

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 98-36**

Accepting WaterLeaf Architects, Portland, Oregon, as the selected proposer for architectural and consulting services for completion of the 4<sup>th</sup> floor rehearsal hall space of the PCPA New Theatre Building in accordance with the Request for Proposal, and authorizing the General Manager to execute a contract on behalf of the Metropolitan Exposition-Recreation Commission with WaterLeaf Architects.

**The Metropolitan Exposition-Recreation Commission finds:**

Whereas, the Commission requires qualified professional services of architect, engineering and related consultants to complete construction of the 4<sup>th</sup> floor space of the PCPA New Theatre Building;

Whereas, the Commission authorized staff to issue a request for proposals for such services through Resolution 98-27;

Whereas, staff subsequently issued a formal request for proposals, from which seven proposals were received and two architectural firms were selected for interviews and were evaluated in accordance with the Request for Proposal;

Whereas, staff, as a result of these interviews and in concurrence with the PCPA advisory Committee Sub-committee recommends that WaterLeaf Architects be approved for the provision of design services for the 4<sup>th</sup> floor rehearsal hall completion, for the amount of \$113,500 for three phases of work, plus reimbursable expenses not to exceed \$7,000;

**Be it therefore Resolved** that the Metropolitan Exposition-Recreation Commission approves WaterLeaf Architects to provide design services in accordance with the Request for Proposal for completion of 4<sup>th</sup> Floor Rehearsal Hall Space PCPA New Theatre Building and that the General Manager be authorized to become signatory to a contract to that effect, as attached hereto, in the amount of \$113,500 for three phases of work, plus reimbursable expenses not to exceed \$7,000.

Passed by the commission on August 19, 1998.

  
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Chairman

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

Approved As to Form:

Daniel B. Cooper, General Counsel

By:   
\_\_\_\_\_  
Kathleen A. Pool  
Senior Assistant Counsel

## MERC STAFF REPORT

**Agenda Item/Issue:** Accepting WaterLeaf Architects as the selected proposer for architectural design and consulting services for completion of the 4<sup>th</sup> floor rehearsal space of the PCPA New Theatre Building.

**Resolution No:** 98-36

**Date:** August 19, 1998

**Presented by:** Harriet Sherburne & Mark P. Hunter

**BACKGROUND:** On June 10, the Commission authorized staff to issue a Request for Proposals for architecture, engineering and related consultant services for the design phase for completion of the 4<sup>th</sup> floor space of the PCPA New Theatre Building. The RFP was based upon the description of a generic multi-use room and lobby, appended here as Exhibit "A". The formal RFP was issued June 15, together with publication in the required media; initial site visit occurred on June 