 93) or CG 20 10 (03 94).

5.4.4 Certificates of Insurance. Certificates of Insurance acceptable to MERC/Metro shall be filed with MERC/Metro prior to commencement of the Services of this Contract. The Certificates of Insurance must demonstrate the coverage dates, amount, and type of insurance required by this Section 5.4 or by law; and the insurers providing the coverage. All policies and Certificates of Insurance shall expressly provide that coverage shall not be cancelled, allowed to lapse, or be materially changed by endorsement or through issuance of other policies of insurance without at least forty-five (45) days' written notice to MERC/Metro. All insurance policies, certificates, and binders of insurance (except Workers' Compensation and professional liability) shall show MERC/Metro as additional insured. Upon MERC/Metro's request, the Consultant will deliver to MERC/Metro copies of any policy (together with all endorsements, schedules, and other attachments) for any coverage provided pursuant to this Contract.

5.4.4.1 If the Consultant has any self-insured retention or deductibles for any of the required coverages, the Consultant must identify on the Certificate of Insurance the nature and amount of such self-insured retention or deductibles and provide satisfactory evidence of financial responsibility for such obligations. Satisfaction of all self-insured retentions or deductibles shall be the sole responsibility of the Consultant.

5.4.4.2 MERC/Metro shall have the right, but not the obligation, to prohibit the Consultant from entering the Project site until the required Certificates of Insurance (or other competent evidence that insurance has been obtained) in complete compliance with this Section 5.4.3 are received and approved by MERC/Metro.

5.4.5 Consultant Insurance. The Consultant shall cause all its sub-consultants to carry and maintain workers' compensation coverage required by law and Commercial General liability and professional liability insurance coverage with limits mutually agreed upon by MERC/Metro and the Consultant. In the absence of any such agreement, the limits shall be the same as those required of the Consultant.

5.4.6 Maintaining Insurance. The Consultant must maintain the same or better insurance coverage throughout the Project. Unless otherwise agreed in writing, the tail-out period for insurance coverage may not be less than two years from the date of Substantial Completion of the Project.

5.4.7 Failure to Maintain Insurance. The Consultant's maintenance of its and its sub-consultants' insurance coverage in full force and effect for the Project is a condition precedent to the Consultant's right to exercise or enforce any right or remedy for money damages against MERC/Metro. Failure by the Consultant to procure and maintain the insurance policies required above in full force and effect during the performance of Services under this Contract, and during any extensions or additional Services hereunder, shall constitute a breach of this Contract, in which case MERC/Metro shall have the right, in addition to and without prejudice to any other rights, to purchase such insurance on behalf of the Consultant, and the Consultant shall reimburse MERC/Metro upon demand and shall furnish such

# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

information needed by MERC/Metro to obtain such insurance or, alternatively, MERC may immediately terminate this Contract for cause pursuant to Section 5.13.3 of this Contract.

5.4.8 No representation on coverages: By requiring insurance, MERC/Metro does not represent that coverage and limits will necessarily be adequate to protect the Consultant. Insurance in effect or procured by the Consultant will not reduce or limit the Consultant's contractual obligations to indemnify and defend MERC/Metro for claims or suits that result from or are connected with the Services provided under this Contract.

## 5.5 Consultant's Status.

5.5.1 It is understood and agreed that the relationship of Consultant to MERC shall be that of an independent contractor under ORS 670.600. The Consultant further agrees that Consultant, its officers, agents, and employees, any sub-consultants or supplier of consultant of any tier, or its officers, agents, or employees, are not officers, employees, or agents of MERC under the Oregon Tort Claims Act (ORS 30.260 through 30.300). Consultants and its officers, agents, employees, and its sub-consultants and suppliers of any tier and their officers, agents, and employees will make no claim whatsoever against MERC for indemnification pursuant to ORS 30.260 to 30.300. Consultant agrees to hold MERC/Metro harmless and indemnify MERC/Metro from any such claims.

5.5.2 Consultant shall not have control or charge of, and shall not be responsible for, the acts or omissions of other consultants or contractors under contract with MERC who are performing Services or construction work on the Project. However, this provision does not in any way change Consultant's professional responsibility to report to MERC any information, including information on the performance of consultants or contractors outside the control or charge of Consultant, concerning activities or conditions that have or could have an adverse effect on MERC or the Project.

5.5.3 Consultant is not a contributing member of the Public Employee's Retirement System and will be responsible for any federal, state, or other taxes applicable to any compensation or payments paid to Consultant under this Contract. Consultant will not be eligible for any benefits from any payments made under this Contract for federal Social Security, unemployment insurance, or workers' compensation, except as a self-employed individual. If any payment under this Contract is to be charged against federal funds, Consultant certifies that it is not currently employed by the federal government.

5.6 Successors & Assignments. The provisions of this Contract shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns. After the original Contract is executed, Consultant shall not enter into any sub-consultant agreements for any of the Services or assign or transfer any of its interest in this Contract, without the prior written consent of MERC.

5.7 Compliance with Applicable Law. Consultant shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Services, including the following provisions of the Oregon Public Contracting Code.

5.7.1 Payment of Labor. As required by ORS 279B.220, Consultant shall:

5.7.1.1 Make payment promptly, as due, to all persons supplying labor or material to Consultant for the performance of the Services provided for in this Contract;

5.7.1.2 Pay all contributions or amounts due the Industrial Accident Fund from Consultant or sub-consultant incurred in the performance of this Contract;

# Professional Design Services Contract – Attachment A

MERC Contract No. 306000

5.7.1.3 Not permit any lien or claim to be filed or prosecuted against MERC on account of any labor or material furnished; and

5.7.1.4 Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

5.7.2 Payment for Medical Care and Workers' Compensation. As required by 279B.230:

5.7.2.1 Consultant shall promptly, as due, make payment to any person, copartnership, association, or corporation furnishing medical, surgical, and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of Consultant, of all sums that the Consultant agrees to pay for the services and all moneys and sums that the Consultant collected or deducted from the wages of employees under any law, contract, or agreement for the purpose of providing or paying for the services.

5.7.2.2 All subject employers working under this Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

5.7.3 Hours of Labor. As required by ORS 279B.020(5), 279B.235(3), and 279C.540(6), for Consultant's employees subject to Oregon employment laws:

5.7.3.1 Maximum Hours. Employees shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week and for work performed on Saturdays, Sundays, New Year's Day (Jan. 1), Memorial Day (last Monday in May), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November), and Christmas Day (December 25).

5.7.3.2 Exemption. These requirements do not apply to individuals who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

5.7.3.3 Notice to Employees. Consultant shall give notice in writing to its employees who perform work under this Contract, either at the time of hire or before commencement of work on this Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

5.7.4 Limitation on Claims. This provision is required by statute. For Consultant's employees subject to Oregon employment laws and as required by ORS 279C.545, any worker employed by Consultant shall be foreclosed from the right to collect for any overtime provided in ORS 279C.540 unless a claim for payment is filed with Consultant within 90 days from the completion of this Contract, providing Consultant has:

5.7.4.1 Caused a circular clearly printed in boldfaced 12-point type and containing a copy of this Section to be posted in a prominent place alongside the door of the timekeeper's office or in a similar place that is readily available and freely visible to workers employed on the work, and

5.7.4.2 Maintained such circular continuously posted from the inception to the completion of this Contract on which workers are or have been employed.

5.7.5 Non-discrimination. Consultant shall comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes and shall not discriminate based on race, color, gender, age, religion, national origin, U.S. military veteran status, marital status, sexual orientation, disability, source of income, or political affiliation in programs, activities, services, benefits, or employment in connection with this Contract.

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5.7.6 Metro Charter and MERC and Metro Code. Consultant shall comply with all provisions of the Metro Charter, MERC and Metro Codes applicable to this Contract.

5.7.7 Governing Law; Jurisdiction; Venue. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit, or proceeding (collectively “Claim”) between MERC and Consultant that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Multnomah County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this “Governing Law; Jurisdiction; Venue” section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether based on sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution, or otherwise. Consultant, by execution of this Contract, hereby consents to the in personam jurisdiction of said courts.

5.8 Severability. The Parties agree that if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the Parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

5.9 Force Majeure. Neither Party shall be held responsible for delay or default in the performance of its obligations due to a cause beyond its reasonable control, including but not limited to fire, riot, acts of God, terrorist acts, or war where such cause was beyond such Party’s reasonable control. Each Party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under the Contract.

5.10 Waiver. The failure of MERC to enforce any provision of this Contract shall not constitute a waiver by MERC of that or any other provision.

5.11 Third-Party Beneficiaries. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against MERC or Consultant. Consultant’s Services under this Contract shall be performed solely for MERC’s benefit and no other entity or person shall have any claim against Consultant because of this Contract for the performance or nonperformance of Services hereunder.

## 5.12 Ownership of Work Product.

5.12.1 Definitions. As used in this Contract, the following terms have the meanings set forth below:

5.12.1.1 “Consultant Intellectual Property” means any intellectual property that is owned by Consultant and developed independently from this Contract and that is applicable to the Services or included in the Work Product.

5.12.1.2 “Third-Party Intellectual Property” means any intellectual property that is owned by parties other than MERC or Consultant and that is applicable to the Services or included in the Work Product.

5.12.1.3 “Work Product” means the Services Consultant delivers or is required to deliver to MERC under this Contract. Work Product includes every invention, discovery, work of authorship, trade secret, or other tangible or intangible item and all intellectual property rights therein, and all copies of plans, specifications, reports, and other materials, whether completed, partially completed, or in draft form.



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5.12.2 Work Product. For Consultant Work Product, Consultant hereby grants to MERC an irrevocable, nonexclusive, non-transferable, perpetual, royalty-free license to use Consultant Intellectual Property, including the right of MERC to authorize contractors, consultants and others to use Consultant Intellectual Property, for the purposes described in this Contract. The license granted under this Section permits MERC to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as MERC's consultants and separate contractors, to reproduce applicable portions of Consultant Intellectual Property solely and exclusively for use in performing Services or construction for the Project. If and upon the date the Consultant is in default of this Contract, the foregoing license shall be supplemented by a second, nonexclusive license permitting MERC to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections, or additions to the Consultant Intellectual Property solely for purposes of completing, using, and maintaining the Project. Consultant Intellectual Property may be continuously used for construction of the Project until the Project is complete, regardless of any dispute between the Parties, including without limitation any dispute for payment

5.12.3 Consultant Intellectual Property. In the event that Consultant Intellectual Property is necessary for the use of any Work Product, Consultant hereby grants to MERC an irrevocable, nonexclusive, non-transferable, perpetual, royalty-free license to use Consultant Intellectual Property, including the right of MERC to authorize contractors, consultants and others to use Consultant Intellectual Property, for the purposes described in this Contract. The license granted under this Section permits MERC to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as MERC's consultants and separate contractors, to reproduce applicable portions of Consultant Intellectual Property solely and exclusively for use in performing Services or construction for the Project. If and upon the date the Consultant is in default of this Contract, the foregoing license shall be supplemented by a second, nonexclusive license permitting MERC to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections, or additions to the Consultant Intellectual Property solely for purposes of completing, using, and maintaining the Project. Consultant Intellectual Property may be continuously used for construction of the Project until the Project is complete, regardless of any dispute between the Parties, including without limitation any dispute for payment.

5.12.4 Third-Party Intellectual Property. In the event that Third-Party Intellectual Property is necessary for the use of any Work Product, Consultant shall secure on MERC's behalf and in the name of MERC, an irrevocable, nonexclusive, non-transferable, perpetual, royalty-free license to use the Third-Party Intellectual Property in the same manner as provided for Consultant Intellectual Property under Section 5.12.3, for the purposes described in this Contract.

5.12.5 Consultant Intellectual Property-Derivative Work. In the event that Work Product created by Consultant under this Contract is a derivative work based on Consultant Intellectual Property or is a compilation that includes Consultant Intellectual Property, Consultant hereby grants to MERC an irrevocable, nonexclusive, non-transferable, perpetual, royalty-free license to use the pre-existing elements of Consultant Intellectual Property employed in the Work Product, in the same manner as provided for Consultant Intellectual Property under Section 5.12.3, for the purposes described in this Contract.

5.12.6 Third-Party Intellectual Property-Derivative Work. In the event that Work Product created by Consultant under this Contract is a derivative work based on Third-Party Intellectual Property, or is a compilation that includes Third-Party Intellectual Property, Consultant shall secure on MERC's behalf and in the name of MERC an irrevocable, nonexclusive, non-transferable, perpetual, royalty-free license to use the pre-existing elements of the Third Party Intellectual Property employed in a Contract Work Product, to use the pre-existing elements of Consultant Intellectual Property employed in the Work Product, in the same manner as provided for Consultant Intellectual Property under Section 5.12.3, for the purposes described in this Contract.

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5.12.7 Limited MERC/Metro Indemnity. To the extent permitted by the Oregon Constitution, Article XI, Section 7, and by the Oregon Tort Claims Act, ORS 30.260 through 30.397, Consultant shall be indemnified and held harmless by MERC/Metro from liability arising out of re-use or alteration of the Work Product by MERC/Metro that was not specifically contemplated and agreed to by the Parties in this Contract or under separate contract.

## 5.13 Termination.

5.13.1 Parties' Right to Terminate by Agreement. This Contract may be terminated at any time, in whole or in part, by written mutual consent of the Parties.

5.13.2 MERC's Right to Terminate for Convenience. MERC may, at its sole discretion, terminate this Contract, in whole or in part, by written notice to Consultant specifying the termination date of the Contract.

5.13.3 MERC's Right to Terminate for Cause. MERC may terminate this Contract immediately, in whole or in part, upon written notice to Consultant, or such later date as MERC may establish in such notice, upon the occurrence of any of the following events:

5.13.3.1 Federal, state, or local laws, regulations, or guidelines are modified or interpreted in such a way that either the Services under this Contract are prohibited or MERC is prohibited from paying for such Services from the planned funding source;

5.13.3.2 Consultant no longer holds all licenses or certificates that are required to perform the Services; or

5.13.3.3 Consultant fails to provide Services within the times specified or allowed under this Contract; fails to perform any of the provisions of this Contract; or so fails to perform the Services as to endanger performance of this Contract in accordance with its terms, and after receipt of written notice from MERC, does not correct such failures within the time that MERC specifies (which shall not be less than ten (10) calendar days, except in the case of emergency).

5.13.4 Cessation of Services. Upon receiving a notice of termination, and except as otherwise directed in writing by MERC, Consultant shall immediately cease all activities related to the Services or the Project.

5.13.5 Delivery of Work Product/Retained Remedies of MERC. As directed by MERC, Consultant shall, upon termination, promptly deliver to MERC all documents, information, works in progress, and other property that are deliverables or would be deliverables if the Contract had been completed. By Consultant's signature on this Contract, Consultant allows MERC to use Work Product and other property for MERC's intended use. The rights and remedies of MERC provided in this Section 5.13.5 are not exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## 5.13.6 Payment upon Termination.

5.13.6.1 In the event of termination pursuant to Sections 5.13.1, 5.13.2, or 5.13.3.1, Consultant's sole remedy shall be a claim for the sum designated for accomplishing the Services multiplied by the percentage of Services completed and accepted by MERC, plus Consultant's reasonable Contract close-out costs, less previous amounts paid and any claim(s) that MERC has against Consultant. Within thirty (30) days after termination, Consultant shall submit an itemized invoice for all un-reimbursed Services completed before termination and all Contract close-out costs actually incurred by Consultant. MERC shall not be obligated to pay for any such costs invoiced to and received by

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MERC later than thirty (30) days after termination. If previous amounts paid to Consultant exceed the amount due to Consultant under this subsection, Consultant shall promptly refund any excess amount upon demand.

5.13.6.2 In the event of termination pursuant to Sections 5.13.3.2 or 5.13.3.3, MERC shall have any remedy available to it in law or equity. Such remedies may be pursued separately, collectively, or in any order whatsoever. If it is determined for any reason that Consultant was not in default under Sections 5.13.3.2 or 5.13.3.3, the rights and obligations of the Parties shall be the same as if the Contract was terminated pursuant to Section 5.13.2.

5.14 Foreign Consultant. If Consultant is not domiciled in or registered to do business in the State of Oregon as of the Effective Date, Consultant shall promptly provide to the Oregon Department of Revenue and the Secretary of State's Corporation Division all information required by those agencies relative to this Contract. Consultant shall demonstrate its legal capacity to perform the Services under this Contract in the State of Oregon prior to executing this Contract.

5.15 Notice. Except as otherwise expressly provided in this Contract, any notices to be given hereunder shall be given in writing by personal delivery, mail, postage prepaid, or e-mail to Consultant or MERC, addressed below:

Contractor: Brian Tennyson  
LMN Architects  
801 Second Ave, Suite 501  
Seattle, WA 98104

MERC: Metro Procurement Services  
600 NE Grand Ave  
Portland, Oregon 97232

With Copy to: Nancy Strening  
600 NE Grand Ave.  
Portland, OR 97232

Any notice sent by e-mail must also be sent by mail, postage prepaid. Any notice personally given shall be effective upon receipt. Any notice sent by e-mail shall be effective the day after receipt. Any notice sent by overnight delivery service shall be effective the day after delivery. Any notice given by mail shall be effective three (3) days after deposit in the United States mail. Either Party may change the person or address to whom notice is given by providing written notice to the other Party prior to the effective date of the change.

5.16 Media Contacts; Confidentiality. Consultant shall provide no news release, press release, or any other statement to a member of the news media regarding this Project, without MERC's prior written authorization.

5.17 Conflict of Interest. Except with MERC's prior written consent, Consultant shall not engage in any activity, or accept any employment, interest, or contribution that would, or would reasonably appear to, compromise Consultant's professional judgment with respect to this Project, including without limitation concurrent employment on any project in direct competition with this Project.

5.18 Modification. Notwithstanding and succeeding any and all prior agreement(s) or practices, and except as otherwise set forth specifically herein and in the Amendment for Design Services Price Agreement, this Contract constitutes the entire contract of the Parties, and may only be modified in writing, signed by both Parties. MERC may approve changes and modifications to the original Contract, including deletions of work, order of additional materials, and additional services reasonably related to the original work scope. Contractor may propose changes in the work that Contractor believes are necessary, will result in higher quality work, improve safety, decrease the amount of the contract, or otherwise result in a better or more efficient work product. If such changes are approved by MERC, they shall be



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executed by written contract amendment signed by both parties. Such changes shall not relieve Contractor of any obligation or warranty under the contract. No oral statements by either party shall modify or affect the terms of the contract

## ARTICLE 6

### Consultant Services

#### 6.1 Services Generally.

6.1.1 Upon final execution of this Contract and Project Work Order with MERC, Consultant shall:

6.1.1.1 Within the first week following execution of this Contract, review the Project Work Order and proposed Project Schedule and prepare a detailed Services list and work plan to MERC's satisfaction. Consultant shall also identify milestone activities or dates, specific task responsibilities, additional definition of deliverables, and required completion times necessary for the review and approval by MERC and by all regulatory agencies.

6.1.1.2 Review the developed work plan with MERC and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

6.1.2 The Consultant will manage the Consultant's Services, research applicable design criteria, attend project meetings, communicate with members of the Project team, and report progress to MERC. Throughout all phases of its Services, Consultant will consult with MERC and the CM/GC.

6.1.3 Programming Services. Consultant shall prepare for MERC's review and acceptance an architectural program, in narrative and diagrammatic form, that identifies and analyzes functional and operational parameters that will guide the Project's design. Consultant shall develop the program narrative in conjunction with MERC's staff and consultants and shall be responsible for the following:

6.1.3.1 Review MERC's program objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements to establish appropriate guidelines around which and within which the Project will be designed.

6.1.3.2 Review all data pertinent to the Project including survey, site maps, geotechnical reports and recommendations, soil testing results reports, and pertinent historical data, and other relevant information provided by MERC.

6.1.3.3 Investigate and review applicable federal, state, and MERC standards, codes, and regulations pertaining to the proposed Project and identify design issues relating to functional opportunities, needs, directives, and constraints imposed thereby.

6.1.3.4 Review such other reference information MERC may provide.

6.1.4 Public Participation. Consultant shall, in conjunction with MERC, develop and implement a public participation program that provides opportunities for MERC to present the Project to stakeholders solicit questions, comments, and suggestions in an open and collaborative forum. Consultant shall be responsible to prepare, facilitate, and document at least six (6) such meetings, and following each, shall prepare a written report of the proceedings, along with recommendations to MERC with respect to follow-up actions or communications, if any.

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6.1.5 Construction Cost Estimates. Consultant shall develop and maintain Construction Cost Estimates within the parameters of MERC's Construction Cost Budget (as hereinafter defined) through all phases of its Services. The term, "Construction Cost Budget," shall mean the Construction Cost Budget established by MERC for the Project. Consultant shall base all Construction Cost Estimates on the most current architectural program as approved by MERC and shall prepare updated Construction Cost Estimates at each phase of the Project, as provided below. The following conditions apply to each Construction Cost Estimate prepared by Consultant:

6.1.5.1 Base all costs on current price information appropriate to the level of design detail with escalation rate and duration clearly identified as a separate line item. Cost escalation rates and projected bid and construction dates shall be as approved by MERC.

6.1.5.2 Present each Construction Cost Estimate in a building systems format (e.g., foundations, substructure, structural system, exterior wall enclosure, window systems, etc.) for new buildings, and summarized by the Construction Specification Institute ("CSI") category.

6.1.5.3 Include contingencies for design, bidding, and construction as individual line items, with the percentage and base of calculation clearly identified.

6.1.5.4 Include all information and estimates from MERC and MERC's consultants that are intended to be part of the Construction Cost Budget.

6.1.5.5 Reconcile each Construction Cost Estimate with MERC's Construction Cost Budget. Consultant shall present no estimate that exceeds the Construction Cost Budget. Consultant shall be responsible for the accuracy of each Construction Cost Estimate.

## 6.2 Schematic Design Phase.

6.2.1 Consultant shall review the architectural program and information furnished by MERC, and shall review laws, codes, and regulations applicable to Consultant's Services.

6.2.2 Consultant shall prepare a preliminary evaluation of MERC's program, schedule, budget for the work, Project site, and the proposed procurement or delivery method and other information provided by MERC in Article I of this Contract entitled, "Initial Project Information," each in terms of the other, to ascertain the Project requirements. Consultant shall notify MERC of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

6.2.3 Consultant shall present its preliminary evaluation to MERC and CM/GC and shall discuss with MERC and CM/GC alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. Consultant shall reach an understanding with MERC regarding the requirements of the Project.

6.2.4 Based on the Project's requirements agreed upon with MERC, Consultant shall prepare and present for MERC's approval a preliminary design illustrating the scale and relationship of the Project components.

6.2.5 Based on CM/GC's review and MERC's approval of the preliminary design, Consultant shall prepare Schematic Design Documents (as further described below in this Section 6) for MERC's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections, and elevations, and may include some combination of study models, perspective

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sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

6.2.5.1 Consultant shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with MERC's program, schedule and budget for the cost of the work.

6.2.5.2 Consultant shall consider the value of alternative materials, building systems, and equipment, together with other considerations based on program and aesthetics in developing a design for the Project that is consistent with MERC's program, schedule, and budget for the cost of the work.

6.2.6 Consultant shall prepare and submit to MERC a Construction Cost Estimate for the approved Schematic Design Documents based on area, volume, or similar conceptual estimating techniques and prepared in accordance with the provisions of this Contract.

6.2.7 Consultant shall submit the Schematic Design Documents and the Construction Cost Estimate to MERC, and request MERC's approval.

## 6.3 Design Development Phase.

6.3.1 Based on MERC's approval of the Schematic Design Documents, and on MERC's authorization of any adjustments in the Project requirements or the Construction Cost Budget, Consultant shall prepare Design Development Documents for MERC's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications identifying major materials, components, and systems and establishing general quality levels. Consultant's Services during the Design Development Phase shall consist of the following:

6.3.1.1 Architectural Design/Document Services. On an ongoing basis, Consultant shall develop and expand architectural Schematic Design Documents to establish the scope, relationship, forms, size and appearance of the Project through: plans, sections and elevations; typical construction details; and equipment layouts. These Services may also include the following:

- 6.3.1.1.1 Floor plans with final room locations including all openings and building fenestration.
- 6.3.1.1.2 Building sections showing coordination and relationship between components.
- 6.3.1.1.3 Wall sections showing final dimensional relationships, materials, and component relationships.
- 6.3.1.1.4 Identification of all fixed and loose equipment to be installed.
- 6.3.1.1.5 Finish schedule identifying all finishes.

- 6.3.1.1.6 Door and hardware schedule showing final quantity plus type and quality levels.
- 6.3.1.1.7 Site plan, including grading and drainage.
- 6.3.1.1.8 Preliminary development of details and large scale blow-ups.
- 6.3.1.1.9 Legend showing all symbols used on the drawings.
- 6.3.1.1.10 Outline specifications, in accordance with the CSI standards.
- 6.3.1.1.11 Reflected ceiling development including ceiling grid and all devices that penetrate ceiling (i.e., light fixtures, sensors, sprinkler heads, ceiling register, or diffusers, etc.).
- 6.3.1.1.12 Equipment layouts.
- 6.3.1.1.13 Building cross-sections with floor-to-floor heights indicated.

6.3.1.2 Structural Design Documentation Services. On an ongoing basis, Consultant shall develop the specific structural system(s) and Schematic Design Documents in sufficient detail to establish basic structural system and dimensions, final structural design criteria, foundation design criteria, preliminary sizing of additional major structural components, critical coordination clearances, and outline specifications or materials lists. These Services may also include the following:

- 6.3.1.2.1 Plan drawings with all structural members located and sized.
- 6.3.1.2.2 Footing, beam, column, and connection schedule.
- 6.3.1.2.3 Final building elevations.
- 6.3.1.2.4 Final structural design criteria.
- 6.3.1.2.5 Outline specifications.
- 6.3.1.2.6 Foundation drawings.
- 6.3.1.2.7 Soil retainage system.
- 6.3.1.2.8 Critical coordination clearances.
- 6.3.1.2.9 Drawings and Specifications and materials lists.
- 6.3.1.2.10 Typical sections.

6.3.1.3 Mechanical Design/Documentation Services. On an ongoing basis, Consultant shall develop and expand mechanical Schematic Design Documents and develop outline specifications or materials lists to establish approximate equipment sizes and capabilities, preliminary equipment layouts, required space for equipment,

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required chases and clearances, acoustical and vibration control, visual impacts, and energy conservation measures. These Services may also include the following:

- 6.3.1.3.1 Heating and cooling load calculations for each space and major duct or pipe runs sized to interface with structural elements.
- 6.3.1.3.2 Major mechanical equipment scheduled indicating size and capacity.
- 6.3.1.3.3 Duct work and piping systems substantially located and sized.
- 6.3.1.3.4 Water systems including solar heating and bio-reacted waste water.
- 6.3.1.3.5 Plumbing and irrigation systems.
- 6.3.1.3.6 Devices in ceiling located.
- 6.3.1.3.7 Legend showing all symbols used on the drawings.
- 6.3.1.3.8 Outline specifications.

6.3.1.4 Electrical Design/Documentation Services. On an ongoing basis, Consultant shall develop and expand electrical Schematic Design Documents and develop outline specifications or materials lists to establish criteria for lighting, electrical, security, and telecommunications systems, approximate sizes and capacities of major components and Direct Digital Controls (DDC), preliminary equipment layouts, required space for equipment, and required chases and clearances. These Services may also include the following:

- 6.3.1.4.1 All power consuming equipment and load characteristics.
- 6.3.1.4.2 Total electrical load.
- 6.3.1.4.3 Major electrical equipment (switchgear, distribution panels, emergency generator, transfer switches, UPS system, etc.) dimensioned, showing capacities, and drawn to scale into the space allocated.
- 6.3.1.4.4 Complete preliminary site lighting design.
- 6.3.1.4.5 Outline specifications.
- 6.3.1.4.6 Lighting, power, telecommunications, and office automation devices and receptacles shown on the plan.
- 6.3.1.4.7 Final light fixture schedule.
- 6.3.1.4.8 Interior electrical loads estimate for systems furniture, receptacles, lighting, food service equipment, and any other special use areas.
- 6.3.1.4.9 Riser diagrams.
- 6.3.1.4.10 Fire alarm riser system.

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- 6.3.1.4.11 Energy management riser system.
- 6.3.1.4.12 Photovoltaic alternative energy systems.
- 6.3.1.4.13 Service entry feeds and generator relocations.
- 6.3.1.4.14 Energy conservation measures related to lighting and other potentials.

6.3.1.5 Civil Design/Documentation Services. On an ongoing basis, Consultant shall develop and expand civil Schematic Design Documents and develop outline specifications or materials lists to establish the final scope and preliminary details for on-site engineering services to establish:

- 6.3.1.5.1 Site plans showing buildings and exhibits, paving, sidewalks, curbs, walkways, driveways, landscaped areas, retaining walls, service areas and special features.
- 6.3.1.5.2 Plan showing existing grades (data provided by MERC).
- 6.3.1.5.3 Soil retainage systems.
- 6.3.1.5.4 Stormwater system – Site drainage layout and location of utilities and points from which services will be run to the building.
- 6.3.1.5.5 Sanitary sewer system.
- 6.3.1.5.6 Irrigation system.
- 6.3.1.5.7 Domestic water system.
- 6.3.1.5.8 Site lighting and distribution from sources.
- 6.3.1.5.9 Extra conduit for telecom/data system (provided by MERC).

6.3.1.6 Landscape Design/Documentation Services. On an ongoing basis, Consultant shall develop and expand landscape Schematic Design Documents and develop outline specifications or materials lists to establish final scope and preliminary details for landscape work.

6.3.1.7 Materials Research/Specifications Services. Consultant shall prepare for MERC's approval the proposed Special Conditions of the construction contract (the "Construction Contract"); develop architectural outline specifications or itemized lists and brief form identification of significant architectural materials, systems, and equipment and their criteria and quality standards; coordinate similar activities of other disciplines; produce a design manual, including design criteria and outline specifications or materials lists.

6.3.1.8 Project Development Scheduling Services. Consultant shall review and update previously established schedules for the Project.

6.3.1.9 Statement Of Probable Construction Cost Services. Consultant shall update and refine the Schematic Design Phase Statement of Probable Construction Cost of the Project as it is related to the Construction Cost Budget and taking into consideration availability of materials and labor, Project delivery procedures, construction



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sequencing and scheduling, changes in the scope of the Project, and adjustments in quality standards. Completion of these Services shall result in the “Design Development Phase Statement of Probable Construction Cost.” If the Statement of Probable Construction Costs exceeds the approved budget, the Consultant shall, at the Consultant’s expense, redraw, revise, and/or value engineer the Project, if so directed by MERC, so that said estimate does not exceed the approved budget as adjusted by MERC. If MERC concludes that Consultant’s budget is inaccurate, program adjustments and/or alternates shall be prepared.

6.3.1.10 Value Engineering Services. Consultant shall lead a review team during the design development phase of the Project. Consultant shall provide an intensive analysis of the entire Project.

6.3.1.11 Commissioning Process Integration Services. Consultant shall provide Services to coordinate those activities directly related to the commissioning of the building at the Project. These Services include working with the Project Manager to develop a clearly defined design intent for the Project building and its systems. Consultant shall review and respond to all Project Manager input provided throughout the Project. Consultant shall collaborate with the Project Manager and provide specifications that list and describe the Contractor’s duties in the commissioning processes.

6.3.1.12 LEED Design Services. If required as part of a Project Work Order, Consultant shall provide the Services performed during phases set forth in sections 6.1. through 6.6 that are related to the preparation of a comprehensive LEED analysis of the Project, all documentation required for a LEED certification at the silver certification level to MERC for the Project, and all other Services for the Project that are required under the USGBC’s LEED certification program.

6.3.1.13 Land Use Planning and Building Permitting Services. Consultant will consult with the City of Portland as required to obtain land use approvals and building permits. Consultant will conduct informal meetings with City Planning staff to solicit and receive their comments with respect to the projects and any land use approvals that may be required. Consultant shall prepare written and graphic explanatory materials and appear as may be required on MERC’s behalf at all permitting agency meetings. If required, Consultant shall appear and represent MERC and City of Portland land use hearings proceedings.

6.3.1.14 Intentionally Omitted

6.3.2 If MERC elects to proceed with value engineering, Consultant and its sub-consultants shall cooperate with MERC’s value engineer by providing requested information and advising MERC and its value engineer, in good faith, concerning design changes that the value engineer may propose. Consultant shall make such changes as MERC may direct. Substantial changes inconsistent with previous MERC approvals may be compensated as Additional Services.

6.3.3 Consultant shall prepare and submit an updated Construction Cost Estimate based on an itemization of major categories within each specification division and otherwise in accordance with the provisions of this Contract.

6.3.4 Consultant shall submit the Design Development Documents to MERC, advise MERC of any adjustments to the Construction Cost Estimate, and request MERC’s approval.

6.3.5 Consultant shall provide seven (7) sets of copies of all final drawings and written material.

6.4 Construction Documents Phase.

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6.4.1 Based on MERC's approval of the Design Development Documents, and on MERC's authorization of any adjustments in the Project requirements or the Construction Cost Budget, Consultant shall prepare Construction Documents based on the approved Design Development Documents for MERC's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Project. MERC and Consultant acknowledge that in order to construct the Project, MERC's contractors will be required to provide additional information, including shop drawings, product information, product samples, and other similar submittals, which Consultant shall review.

6.4.2 The Consultant shall present Construction Documents at 85% and final stages for MERC's review and comment. The Consultant shall provide evaluation of budget, schedule, and response to program and design objectives at each stage.

6.4.3 The Consultant shall advise MERC of any recommended adjustments to the Project's "Approved Design Budget" indicated by changes in Project scope requirements or general market conditions.

6.4.4 The Consultant shall provide an independent estimate based on the 85% Construction Document stage. If the Consultant's estimate exceeds the "Approved Design Budget," the Consultant, at its expense, shall redraw, revise, and/or value engineer the Project, if so directed by MERC, so that the estimate is within the "Approved Design Budget." If MERC concludes that Consultant's budget is inaccurate, program adjustments and/or alternates shall be prepared.

6.4.5 The Consultant shall assist MERC in connection with MERC's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

6.4.6 Intentionally Omitted

6.4.7 The Consultant shall attend governing agency meetings with MERC as required to assist MERC in obtaining guidelines for the Project from regulatory agencies having approval jurisdiction.

6.4.8 The Consultant will work with Energy Trust of Oregon ("ETO") on any portions of the Project which receive funding or other assistance from ETO.

6.4.9 The Consultant shall prepare written and graphic materials as may be required from time to time for MERC to obtain necessary uses, appeals, site, and other governmental permits and approvals.

6.4.10 Consultant shall assist MERC in preparing a Project Procedures Manual outlining all procedures to be followed for the processing, change orders, reporting, and control of all shop drawings, transmittals, submittals, substitutions, catalogs, Project reports, field orders, test reports, inspections, maintenance manuals, and other construction documentation. The Consultant is responsible for all Requests for Information and shall answer them as previously described in this Contract and MERC's General Conditions.

6.4.11 Consultant shall prepare a complete set of signed reproducible Construction Documents and Specifications as the deliverable Work Product of this phase and suitable for use as bidding documents.

6.4.12 Consultant shall prepare upon completion of Construction Document Phase, an assessment of the estimated cost of construction based on these final documents as compared to those documents used for the 85% Construction Document Phase estimate for use in negotiating the Guaranteed Maximum Price (GMP) with the CM/GC.



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6.4.13 The Consultant shall provide final selection and obtain approval, by MERC, of colors and materials.

6.4.14 Consultant shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

6.4.15 Consultant shall prepare and submit an updated Construction Cost Estimate based on the work depicted in the Construction Documents and in accordance with the provisions of this Contract.

6.4.16 Consultant shall submit the Construction Documents to MERC, advise MERC of any adjustments to the Construction Cost Estimate, and request MERC's approval.

6.4.17 MERC will conduct a constructability review of the completed Construction Documents with its own consultant. A report shall be provided to Consultant and Consultant shall revise the Construction Documents accordingly and shall respond in writing to each comment made by the constructability reviewer in one of the following ways:

6.4.17.1 Indicate where or how the comment is reflected in a change to the Construction Documents, or

6.4.17.2 Explain why the comment is not reflected in a change to the Construction Documents.

6.4.18 MERC may require Consultant to supplement its submittal or to prepare an additional submittal if Consultant's response is insufficient to allow the constructability reviewer to confirm the changes.

## 6.5 Procurement Phase.

6.5.1 The Consultant shall assist MERC with the solicitation process for the selection of the CM/GC, and shall assist MERC and the CM/GC with solicitation and obtaining bids or proposals from trade contractors. These duties shall include:

6.5.1.1 Assisting MERC in conducting pre-solicitation conferences with prospective contractors to familiarize contractors with the procurement documents and management techniques and with any special systems, materials, or methods called for by the documents.

6.5.1.2 Answering questions and evaluating substitution requests and issuing solicitation document addenda.

6.5.1.3 Assisting MERC and/or the CM/GC with the preparation of all procurement packages including alternates if required, General Conditions, Instructions to Bidders/Requests for Proposals, solicitation forms, and other similar documents. MERC shall advertise, issue addenda, and print and distribute plans and specifications for bid.

6.5.1.4 Assisting MERC's and/or the CM/GC's review and analysis of solicitation responses and participation in pre-award conferences with the successful offeror to discuss procedures and applicable regulations.

6.5.2 The "Procurement Documents" shall consist of all procurement requirements and proposed Contract Documents that include the Construction Documents.

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6.5.3 Upon completion of the Procurement Phase, Consultant shall produce a conforming set of the Construction Documents incorporating all addenda issued. Consultant shall provide MERC with two (2) complete, reproducible sets of plans and specifications marked as a “Conforming Set”.

6.5.4 Consultant shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

## 6.6 Construction Phase.

6.6.1 MERC’s Project Manager will be the lead construction administrator. Consultant will assist the Project Manager with construction administration, but will have sole responsibility for design. For the purposes of this section, “Contractor” means the CM/GC.

6.6.2 Consultant shall advise and consult with MERC during the Construction Phase as provided in this Contract and in MERC’s CM/GC Contract and General Conditions as of the date of this Contract. Consultant shall have authority to act on behalf of MERC only to the extent provided in this Contract. Consultant will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the construction work, nor will Consultant be responsible for the failure of others to perform the construction work in accordance with the requirements of the Construction Contract Documents. Consultant shall be responsible for Consultant’s negligent acts or omissions, but shall not have control over or charge of, and will not be responsible for, acts or omissions of Contractor or of any other persons or entities performing portions of the construction work.

6.6.3 Consultant’s responsibility to provide Construction Phase Services commences with the execution of the GMP Amendment to the CM/GC Contract and ends on the date MERC issues the final certificate for payment.

6.6.4 Compliance with Construction Schedule. Consultant shall review and become knowledgeable with the Contractor’s construction schedule as accepted by MERC. Consultant’s reviews, approvals, investigations, clarifications, interpretations, and all other activities needed shall be carried out in a prompt manner so as not to delay the Project in any way except if authorized in advance in writing by MERC.

6.6.5 Evaluation of the Work. Consultant shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the construction work completed, and to determine, in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Construction Documents. On the basis of the site visits, Consultant shall keep MERC reasonably informed about the progress and quality of the construction work as it is completed, and report to MERC (1) known deviations from the Construction Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the work.

6.6.6 Interpretation of Contract Documents. Consultant shall be the interpreter of the requirements of the Contract Documents in regard to compliance and workmanship in accordance with the Design Documents. Consultant shall render interpretations necessary for the proper execution or progress of the work upon written request of MERC. Unless a longer period is agreed to by MERC, Consultant shall render written decisions within five (5) working days of receipt thereof on all claims disputes and other matters in question between MERC and the Contractor relating to the compliance with design of the work or the interpretation of the Contract Documents.

## 6.6.7 Change Orders.

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6.6.7.1 Consultant shall review all of Contractor's change order requests to determine if those requests are valid and appropriate. Consultant shall provide a recommendation to MERC as to whether the change should be approved, partially approved, returned to the Contractor for clarification, or rejected.

6.6.7.2 Consultant shall furnish all necessary additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders. MERC shall request these drawings from Consultant, who shall provide the drawings at no additional cost unless MERC designates the request as Additional Services. Consultant shall submit original tracing(s) and/or drawings and contract wording for change orders to MERC and CM/GC for duplication and distribution.

## 6.6.8 Submittals.

6.6.8.1 For the purposes of this Contract, "Submittals" include any document or item submitted by the Contractor for review by MERC and/or the Consultant, including without limitation change orders, payment requests, requests for information, requests for substitution, shop drawings, project data, and samples.

6.6.8.2 Consultant shall review and approve or take other appropriate action upon Contractor's submittals but, except as otherwise provided by this Contract, only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

6.6.8.3 Consultant shall review Contractor's schedule of submittals and advise MERC on whether that schedule is complete. Consultant shall provide MERC with proposed revisions to this schedule and advise MERC on whether MERC should approve this schedule.

6.6.8.4 Consultant shall establish and implement procedures for expediting the processing, review and acceptance of Contractor's submittals. Consultant's action upon Contractor's submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of separate contractors, while allowing sufficient time in Consultant's professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed ten (10) calendar days from its receipt by Consultant. Consultant's response to each submittal shall be a substantive and acceptable response.

6.6.9 Requests for Information. During the course of construction as part of the Services, all Requests for Information ("RFI") must be responded to as expeditiously as possible so as not to impact and delay the construction progress. In no case shall the review period associated with an RFI exceed five (5) working days from its receipt by Consultant. Consultant's response to each RFI shall be a substantive and acceptable response. This five-day time period shall not include time when a submittal is within MERC's control or if the submittal is being reviewed by regulatory agencies. In no way does this provision reduce Consultant's liability if it fails to prepare acceptable documents. If Consultant fails to respond to an RFI within the time required by this Section 6.6.9, Consultant shall be liable for any increase in construction cost as a result of the delay.

## 6.6.10 Testing.

6.6.10.1 Consultant shall review the testing and inspection reports of independent testing agencies, and make written recommendations to MERC as the evaluation of the report data dictates.

6.6.10.2 Consultant shall review and become knowledgeable with the Contractor's construction schedule as accepted by MERC. Its reviews, approvals, investigations, clarifications, interpretations and all other

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activities needed shall be carried out in a prompt manner so as not to delay the Project in any way except if authorized in advance in writing by MERC.

6.6.11 Requests for Substitution. In consultation with the Project Manager, Consultant shall review the Contractor's written requests for substitutions for specific products, materials, equipment, or systems, and other departures from the Construction Documents. Consultant shall promptly complete its review so as to not unnecessarily disrupt the orderly progress of the work as represented by the current construction schedule maintained by Contractor. Consultant shall provide to MERC a written recommendation on the subject request, explaining the basis for the recommendation.

6.6.12 Notices of Deficient Work. On the basis of on-site observations, Consultant shall keep MERC informed of the progress and the quality of the work, and shall endeavor to guard MERC against defects and deficiencies in the work. Consultant shall notify MERC in writing of any defects or deficiencies in the work by the CM/GC or GC/GC's subcontractors that Consultant may observe. However, Consultant will not be a guarantor of the CM/GC's performance.

6.6.13 As-Built Drawings. Consultant shall review and evaluate for MERC, CM/GC's as-built documentation of the actual construction performed during the Project that Contractor prepares and submits. As-builts are documents that show the actual construction performed during the Project, including changes necessitated by change orders, RFIs, and supplemental drawings/documents, detailed by Contractor.

6.6.14 Record Drawings. Consultant shall incorporate all construction information from as-built drawings, sketches, details, and clarifications, and prepare two sets of final record drawings ("Record Drawings") for MERC. In addition, Consultant shall provide to MERC as-built drawings on AutoCAD. The final record drawings, specifications, and CAD discs shall be delivered to MERC within sixty (60) calendar days after receipt of all necessary written information. Consultant may insert the following notice on the Record Drawings: "These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Consultant has provided a review of such information consistent with its legal Standard of Care."

6.6.15 Manuals / Warranties. Consultant shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications.

6.6.16 Payment Statements. Consultant shall, in consultation with the Project Manager, review and certify the amounts due the Contractor and shall issue certificates in such amounts. Consultant's certification for payment will constitute a representation to MERC, based on Consultant's evaluation of the work and on the data comprising the Contractor's application for payment, that, to the best of Consultant's knowledge, information, and belief, the work has progressed to the point indicated and that the quality of the work is in accordance with the Construction Contract Documents. The foregoing representations are subject to (1) an evaluation of the work for conformance with the Construction Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Construction Contract Documents prior to completion, and (4) specific qualifications expressed by Consultant.

6.6.17 Project Completion. Consultant shall conduct inspections to establish or confirm the date of Substantial Completion and the date of Final Completion of the Contractor's work. At Substantial Completion, Consultant shall review the Contractor's punch list, conduct a visual inspection of the completed work, and prepare an updated punch list of conditions observed and recommending correction, completion, or replacement by the Contractor. Consultant shall review the Project again upon Final Completion to confirm compliance with the Construction Contract

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Documents, and shall issue a final certificate for payment representing to MERC to the best of Consultant's knowledge and belief that the work is completed and in compliance with the requirements of the Construction Contract Documents.

6.6.18 Upon request of MERC and prior to the expiration of one year from the date of Substantial Completion, Consultant shall, without additional compensation, conduct a meeting with MERC to review the facility operations and performance.

6.6.19 Consultant's mechanical, electrical, and specialty engineers and designers in conjunction with the Contractor's specified training sessions will conduct a walk-through seminar of appropriate length and detail to explain to MERC personnel the specific operation of equipment and systems and assist in building and exhibit start-up.

6.6.20 Consultant shall advise MERC of changes in applicable codes and regulations that have taken place after the Building Permit is issued as the Consultant becomes aware of them.

6.7 Additional Services. Consultant shall perform the following Additional Services when authorized or requested to do so in writing by MERC:

6.7.1 Make revisions in drawings, specifications, or other documents when such revisions are:

6.7.1.1 Inconsistent with approvals or instructions previously given by MERC.

6.7.1.2 Required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Construction Documents.

6.7.1.3 Due to changes required as a result of MERC's failure to respond to a written request from Consultant within a reasonable time.

6.7.2 Provide Services made necessary by significant documented MERC-initiated changes in the Project, including but not limited to size, quality, complexity, MERC's schedule, or method of bidding and contracting for construction.

6.7.3 Provide consultation concerning replacement of work damaged by fire or other cause during construction and furnishing Services required in connection with replacement of that work.

6.7.4 Provide Services made necessary by the default of contractor(s), major defects, or deficiencies in the work of contractor(s).

6.7.5 Provide Services as directed by MERC that are not part of the Services of this Contract. Consultant shall notify MERC, in writing, prior to starting any of the Services that it considers the Services it has been directed to do as not part of the Services under this Contract.

6.7.6 Provide Services as an expert and/or witness for MERC in any mediation, arbitration, and/or trial in which Consultant is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.

6.7.7 Provide training, adjusting, or balancing of systems and/or equipment.

6.7.8 For Consultant's Additional Services, the fee to be paid shall be determined in one of the following manners and identified as a part of the extra service authorization.

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6.7.8.1 MERC may elect to negotiate a fixed fee for Additional Services.

6.7.8.2 MERC may compensate Consultant on a time-and-material basis for the Additional Services based on the following criteria: (1) additional labor fee shall be calculated based on the approved hourly billing rates as listed below and an agreed upon level of efforts for the principals and employees of Consultant, and (2) actual expenditures made by Consultant on the Project and supported by receipts.

6.7.8.3 MERC may negotiate a fixed fee for a portion of the Additional Services and agree on a time-and-material compensation for the remainder portion of the Additional Services.

6.7.8.4 MERC may compensate Consultant on a percentage basis of the final negotiated pricing on change order work accomplished by the Contractor.

6.7.9 No adjustment in Consultant fee shall be made based on a net change to the GMP.

6.7.10 Rates for the Consultant and sub-consultants that include overhead, administrative cost, and profit as set forth in Exhibit D shall be utilized to calculate the fee for Additional Services. Sub-consultants' hourly rates indicated in Exhibit D include Consultant's administration fee/mark-up fee.

## ARTICLE 7

### Payment and Billing

7.1 Contract Price. Consultant shall perform the Services described in this Contract for a maximum price not to exceed One Million, Three Hundred Seventy-Three Thousand, Three Hundred Ninety Eight and 00/100 DOLLARS (\$1,373,398.00). The Contract Price includes all fees, costs, and expenses of whatever nature. Nothing in this Contract requires MERC to pay for work that does not meet the Standard of Care or other requirements of the Contract. The actual amount paid to Consultant may be less than this amount.

7.2 Statement of Services. Payments on account of Services rendered and for reimbursable expenses authorized under this Contract shall be made monthly upon presentation of Consultant's proper Statement of Services, as follows.

7.2.1 Payment for Services will be based on the percentage of the Services performed by Consultant during the billing period. Contractor's Statement of Services will include an itemized statement of Services completed.

7.2.2 Consultant's Statement of Services shall also provide MERC with statements of Additional Services rendered and Reimbursable Expenses incurred in the preceding month. Consultant expressly waives any right to additional payment for any change in Services ("Change in Service") if Consultant does not give timely written notice of the Change in Services and if such Services are not billed as Change in Services within sixty (60) days following their rendition.

7.2.3 No deductions shall be made from Consultant's compensation on account of penalty, liquidated damages, or other sums withheld from payments to contractors, or on account of the cost of construction changes other than those for which Consultant is liable.

7.2.4 MERC will pay Consultant based on these Statements of Service until the maximum Contract Price in Section 7.1 is reached. Thereafter, Consultant must complete work based on the Contract without additional compensation unless MERC agrees to a change in the Scope of Work. If work is completed before the maximum



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Contract Price is reached, the Consultant's compensation will be based on the Contractor's Statements of Service previously submitted and approved by MERC.

7.2.5 Statements of Services will be sent to Metro Accounts Payable, Attention: Nancy Strening, 600 NE Grand Avenue Portland Oregon 97232.

7.3 Reimbursable Expenses. "Reimbursable Expenses" are the direct costs expended by Consultant, Consultant's employees, and sub-consultants for performance of Services rendered to complete the Project. Reimbursable expenses are in addition to compensation for Services and shall not exceed the maximum amount stated in Section 7.1 without prior authorization by MERC. Reimbursable expenses must be evidenced by copies of third-party invoices or receipts delivered to MERC, and are limited to the types of actual expenses listed below:

7.3.1 General Reimbursable Expenses.

7.3.1.1 Long distance communications for which Consultant is charged an additional fee by Consultant's communications provider.

7.3.1.2 Reproductions, postage, and handling of drawings and specifications and other documents, excluding reproductions of drawings, specifications, and other documents used by Consultant and Consultant's subconsultants.

7.3.1.3 Data processing and photographic production techniques when used in connection with Additional Services.

7.3.1.4 Third-party models and mock-ups requested by MERC.

7.3.1.5 The printing of master or reproducible sets of plans and project manuals including specifications.

7.3.2 Travel Expenses. All travel expenses must be approved in advance by MERC. MERC will only allow travel expenses when the travel is essential to the normal discharge of Consultant's responsibilities under the Contract. All Consultant travel shall be conducted in the most efficient and cost-effective manner resulting in the best value to MERC.

7.3.2.1 Mileage. Mileage will be reimbursed at the IRS-approved rate applicable to MERC employees.

7.3.2.2 Meals. The standard rate for meals is \$64.00 per day, subject to the following allocation: Breakfast (25%), Lunch (25%), and Dinner (50%). Except in the event of necessary overnight travel as provided below, breakfast and dinner expenses shall be reimbursed only if Consultant, while acting within the course and scope of his/her duties under this Contract, is required to travel more than two (2) hours (a) before the start (for breakfast expense reimbursement), or (b) after the end (for dinner expense reimbursement) of Consultant's regular workday (8:00 a.m. to 5:00 p.m.). Lunch expense is reimbursable only if Consultant, while acting within the course and scope of his/her duties under this Contract, is required to travel overnight and begins or ends the journey, respectively, before or after 11:00 a.m. Breakfast and dinner expenses are reimbursable during Consultant's necessary overnight travel while acting within the course and scope of his/her duties under this Contract.

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7.3.2.3 Lodging. The standard rate for lodging is \$151.00 per day. MERC will reimburse Consultant for Consultant's actual cost of lodging up to the specified per-diem lodging rates for the locality. Reimbursement rates for lodging are not considered "per diem" and receipts are required for reimbursement.

7.3.2.4 Other Travel Expenses. In addition to meals and lodging, travel expenses will be reimbursed for airfare and rental vehicles only if Consultant is acting within the course and scope of his/her duties under this Contract. Receipts are required for all out-of-state travel expenses. All Consultant representatives will fly "coach class," unless Consultant personally pays the difference. All Consultant representatives will be limited to economy or compact size rental vehicles, unless Consultant personally pays the difference.

7.3.3 Special Expenses. For any exceptions to the expense items listed above, Consultant must obtain the separate written approval of MERC prior to incurring any expense for which reimbursement will be sought. MERC will not pay any mark-up over actual allowable reimbursement costs. Any costs associated with recordkeeping or labor to create reproductions of receipts is considered indirect overhead and therefore part of Consultant's Professional Hourly Rates.

7.4 Payment. MERC will pay Consultant within 30 days of receipt of a complete Statement of Services or within 15 days after approval of Consultant's Statement of Services. If MERC determines that Consultant's Statement of Services is not complete, MERC will send a written notice to Consultant requesting the necessary information to complete the Statement of Services. The time periods provided in the Section will run from the date MERC receives the necessary information to complete the Statement of Services.

7.5 No increase in Consultant's fee will be due from change orders generated during construction to the extent caused by Consultant's error or omission.

7.6 Regardless of the structure of Consultant's fee, the fee may be adjusted downward if the Services to be provided under this Contract are reduced by MERC in accordance with this Contract.

7.7 MERC's Right to Withhold Payments. Notwithstanding the other provisions in this Article 7, MERC shall have the right to withhold from payments due to Consultant such sums as necessary, in MERC's sole determination, to protect MERC against any loss, damage, or claim that may result from Contractor's performance or failure to perform under this Contract, or failure of Consultant to make proper or timely payment to any supplier or sub-consultant.

## ARTICLE 8

### Dispute Resolution

8.1 Mediation. Both Parties shall endeavor to negotiate resolutions to all disputes arising out of this Contract. Any controversy or claim arising out of or relating to this Contract that remains unresolved after such negotiations shall be submitted to mediation prior to the commencement of litigation.

8.1.1 The mediator shall be an individual mutually acceptable to both Parties. Should the Parties lack specific recommendations for a mediator, the Parties shall look to the local circuit court or the Oregon Dispute Resolution Commission. Each Party shall pay its own costs for the time and effort involved in mediation. The cost of the mediator shall be split equally between the two Parties. If the Parties cannot agree on a mutually acceptable mediator within 60 days of the date one party submits a written request for mediation to the other party, a party or parties may proceed to litigation pursuant to Section 8.2.



# Professional Design Services Contract – Attachment A

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8.1.2 Both Parties agree to exercise their best effort in good faith to resolve all disputes in mediation. Participation in mediation is a mandatory requirement on both MERC and Consultant. The schedule and time allowed for mediation shall be mutually acceptable. The mediation process is nonbinding.

8.1.3 Contractor agrees to consolidation of any mediation between MERC and Consultant with any other mediation involving, arising from, or relating to this Contract or the Project.

8.2 Litigation. All disputes not resolved by mediation shall be decided exclusively by a court of competent jurisdiction in Multnomah County under the laws of the State of Oregon.

8.3 Work to Continue Notwithstanding Dispute. In no event shall submission of a dispute arising out of this Contract by either Party relieve Consultant of its obligation to fully perform the requirements of the Contract as directed by MERC pending resolution of the dispute pursuant to the procedures set forth in this Article. In the event that Consultant, in MERC's opinion, fails to fully perform the requirements of the Contract pending resolution of a dispute, MERC shall be entitled to exercise its rights to impose adjusted payments, and/or terminate the Contract.

Consultant has the power and authority to enter into and perform this Contract; the persons executing this Contract on behalf of Consultant have the actual authority to bind Consultant to the terms of this Contract

**LMN Architects**

**MERC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPROVED AS TO LEGAL FORM**

\_\_\_\_\_  
Office of the Metro Attorney

EXHIBIT A to Professional Design Services Contract

Consultant's proposal dated 3/18/2015 in response to MERC RFP # 2792 dated 2/13/2015

Intentionally Omitted

**Exhibit B to Professional Design Services Contract  
MERC Contract #306000 Price Agreement Amendment Work Order  
Consultant's Project Work order Proposal dated 9/23/2016**

September 23, 2016

Ms. Nancy Strening  
Construction Project Manager, Property and Environmental Services  
Metro  
600 NE Grand Avenue  
Portland, Oregon 97232-2736

Re: Oregon Convention Center Entry Pavilion and Plaza Proposal – REV1

Dear Nancy:

We at LMN are pleased to have the opportunity to continue to provide design services in support of renovations and improvements to the Oregon Convention Center. This letter constitutes our revised proposal for design services, inclusive of scope confirmation, schematic design, design development, construction documents, bidding, and the construction administration phases. Our revised proposal reflects our discussions on scope clarifications with resulting fee adjustments and expanded phase descriptions.

#### **PROJECT DESCRIPTION**

This project consists of renovations and improvements to the existing landscaped plaza on the NE corner of the Oregon Convention Center property, and includes two new enclosed entry pavilions. Each entry pavilion is located within the plaza limits and adjacent to both the existing MLK and Holladay Street entries. See figure 1 for plan scope diagram. The delivery method for this work is anticipated to be a CM/GC (Construction Manager / General Contractor) process, with selection of the CM/GC anticipated to occur prior to the completion of schematic design.

The program goals for the new entry pavilions include:

- Create a strong entry identity and greater visibility for both the MLK and Holladay entry locations.
- Providing enclosed conditioned spaces as a transition from exterior to interior.
- Act as a surge space to preserve existing lobby spaces for event functions.
- Explore integrated building identification and event promotion signage within the pavilion assembly.
- Maintain existing ticketing functions at the existing entries.

The program for the renovated plaza includes:

- Create a sense of arrival and welcome for visitors to the OCC and nearby hotels.
- Reinforce focus on new main entry pavilions and away from existing rotunda entries adjacent to ballroom pre-function space.
- Create a flexible, central gathering space that accommodates a variety of events such as music performances, private receptions, exhibit events, and other public or convention center-related events.
- Offer everyday use spaces for small groups or individuals sitting, enjoying lunch, meeting people and casually enjoying the outdoors.
- Allow for a division of spaces so that an exterior terrace outside the Oregon Ballroom pre-function can host an event, separated from the more public central plaza.

- Provide service and loading access to the Oregon Ballroom pre-function space so that vehicles can be brought to the pre-function space from MLK Blvd via the plaza.
- Feature a rich, textural all-season landscape that represents the beauty of the Pacific Northwest.
- Provide safety and aesthetic lighting effects that contribute to the increasing vitality in the district.
- Feature existing works of public art, including the existing statute of Dr. Martin Luther King Jr. and the Host Analog sculpture and the relocation of the Bell Circles II (cast bells) installations.
- Provide a new main building ID sign.
- Renovate existing planters next to the building and replant with new trees, shrubs and ground covers.

### **SCOPE OF SERVICES**

Design services will include architectural design and services by disciplines identified in this proposal as subconsultants to LMN. These scope of services can generally be described as including:

- Design of a new entries and plaza improvements to meet the Owner's program goals reviewed in previous meetings.
- Selection of materials and systems for the new building and the site improvements;
- Documentation of the design in drawings and specifications suitable for LUR process, permitting, bidding and construction;
- Services that occur in five phases: scope confirmation, schematic design, design development, construction documents, bidding and construction administration;
- Design meetings with the Owner;
- Design team coordination meetings;
- Cost estimates at the conclusion of scope confirmation, schematic design, design development, and construction documents phases (CD estimate timing to be coordinated with CM/GC);
- Assistance in acquiring LUR and building permit approvals;
- Sustainable design consulting including provision of design documentation for acquiring achievable LEED certification level consistent with owner's goals and practicality with the scale of project.

Identification of firms that are included in the design team and responsibilities of those firms are briefly described as follows:

#### **Architecture**

LMN Architects are the prime architect and responsible for issuing the architectural design and documentation for the building and site improvements. We will prepare drawings and other materials (and oversee our consultants drawings and materials) for the purpose of communicating the design intent to the Owner and others. We will manage the design team, coordinate the work of our design consultants, and be the primary interface for the design team with the Owner, and the Owner's project manager. We are partnered with the architectural firm of Merryman Barnes Architects Inc. (MBA). MBA will act on our behalf as the main contact with the agency having jurisdiction and will lead the permitting and LUR process with LMN preparing the necessary design material. MBA will also providing local code interpretation and assist LMN during the construction administration phase. LMN will prepare documentation of the architectural design and coordinate the documentation by the design team consultants.

#### **Landscape Architect**

Landscape architectural design will be provided by Mayer/Reed, Inc. Civil engineering, survey and geotechnical support consultants will be sub-consultants to Mayer/Reed, Inc. and bound to the same contractual obligations as the prime agreement. Civil Engineering and Survey are

provided by KPFF and geotechnical support is provided by GRI Engineering. The landscape architect, together with their sub-consultants and LMN, will develop the site design, addressing the issues of landscape, program uses, hardscape, pedestrian and vehicular circulation, service access, specialty elements such as the exterior event space and maintaining specific art piece locations (The Dream and Host Analog) while advising the relocation of others (Bell Circles II).

### **Structural Engineering**

Structural engineering will be provided by Magnusson Klemencic Associates (MKA). Structural engineering will include design and documentation of all the structural components of the entry pavilions along with plaza elements requiring structural design including: light pole assemblies, possible large signage assemblies, foundations for relocated art, site walls and other miscellaneous plaza concrete structures.

### **Mechanical/Electrical/Data/Plumbing and Fire Protection Engineering**

MEP/FP and Data Engineering services will be provided by Glumac. Glumac will be responsible for mechanical, electrical, plumbing, fire protection and low voltage/data systems for the entry pavilions and plaza improvements.

### **Architectural Lighting Design**

HLB Lighting Design will design the architectural lighting. Architectural lighting design will include both lighting relating to the entry pavilions and site lighting for the plaza improvements and accent lighting for existing art pieces. Modifications or additions to the existing city standard street lights in the ROW are outside of the scope of this project.

### **Cost Estimating**

The cost estimator will be Rider Levett Bucknall (RLB). RLB will prepare detailed cost estimates of the entry pavilions and plaza improvements at the scope confirmation, schematic design, design development and construction documents phases. Their scope assumes parallel estimating at the SD, DD and CD phase with the CM/GC followed by a period of reconciliation. Both RLB and the selected CM/GC will work to jointly agree on an estimating format. The responsibility for estimating the design work to confirm the construction budget will transfer from the design team to the CM/GC during the CD phase, with RLB providing a parallel estimate during the CM/GC's CD estimate period.

### **Signage & Wayfinding**

Signage and wayfinding for the plaza and entry pavilions will be led by Mayer/Reed Inc. The anticipated scope includes design and documentation for: a main building ID sign which would replace the lower existing building ID sign with the goal to increase visibility and identity of the building ID; secondary building ID signage at each entry pavilion; schematic design exploration for new dynamic event signage, to be considered as possibly integrated into the entry pavilions or as large scale pylons to replace the existing (includes review of relevant dynamic sign code requirements).

### **LEED Administration**

Green Building Services (GBS) will be providing LEED administration services for this project. They will assist the team, along with the owner to determine the appropriate certification level that is consistent with the existing OCC sustainability goals and feasibility given the scale and scope of the project work.

The following is a more detail description of the design team's tasks and phases of the work.

#### **1 - Design Team Management and Coordination**

Consultant's project manager is expected to prepare for, attend, and facilitate all project meetings and make presentations consistent with agreed upon design schedule. Consultant shall hold project coordination meetings to maintain project progress as required during the design phases; these meetings typically occur every 3-5 weeks depending of the project phase

and requirements to keep owner and consultant team properly informed and coordinated. For estimating purposes, a total of fifteen (15) meetings with Metro and OCC team are anticipated, length to be determined by planned agenda. Consultant shall provide a detailed agenda to Metro's project manager at least two days prior to each meeting, which state project issues to be addressed to maintain the project's scope and schedule. Consultant shall be responsible for scheduling project team meetings and preparing and distributing agendas, communicating action items and preparing and distributing meeting minutes during design phases.

Consultants Design Team Management Responsibilities include:

- Management, coordination and direction to the project team to complete the project on time and within budget.
- Provide effective and efficient communication with Metro's project manager.
- Provide monthly schedule updates as appropriate.
- Prepare monthly invoices with project progress reports if warranted. Invoices will include a summary by phase showing amount budgeted, amount spent during invoice period, amount spent to date, percent spent to date, and percent complete.
- Review all documents and submittals to provide quality control.

Deliverables shall include:

- ▶ Regular communication by memo, email, and/or by phone.
- ▶ Project Schedule within ten (10) days of Notice to Proceed.
- ▶ Monthly schedule updates with progress reports as needed to keep ownership team informed.
- ▶ Monthly invoices.
- ▶ Coordination of and attendance at scheduled team meetings. All owner update meetings are to be held at the Oregon Convention Center; depending on the planned agenda, LMN will attend either in person or via web based meeting; whichever option best supports the project progress and owner's need for LMN's presence. Meetings will include required consultants to support the meeting agenda. The design process, inclusive of design review, is expected to last fifteen (15) months.
- ▶ Meeting agendas at least two (2) days prior to each meeting.
- ▶ Meeting minutes and action items within five (5) days of each meeting.

**2 - Land Use and Design Review Process**

Consultant shall perform work necessary to obtain project approval from the Bureau of Planning Services (BPS) and the Bureau of Development Services (BDS). A land use review and a Type III design review process is assumed for this project. A land use pre-application conference, a design advice request (DAR) and two (2) design review (DR) hearings are assumed. All project application fees are to be provided by owner. The intent is to have the DAR meetings occur prior to completion of the schematic design phase; the LUR approval process (DR hearings and approval) occur during the design development phase; and for the building permit submittals to occur during the construction document phase. Our team will be in contact with the AHJ throughout the design phases of the project to confirm compliance with all applicable current Metro, City of Portland, State and Federal development codes and conditions of approval.

Deliverables shall include:

- ▶ Prepare exhibits for and attend a land use pre-application conference.
- ▶ Prepare and submit a draft DAR package for owner review (1 week review).
- ▶ Prepare exhibits for and attend a preliminary design advice request (DAR) meeting.
- ▶ Prepare exhibits for and attend a design advice request (DAR) meeting.
- ▶ Prepare and submit land use review application.

- ▶ Prepare exhibits for and attend first design review (DR #1) hearing.
- ▶ Prepare exhibits for and attend second design review (DR #2) hearing.

### **3 - Scope Confirmation**

The purpose of the phase is to confirm that the defined scope for the project aligns with the construction costs assigned from earlier cost estimating exercises. Design exercises during this phase will be limited to those which help inform the scope definition of the project.

Consultant shall provide, at a minimum:

- Review of previous completed cost estimates.
- Concept diagrams and descriptive narratives of the intended scope for the plaza improvements and the new entry pavilions.
- A work session meeting where design team review/confirm scope with client team
- Presentation of a concept level estimate describing concept cost estimate for both plaza improvements and new entry pavilions

### **4 - Schematic Design**

Consultant shall advance the concept design and prepare design documents to clearly communicate the project design intent based on the defined scope and construction cost estimate. Design team will meet periodically with owner (every 2-3 weeks) to review progress and receive design feedback on the schematic development. Each milestone submittal is predicated on Metro approval of the prior milestone submittal. Each Metro milestone review is assumed to be completed within a period of ten (10) working days from receipt of the milestone submittal documents. To ensure continuity of understanding between the parties throughout the design process, Consultant shall review drafts of all deliverables with the Metro project manager prior to submission of finalized documents. Metro project manager shall submit a written comment log to Consultant at the end of each Metro review period. Each stage of the design process will incorporate new findings and comments received from Metro.

The following parameters must be incorporated in the design:

- Design will take into account the programmatic requirements of the client and user group.
- Design will take into consideration long-term operation and maintenance efficiencies.
- Design to take advantage of any reuse and salvage materials during construction.
- Design will incorporate sustainable design elements and materials into the project; achievable sustainability goals will be review and established during this phase.
- Collaborate with the CM/GC on constructability reviews and cost estimating exercises.

Consultant shall provide, at a minimum:

- Provide plans, sections, elevations, and appropriate 3D representative sketch renderings to communicate the schematic design intent.
- Provide survey information for project limits.
- Provide outline specifications
- Provide schematic level design drawings (plans, sections, elevations and concept renderings) submittal for review by stakeholders for schematic design completion.
- Provide a schematic design construction cost estimate prepared by the team cost estimator.

SD Deliverables shall include:

- ▶ Final SD drawings, Specifications, and cost estimate
  - One (1) set of SD documents, to include: one (1) full-sized hard copy, one (1) PDF file

- Specification hard copy , (1) PDF file
- Cost estimate, one (1) hard copy.

## **5 - Design Development**

Consultant shall advance the approved schematic design and prepare design development documents to clearly communicate the project design intent. Each milestone submittal is predicated on Metro approval of the prior milestone submittal. Each Metro milestone review is assumed to be completed within a period of ten (10) working days from receipt of the milestone submittal documents. To ensure continuity of understanding between the parties throughout the design process, Consultant shall review drafts of all deliverables with the Metro project manager prior to submission of finalized documents. Metro project manager shall submit a written comment log to Consultant at the end of each Metro review period. Each stage of the design process will incorporate new findings and comments received from Metro.

The following parameters must be incorporated in the design:

- Development of the design to be consistent with previously approved design direction, project scope, approved construction costs and supplemental owner direction during this phase.
- Design specifications shall be compatible with Metro's general and supplementary conditions for construction.
- Design will incorporate sustainable design elements to treat storm water, reduce or generate electricity, low impact development and use sustainable materials where possible and achievable for proposed structures and site improvements.
- Collaborate with the CM/GC on constructability reviews and cost estimating exercises

Consultant shall provide, at a minimum:

- Provide plan, section, elevation, and detail drawings to communicate the design intent and respond to comments received on previous schematic design review. Updated sketch renderings produced as part of the design process, final finished renderings would be considered additional service.
- Provide preliminary civil/stormwater plans and basis of design.
- Provide survey information and plans to relocate the Bell exhibit to the Southeast Plaza
- Provide specifications consistent with design development level of resolution.
- Provide design development level design drawings (plans, sections, elevations and design level renderings) submittal for review by stakeholders for design development completion.
- Provide a design development construction cost estimate prepared by the team cost estimator.

DD Deliverables shall include:

- ▶ Final DD drawings, Specifications, and cost estimate
  - One (1) set of DD documents, to include: one (1) full-sized hard copy, one (1) PDF file
  - Specification hard copy , (1) PDF file
  - Cost estimate, one (1) hard copy.

## **6 - Construction Documents (90% and 100% design)**

Consultant shall provide final stamped and signed construction documents suitable for bid and construction at the 100% milestone submittal. Our team is assuming a single bid package that will be separated into desired individual bid packages by the CM/GC.

Consultant shall prepare design and construction documents to implement design. Each milestone submittal (90%, 100%) is predicated upon Metro approval of the prior milestone



submittal. Each Metro milestone review is assumed to be completed within a period of ten (10) working days from receipt of the milestone submittal documents. To ensure continuity of understanding between the parties throughout the design process, the Consultant shall review drafts of all deliverables with the Metro Project Manager prior to submission of finalized documents. Metro project manager shall submit a written comment log to Consultant at the end of each Metro review period. Each stage of the design process will incorporate new findings and comments received from Metro.

Consultant shall provide, at a minimum:

- Final construction documents will meet all applicable current Metro, City of Portland, State and Federal development codes and conditions of approval.
- Materials specified will be new and installed in accordance with the appropriate codes, regulations and industry standards, including materials utilizing recycled content per Metro Executive Order 47.
- Design specifications shall be compatible with Metro's general and supplementary conditions for construction.
- Design specifications will require the construction consultant to make submittals for all materials to be used in the installation.
- Provide plan, section, elevation, and detail drawings as necessary to communicate the design intent and to address each item on the final list of improvements from the previous review comments.
- Provide complete engineering for any structures that are part of the final design package including stamped drawings and calculations.
- Provide Civil/Stormwater Management Engineering for all elements that are part of the final design package, including stamped drawings and calculations.
- Provide design documents & construction specifications at 90% milestone submittal for cost estimating and owner review purposes.
- Collaborate with the CM/GC on constructability reviews and cost estimating exercises, the responsibility for estimating the design work to confirm the construction budget will transfer from the design team to the CM/GC during the CD phase, with RLB providing a parallel estimate during the CM/GC's CD estimate period.
- Provide complete and fully coordinated design documents & construction specifications at 100% milestone submittal incorporating owner review comments and any modifications from the 90% cost estimating exercises. It is assumed that the CM/GC will be providing their GMP price from the 100% CD drawing submittal.

CD Deliverables shall include:

- ▶ 90% Plans, Specifications,
  - One (1) half sized hard copy and one PDF set of plans and details
  - PDF of specifications
- ▶ 100% Bid Plans, Specifications, and cost estimate
  - One (1) set of final construction documents, to include: one (1) full-sized hard copy, one (1) PDF file and one (1) DWG CAD file
  - Final specification hard copy in both MS word and PDF file formats
  - Cost estimate, one (1) hard copy.

## **7 - Permitting Assistance**

Consultant shall provide the following services to obtain any environmental, land use, construction and other required permits and approvals for the project:

- Attend pre-application conference with applicable authorities having jurisdiction.

- Provide plans for use in environmental permitting and land use processing, including drawing sizes necessary for submittal of all required land use processes, construction permits, and construction documents.
- Unless otherwise specified by Metro, submit and track all applications for required permits, land use reviews and any other processes required by authorities having jurisdiction.
- Provide revisions as necessary to address permitting agency comments.
- Prepare the permit set plans and specifications at the earliest possible time in the design process for use in development review processes.
- Coordinate with CM/GC on the timing of revised plans and specifications to coordinate with desired bidding schedule.
- Review and provide comments on plans and specifications provided by manufacturers of pre-engineered items.

Deliverables shall include:

- ▶ List of required permits and approvals, identifying respective authorities having jurisdiction.
- ▶ Draft permit/approval applications for review by Metro.
- ▶ Final permit/approval applications for review by respective authorities having jurisdictions, to include required supporting documentation.

**8 - Services during Bidding**

It is assumed that the selected CM/GC will be managing the bidding period based on their approved construction and procurement schedule. Design team will support the CM/GC by answering questions related to the design intent, documents and selected systems during their bidding period.

**9 - Construction Administration Services**

Consultant shall provide the following service to support Metro during construction:

- Attend pre-construction meeting.
- Provide interpretations of construction documents.
- Respond to questions and requests for information (RFIs) from the CM/GC during construction.
- Conduct site visits at intervals appropriate to the various stages of construction and to perform observation work as required by the governing code, twenty-four (24) in total, are assumed. Consultant's sub-consultants will perform site visits as necessary.
- Prepare site visit reports for each site visit.
- Review specified shop drawings, product and other submittals.
- Assist in preparing change orders.
- Conduct a final walk-thru and prepare a punch list of items to be addressed prior to acceptance.

Deliverables shall include:

- ▶ Documentation provided to Metro of contractor questions and answers.
- ▶ Addendum documents as needed; may include plan and/or specification revisions.
- ▶ Meeting agendas and notes for meetings led by design team.
- ▶ Documentation of response to contractor requests for information.
- ▶ Documentation of review and approvals for bidder designed elements.
- ▶ Documentation of change orders.
- ▶ Site visit reports.
- ▶ Final punch list.

### Assumptions and Exclusions

- All owner meetings assumed to be held in Portland; LMN may attend via web based meetings where approved by ownership team.
- Drawings to be developed in Revit
- All curbs and city light poles remain in place. ROW work is limited to paving modifications and street trees.
- Design review effort beyond 2 DR meetings is considered additional services.
- One bid package is assumed
- Duration of the construction phase is assumed to be 9-10 months; significant extension beyond this duration resulting in additional design team effort may require additional services.
- Required testing and inspections during construction will be provided by others.
- Post construction survey of as-built conditions is considered additional services.
- A geotechnical engineering report will be provided by the owner.
- The site is adequately served by existing adjacent utilities.

The following services are not included:

- Design of storm water drainage systems and calculations in the ROW;
- Hazardous materials detection and removal;
- Commissioning;
- Construction testing and inspection;
- Investigation of existing conditions for accuracy of information provided by Owner;
- Services related to owner-furnished furniture, furnishings and equipment;
- Construction staking
- Life cycle cost analysis;
- Preparation of record drawings;
- Public art selection and coordination
- All permit fees and agency charges.
- Metering and logging of existing power distribution and energy use.
- Redesign due to value engineering during construction is excluded.
- Floodplain, wetland or environmental work. Remediation for contaminated soil, if required, is to be done by owner.
- Design of water features
- Services related to environmental reviews or special permits.

### SCHEDULE

The following time frame is proposed for the phases of our services. These time frames have been structured to best support the anticipated durations for the LUR approval process and does not necessarily reflect the duration of the design and documentation production. During design development phase, to best utilize our consultants time, we may institute a "pencil's down" period to accommodate the LUR approval process. The following durations will begin with our NTP and is anticipated in mid to late October 2016. If owner review and cost reconciliation cannot be completed during the 2 weeks reserved, additional time may occur between phases to conclude the phase.

Scope Confirmation:	2 -3 weeks
Schematic Design Phase	13 weeks (includes 2 weeks of cost estimating)
Design Development Phase	36 weeks (includes 2 weeks of cost estimating)
Construction Documents Phase	15 weeks (includes 2 weeks of cost estimating)

## COMPENSATION

### Fees

We propose a lump sum fee of \$1,373,398 for this scope of work. LMN Architects will apply a 5 percent markup to each sub-consultant fee (excluding MBA and Mayer Reed's Landscape architecture fee). The following table summarizes design fees by consultant with anticipated breakdown by phase.

Design Team Fee Summary			COBID Particip.	Fee by Phase				
		Total		SC	SD	DD	CD	CA
Architecture	LMN Architects	\$ 341,000		\$13,640	\$61,380	\$ 78,430	\$102,300	\$85,250
	Merryman Barnes Architects	\$ 86,480	\$86,480	\$ 3,459	\$15,566	\$ 19,890	\$ 25,944	\$21,620
Structural	Magnusson Klemencic Assoc.	\$ 97,125		\$ 4,200	\$14,175	\$ 22,575	\$ 37,800	\$18,375
ME/P/FP	Glumac	\$ 89,775		\$ 8,925	\$12,600	\$ 18,900	\$ 23,100	\$26,250
Cost	Rider Levett Bucknall	\$ 54,810		\$ 4,725	\$12,285	\$ 17,010	\$ 20,790	\$ -
Lighting	HLB Lighting Design	\$ 37,800	\$36,000 *	\$ 1,050	\$ 3,675	\$ 15,750	\$ 7,875	\$ 9,450
Signage	Mayer Reed	\$ 39,900	\$38,000 *	\$ 1,596	\$ 7,182	\$ 9,177	\$ 11,970	\$ 9,975
Landscape Arch	Mayer Reed	\$ 496,581	\$496,581	\$ 8,000	\$61,342	\$188,658	\$162,716	\$75,865
Civil Eng	KPFF	\$ 60,165		\$ -	\$ 2,809	\$ 15,094	\$ 27,169	\$15,094
Survey	KPFF	\$ 6,762		\$ 6,762				
Geo tech	GRI	\$ 5,250			\$ 5,250			
LEED Admin	GBS	\$ 10,500			\$ 2,625	\$ 2,625	\$ 2,625	\$ 2,625
Public Wks Permit	KPFF	\$ 47,250					\$ 47,250	
<b>Total Basic Services Fee</b>		<b>\$ 1,373,398</b>						
<b>Total CORBID Fee Participation</b>			<b>\$657,061</b>					
<b>CORBID Percent Participation</b>			<b>48%</b>					

\* Amount shown is without LMN mark up.

### Reimbursable Expenses

Expenses are not included in the fee numbers above. These will be billed on an approval basis from an estimated amount held by the owner. Anticipated reimbursable expenses include:

- Reprographics - Printing of design documents, preliminary construction documents, bid documents, presentation drawings, color plots, and other materials produced for the project.
- Travel / Courier - Travel to the site by LMN and LMN's consultants, courier and shipping costs.
- Models & Renderings – LMN is likely to produce study models and sketches in the course of design that are included in the basic fees. Presentation quality models and renderings are considered reimbursable expenses.

LMN Architects will apply a 10% service charge to reimbursable expenses. We intend to work with you to determine a mutually agreeable reimbursable amount once we better understand LUR and permitting costs.

### FORM OF AGREEMENT

Our proposal assumes the use of the Metro contract that we have been jointly reviewing and making edits to.

Ms. Nancy Strening  
September 23, 2016  
Page 11 of 12

**SUMMARY**

LMN Architects and our design subconsultants look forward to working with you to successfully design and deliver this project. Please let us know if you have questions or require additional information regarding this proposal.

Sincerely,



P. Brian Tennyson, AIA  
Principal  
LMN Architects

Enclosure

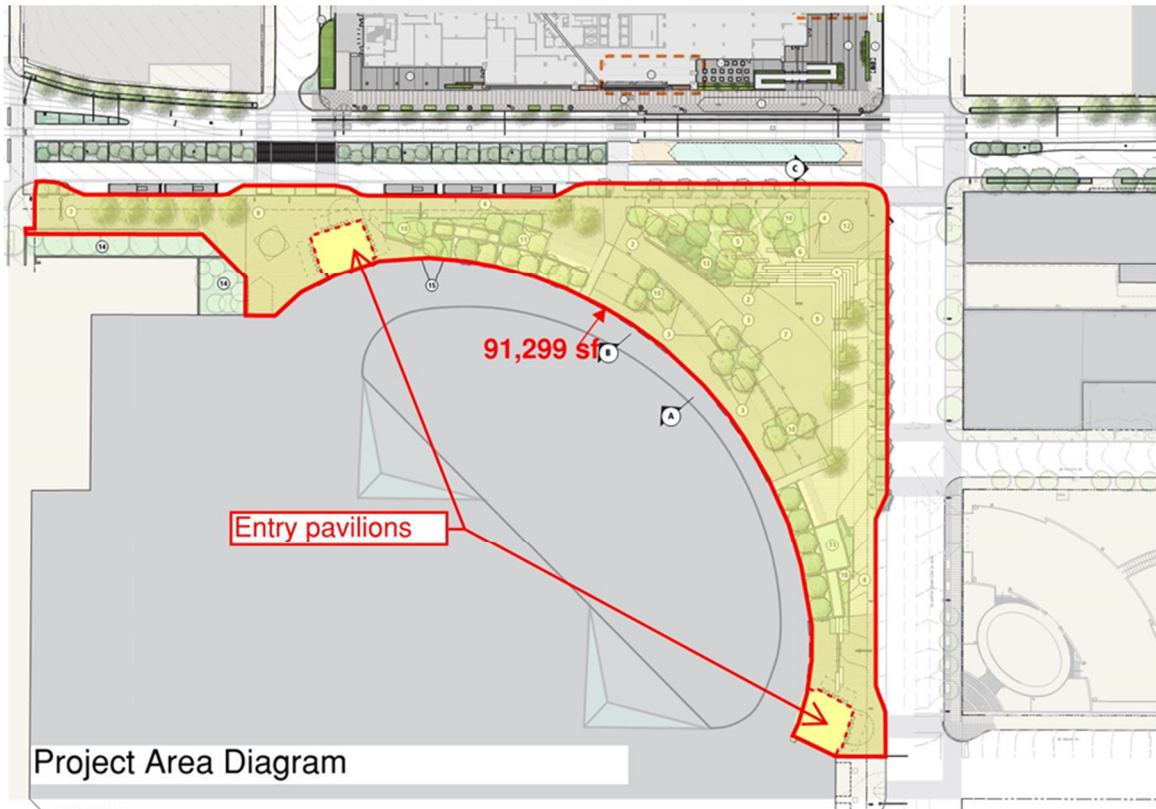


Figure 1 - project area diagram

**METROPOLITAN EXPOSITION RECREATION COMMISSION**  
**Resolution No. 16-27**

For the purpose of recognizing Teri Dresler’s contributions to the Metropolitan Exposition Recreation Commission (MERC) as General Manager of Metro Visitor Venues.

**WHEREAS**, Ms. Dresler has served as the General Manager of Metro Visitor Venues since July 2010, providing leadership and guidance not only to the venues and staff but also to MERC; and

**WHEREAS**, Ms. Dresler has shown passionate dedication to the venues, working diligently to maintain their successful operation while producing notable achievements on projects important to the Commission including:

- Oversight of the move of the MERC offices to Metro, beginning a new era of leadership for the venues;
- Leading the venues to recovery from the great recession of 2008 and the achievement of improved revenues by providing sound financial advice;
- Bringing the Oregon Convention Center hotel project, a project that has been on the Commission’s wish list since the early 1990’s, finally close to completion with ground-breaking now just months away;
- Opening communications with the City of Portland in an effort to improve its involvement in assisting with the capital needs of Portland’s Centers for the Arts;
- Supporting the revitalization of the Expo Center campus and leading a process toward long-term sustainable funding solutions for the venue; and

**WHEREAS**, Ms. Dresler has championed diversity efforts on behalf of the Commission, including responding to the need to revitalize the First Opportunity Target Area program by putting into motion a strategy for better defining the program and updating the area’s boundaries and income thresholds; and ensuring all communities were included in the Zoo expansion, community partnerships, MWESB outreach initiatives and the Metro Equity Strategy; and

**WHEREAS**, Ms. Dresler managed the wide-ranging group of venues with a sense of humor and a charming laugh which put all at ease no matter the gravity of the situation; and

**WHEREAS**, Ms. Dresler built bridges between MERC and Metro with open communication and a commitment to transparency; and

**WHEREAS**, Ms. Dresler will be remembered for her reliable foresight and business acumen as well as her unflinching wisdom and dedication to public service;

**BE IT THEREFORE RESOLVED** that the Commission offers its sincere gratitude to Teri Dresler for her service to MERC and the MERC venues.

Passed by the Commission on October 5, 2016.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary/Treasurer

Approved As to Form:  
Alison R. Kean, Metro Attorney

By: \_\_\_\_\_  
Nathan A.S. Sykes  
Deputy Metro Attorney

**Materials following this page are  
attachments to the public record.**



**Authorization to Represent MERC/METRO  
on Trade-Promotion Mission; Fact-Finding Mission;  
Economic Development Activity; or Negotiation  
(Food Travel, Lodging Expenses Approved in Advance - exception (H))**

In accordance with ORS 244.020(6)(b)(H), the following public officials:  
**Judie Hammerstad and Ray Leary, MERC Commissioners**, are hereby  
authorized to represent Metro/MERC in an official capacity; and

The MERC Commission hereby approves in advance, the receipt of  
reasonable expenses for food and travel for the above-named public  
official and his/her accompanying relative, household member, or staff  
member, for attendance at (*check one*):

- trade-promotion mission;**
- fact-finding mission;**
- economic development activity; OR**
- negotiation;**

as follows (*describe date and type of event*):

While attending Multicultural Sales Mission, activities related to the  
Travel Portland business relationship where meals, room and travel  
expenses will be paid for by Travel Portland, to introduce and  
familiarize potential meeting planners and association executives  
with Portland and the Oregon Convention Center, and to facilitate  
Oregon and Portland tourism and economic development, which  
activity(ies) will take place in Washington, DC, on October 11-13,  
2016.

Being approved by the MERC Commission, at its regular meeting on  
October 5, 2016, the above activity is hereby officially sanctioned by  
MERC.



Elisa Dozono,  
MERC Commission Chair

**POSITION TITLE:** General Manager of Visitor Venues, Metro  
**REPORTING TO:** Metro Chief Operating Officer  
**LOCATION:** Portland, OR  
**THE COMPANY:** METRO  
<http://www.oregonmetro.gov/>

### **About Metro**

As the General Manager of visitor venues, you would play an essential role in advancing Metro's mission: making a great place. The only elected regional government in the United States, Metro provides services that cross city limits and county lines, such as land use and transportation planning, parks and nature programs and garbage and recycling systems, as well as the dynamic venues this position oversees including the Oregon Zoo, Oregon Convention Center, Portland's Centers for the Arts and the Portland Expo Center. Metro is committed to advancing racial equity in all aspects of its programs, policies and services as well as creating a diverse, inclusive work force.

Metro serves more than 1.5 million people in greater Portland. Its boundary encompasses 24 cities, from the Columbia River in the north to the bend of the Willamette River near Wilsonville, and from the foothills of the Coast Range near Forest Grove to the banks of the Sandy River at Troutdale.

The Portland region is lively and livable. It attracts the "creative class," high-tech workers, a sustainability business sector, retirees and those who enjoy the outdoors and a comfortable lifestyle. Portland itself was recently named America's Best Food City by the Washington Post and is known for its creative chefs, abundance of restaurants, microbreweries and an innovative food cart scene.

Oregonians also enjoy wine country, the Oregon coast, Mount Hood and Columbia River George all within a short drive away. Our mild Northwest climate provides all four seasons, however we're particularly fond of the sunshine and long nights that come with an Oregon summer.

### **About Metro visitor venues**

Metro runs the Oregon Zoo, Oregon Convention Center, Portland Expo Center and Portland's Centers for the Arts. Together, these popular destinations host approximately 1,500 events and attract nearly 4 million people annually through a variety of experiences for visitors and residents – contributing to the livability of the region and beyond.

Each of the venues has a unique business focus, history and client mix:

- OCC is the largest convention facility in the Pacific Northwest and one of three in North America to receive a LEED-EB Platinum certification from the US Green Building Council. It is designed to maximize economic benefit for the State and region by attracting out-of-town visitors to conventions and local residents to special events and trade shows;
- P's Centers for the Arts is the cultural hub for the metropolitan region by hosting and producing more than 1,000 music, theatre, dance and lecture performances in its multiple theatres;

- Portland Expo Center is the largest exhibition facility on the West Coast and the region's primary destination for a diverse array of public exhibitions, community events, lifestyle and hobby shows, some of which have been held there for 50 years.
- Oregon Zoo is the State's most popular attraction whose mission is to inspire visitors to learn about endangered species protection and take action towards native habitat restoration.

As the General Manager you will work with the elected Metro Council, the Metropolitan Exposition and Recreation Commission (MERC) and the Oregon Zoo Foundation (OZF). The Metropolitan Exposition Recreation Commission works to protect the public investment in three of Metro's visitor venues: Oregon Convention Center, Portland Expo Center and Portland's Centers for the Arts. MERC provides expertise, governance and policy direction to the businesses. The Metro Council provides expertise, governance and policy direction to the Zoo and oversight to the other venues.

The Oregon Zoo also benefits from a key public/private partnership with the Oregon Zoo Foundation, a 501(c)(3) organization, comprised of business and community leaders. The OZF's mission is to foster community pride and involvement in the Oregon Zoo and to secure financial support for the zoo's conservation, education and animal welfare programs.

Through market driven best practices and mission based programming, the Metro visitor venues are positioned to achieve long-term success by pursuing the following shared strategies:

- Exceeding customers' expectations and providing a consistent, enjoyable visitor experience;
- Implementing and achieving goals in accordance with the mission, long-term business objectives and customer needs;
- Building and maintaining alliances with community and business partners;
- Marketing the venues to retain existing customers and attract new business;
- Achieving annual benchmarks in sustainable business operations;
- Employing prudent financial practices to protect the public investment and minimize debt; and
- Cultivating diversity, advancing equity and practicing inclusion in all activities, policies and programs.

## **POSITION SUMMARY**

The General Manager of visitor venues will provide inspired, forward-thinking leadership in pursuing Metro's mission and in leading the venue directors to accomplish their strategic goals.

The successful candidate will uphold the highest level of integrity, and support the venues leadership in setting best practices and exploring innovative ways to improve venue management and in turn foster positive community impact. The General Manager leads the venues budgeting process from a high level along with the MERC budget committee and Metro chief operating officer. In addition, the General Manager serves as a member of Metro's leadership cabinet, which sets strategic direction and policy for agency operations, vets high-level issues, sets and arbitrates priorities and resource allocation and follows through on leadership priorities. The General Manager holds the responsibility for ensuring that a strong and productive relationship exists with the MERC.

*Specific responsibilities include the following:*

***Leadership:***

- Work with the venue directors to create and instill a compelling vision for the future of the venues, promote a work environment and culture that reflects Metro's values and strategic plan;
- Demonstrate a commitment to Metro's organizational values of public service, excellence, teamwork, respect, innovation, and sustainability through communication, action and leadership of the four venues;
- Provide creative, resourceful and responsible leadership to strategic planning efforts in the venues;
- Cultivate and maintain effective relationships with all stakeholders, including members of Metro Council, MERC, Oregon Zoo Foundation, and community leaders;
- Implement Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion in the four venues;
- Facilitate planning of capital projects;
- Demonstrate passion and commitment to Metro's mission in leadership of the venue directors;

***External Affairs:***

- Develop positive, productive relationships and partnerships with business, nonprofit, community and government organizations;
- Participate in local civic and community activities and other various social events in support of Metro and the venues;
- Seek out and effectively leverage opportunities to position the venues as important civic and community entities; and
- Represent the venues at public meetings and in the media.

***Management:***

- Effectively engage venue directors and other senior leaders in leading the Metro workforce;
- Provide leadership that encourages an organizational culture of excellence by setting and maintaining standards for customer service, professionalism and respect toward a diverse set of constituencies;
- Oversee the preparation process of the annual operating budget, and ensure directors maintain the overall financial integrity of the venues by monitoring associated operating revenues and expenses, capital expenditures and other related financial matters;
- Facilitate the strategic planning and priority setting process with Metro Council, MERC, Metro Senior Leadership and venue directors;

- Ensure directors execute their daily operations and management of staff in accordance with industry standards, best practices, the agency's values, equity, diversity and inclusion, and legal requirements;
- Ensure the directors manage their venue to successful financial performance as well as associated activities that enhance the visitor experience;
- Exercise sound judgment, and instill the same expectation in venue directors, in situations not covered by established policies and procedures;
- Make certain the highest standards of construction and visitor amenities are built and maintained;
- Effectively facilitate meetings and discussion ranging from small employee groups to large public forums;
- Monitor the management of contracts with vendors, especially as it relates to creating opportunities for equity in contracting;
- Monitor the venues compliance with all state, local and federally regulated programs.

#### **EXPERIENCE / SKILLS REQUIRED:**

The ideal candidate will possess the following:

- Executive leadership and management experience with the proven ability to lead a diverse group of professional subject matter experts and;
- Executive leadership of a commercial visitor venue or entertainment complex.

In addition, the ideal candidate will have the following experience/skills:

- Prior senior leadership experience working with a government structure, a board of directors, volunteers, civic and community business leaders, the news media and professional associations;
- The ability to lead and reinforce a strong and collaborative organizational culture in accordance with Metro's policies and values;
- Proven leadership experience in the preparation and fiscal management of operational and capital budgets as well as strategic and master plans;
- The ability to engage effectively with business and civic and governmental leaders;
- Prior experience with labor relations and leading in a unionized environment;
- Proven experience in creating and maintaining a work environment that is inclusive of all aspects of diversity and experience advancing equity through leadership and management practices;
- Exceptional communication skills.

#### **PERSONAL ATTRIBUTES:**

- Excellent interpersonal and organizational skills and the ability to work effectively with numerous stakeholders, balancing of a variety of interests;
- The ability to operate entrepreneurially within the public sphere of a governmental authority;
- Behavioral acuity and political acumen to understand and operate within complex organizational structures;
- Commitment to cultivating diversity, advancing equity and practicing inclusion both personally and as a leader;
- The ability to motivate and engage employees, volunteers, and other stakeholders towards a compelling vision of the future;
- Strong verbal and writing skills and the ability to communicate effectively; including the ability to facilitate open discussions and foster honesty and transparency;
- The ability to analyze complex business, human resources and operating situations and identify solutions;
- Tactful, diplomatic, trusting, and approachable; team-oriented with good listening skills and a high degree of emotional intelligence;
- Demonstrated integrity, impeccable ethics and high moral values; and
- Strong personal interest in and commitment to public service, hospitality, entrepreneurial business operations, equity, active listening, convening and creating a better future for our planet and communities.

**EDUCATION:**

- Bachelor's degree required; Master's degree or higher preferred.

**COMPENSATION:**

- Competitive salary and a comprehensive benefit package will be offered to the successful candidate. Relocation assistance is also available.

# OCTOBER

AS OF: 10/6/2016 11:01

		Tentative calendar for the month of					Tentative calendar for the month of	
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ASCH		OSO Classical #4 30 Barber's Concerto 7:30pm	OSO Classical #4 31 Barber's Concerto 7:30pm					AEG Live Lindsey Stirling 8:00pm
KA								
NMK		OCT Goosebumps 11:00am and 2:00pm						Chamber Music NW Emerson String Quartet 7:30pm
WIN								Larry Jungwirth Jim Greeninger 8:00pm
AHH								Stumptown Stages Jekyll & Hyde 2:00pm and 7:30pm Brunish Theatre
OCC	EXPO	Taekwondo Pres Cup Kumoricon/Body Mind Spirit Antique/Collect. Show						GWCO/John Edward Grp Wedding Showcase
ASCH				OSO Special Pokemon Go 7:30pm CANCELLED			True West Brian Wilson 8:00pm	OSO Classical #2 8 Rachmaninoff 7:30pm
KA							OBT Giants 7:00pm Open Rehearsal	OBT Giants 7:30pm
NMK						White Bird Diavolo 7:30pm	White Bird Diavolo 7:30pm	White Bird Diavolo 7:30pm
WIN								Portland'5 Presents Akropolis Reed Quartet 7:30pm
AHH		Stumptown Stages Jekyll & Hyde 2:00pm Brunish Theatre				Stumptown Stages Jekyll & Hyde 7:30pm Brunish Theatre	Stumptown Stages Jekyll & Hyde 7:30pm Brunish Theatre	Stumptown Stages Jekyll & Hyde 2:00pm and 7:30pm Brunish Theatre
OCC	EXPO	Wedding Showcase	Beta Alpha Psi	Urban League		Home & Garden Expo	Tattoo Expo Home & Garden Expo	Tattoo Expo Home & Garden Expo
ASCH		OSO Classical #2 9 Rachmaninoff 2:00pm	OSO Classical #2 10 Rachmaninoff 7:30pm		OSO Presentation 11 Jazz w/Wynton Marsalis 7:30pm	True West 12 Glass Animals 8:00pm	Live Nation 13 Game Grumps 8:00pm	OSO Pops #1 14 Jason Alexander 7:30pm
KA		OBT Giants 2:00pm				OBT Giants 12:00pm and 7:30pm	OBT Giants 7:30pm	OBT Giants 7:30pm
NMK		Portland'5 Presents Simply Three 7:30pm	La Jolla Booking Agency In My Life - A Musical Tribute to the Beatles 7:30pm			White Bird Camille A. Brown/Dancers 7:30pm	White Bird Camille A. Brown/Dancers 7:30pm	White Bird Camille A. Brown/Dancers 7:30pm
WIN				OHSU Foundation Tanabe Lecture 7:00pm			Portland'5 Presents Bway's Next Hit Musical 7:30pm	Portland'5 Presents Bway's Next Hit Musical 2:00pm and 7:30pm
AHH		Stumptown Stages Jekyll & Hyde 2:00pm Brunish Theatre				Stumptown Stages Jekyll & Hyde 7:30pm Brunish Theatre	Stumptown Stages Jekyll & Hyde 7:30pm Brunish Theatre	Stumptown Stages Jekyll & Hyde 2:00pm and 7:30pm Brunish Theatre
OCC	EXPO	Tattoo Expo Home & Garden Expo		Viewpoint	Viewpoint	Viewpoint	NBM Two-Day Show Cash and Carry Show	NBM 2-Day Show Cash & Carry/Taekwondo Pet Expo CW Gun & Knife
ASCH		OSO Pops #1 16 Jason Alexander 3:00pm		OSO Presentation 17 Itzhak Perlman 7:30pm		PAL 19 Louise Erdrich 7:30pm	Warren Miller 20 Warren Miller 7:30pm	OSO Classical #3 22 Colin Currie 7:30pm
KA				Monqui Ringo Starr 8:00pm		True West Norah Jones 7:30pm		Double Tee Alice Cooper 8:00pm
NMK							OCT Goosebumps 7:00pm Open Rehearsal	OCT Goosebumps 2:00pm and 5:00pm
WIN								
AHH		Stumptown Stages Jekyll & Hyde 2:00pm Brunish Theatre						
OCC	EXPO	NBM 2-Day Show Cash & Carry/Taekwondo Pet Expo CW Gun & Knife	Aerosol Research	Aerosol Research	Aerosol Research	Aerosol Research		Retro Gaming Ptld Nat'l College Fair VegFest Beer & Cider Fest
ASCH		OSO Classical #3 23 Colin Currie 2:00pm	OSO Classical #3 24 Colin Currie 7:30pm		OSO Presentation 25 Tony Bennett 7:30pm		Portland'5 Presents 27 Mariachi Vargas 8:00pm	OSO Classical #4 29 Barber's Concerto 7:30pm
KA				Double Tee Pet Shop Boys 8:00pm		True West Jethro Tull 8:00pm		
NMK		OCT Goosebumps 11:00am and 2:00pm			OCT Goosebumps 9:45am and 11:45am Two shows, one call time P'5 Presents Nat'l Geo Lynesey Addario 7:30pm	OCT Goosebumps 9:45am and 11:45am Two shows, one call time	OCT Goosebumps 9:45am and 11:45am Two shows, one call time P'5 Presents Edgar Meyer & Dover Quartet 7:30pm	OCT Goosebumps 2:00pm and 5:00pm
WIN							Emery Entertainment Men are from Mars, Women are from Venus 8:00pm	Emery Entertainment Men are from Mars, Women are from Venus 4:00pm and 8:00pm
AHH								
OCC	EXPO	Retro Gaming VegFest/College Fair Preparedness Expo	College Fair				Taekwondo Pres Cup Kumoricon	Taekwondo Pres Cup Kumoricon Body Mind Spirit Antique/Collect. Show

NOTE: ALL LISTED EVENTS ARE SUBJECT TO CHANGE WITHOUT NOTICE

ASCH = Arlene Schnitzer Concert Hall    KA = Keller Auditorium    NMK = Newmark Theatre    WIN = Dolores Winningstad Theatre    AHH = Antoinette Hatfield Hall    BT = Brunish Theatre

		Tentative calendar for the month of					Tentative calendar for the month of				
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
ASCH				1	2	3	4 Monqui The Head & the Heart 8:00pm	5 PAL/Wordstock 10am & 12:00pm OSO Class #5 Beethoven 7:30pm			
KA				Broadway Across America Beautiful 7:30pm	Broadway Across America Beautiful 7:30pm	Broadway Across America Beautiful 7:30pm	Broadway Across America Beautiful 7:30pm	Broadway Across America Beautiful 2:00pm and 7:30pm			
NMK					OCT Goosebumps 9:45am and 11:45am Two shows, one call time	OCT Goosebumps 9:45am and 11:45am Two shows, one call time	OCT Goosebumps 9:45am and 11:45am Two shows, one call time	OCT Goosebumps 2:00pm and 5:00pm			
WIN								PAL/Wordstock 10am, 11:45am, 1:30pm 3:15pm and 5:00pm			
AHH						Portland'5 First Thursday Siren Nation 5:00pm Rotunda Lobby		PAL/Wordstock 10:00am, 11:30am, 2pm, 3:30pm, 5pm BT Main Street 8:00am			
OCC	EXPO										
ASCH		OSO Classical #5 Beethoven 2:00pm	OSO Classical #5 Beethoven 7:30pm	OSO Presentation Capitol Steps 7:30pm	MagicSpace David Sedaris 7:30pm	OSO Special Raiders of the Lost Ark 7:30pm	OSO Presentation IL Divo 7:30pm	PYP PYP #1 7:30pm	12		
KA		Broadway Across America Beautiful 1:00pm and 6:30pm	Emporium Presents Daniel Tiger's Neighborhood 6:30pm			Live Nation Ms. Lauryn Hill 7:00pm	AEG Live Jim Jefferies 8:00pm	Emporium Presents Sturgill Simpson 8:00pm			
NMK		OCT Goosebumps 2:00pm			OCT/Goosebumps 9:45am and 11:45am Portland'5 Presents Nat'l Geo Steve Winter 7:30pm	OCT Goosebumps 9:45am and 11:45am Two shows, one call time	Emporium Presents Kris Kristofferson 7:30pm	OCT Goosebumps 2:00pm and 5:00pm			
WIN						Portland'5 Presents Calidore String Quartet 7:30pm					
AHH							MPAA Mystery of Edwin Drood 7:30pm BT	MPAA Mystery of Edwin Drood 2:00pm and 7:30pm			
OCC	EXPO										
ASCH		OSO Kids #1 Frozen Fairy Tale 2:00pm MYS MYS #1 7:30pm	14	Monqui Yann Tiersen 7:30pm	15 Portland'5 Presents Hypnotic Brass 11:00am and 7:30pm	16 PAL Don DeLillo 7:30pm	17 True West Amos Lee 8:00pm	18 OSO Classical #6 Hough Plays Saint-Saens 7:30pm	19		
KA		Nat'l Artists Corporation The Beach Boys 7:30pm		Emporium Presents Celtic Thunder 7:30pm	Monqui Pink Martini 7:30pm						
NMK		OCT Goosebumps 2:00pm			OCT Goosebumps 9:45am and 11:45am Two shows, one call time	OCT Goosebumps 9:45am and 11:45am Two shows, one call time	OCT Goosebumps 9:45am and 11:45am P'5 Presents Angel Romero/Eliot Fisk 7:30pm	OCT Goosebumps 2:00pm and 5:00pm			
WIN								Portland Playhouse Fall Fest. Of Shakespeare 2:00pm and 5:00pm			
AHH		MPAA Mystery of Edwin Drood 2:00pm	Portland'5 Ctrs for the Arts Noontime Showcase Portland Opera to Go 12:00pm Rotunda			MPAA Mystery of Edwin Drood 7:30pm BT	MPAA Mystery of Edwin Drood 7:30pm BT	MPAA Mystery of Edwin Drood 2:00pm and 7:30pm			
OCC	EXPO										
ASCH		OSO Classical #6 Hough Plays Saint-Saens 7:30pm	OSO Classical #6 Hough Plays Saint-Saens 7:30pm	True West Seu Jorge 8:00pm	23	24	25 Monqui Portland Cello Project 8:00pm	26 OSO Pops #2 Holiday Pops 7:30pm			
KA					Ptld Singing Xmas Tree Ptld Singing Xmas Tree 9:30am Open Rehearsal		Ptld Singing Xmas Tree Ptld Singing Xmas Tree 2:00pm and 7:30pm	Ptld Singing Xmas Tree Ptld Singing Xmas Tree 12:00pm/2:00pm/7:00pm			
NMK		OCT Goosebumps 2:00pm						Ptld Choir & Orchestra Ptld Choir & Orchestra 2:00pm and 7:00pm			
WIN		Portland Playhouse Fall Fest. Of Shakespeare 2:00pm and 5:00pm									
AHH		MPAA Mystery of Edwin Drood 2:00pm									
OCC	EXPO										
ASCH		OSO Pops #2 Holiday Pops 3:00pm	28	OSO Presentation Anderson, Rabin & Wakeman 7:30pm	30						
KA		Ptld Singing Xmas Tree Ptld Singing Xmas Tree 2:00pm									
NMK											
WIN											
AHH											
OCC	EXPO										

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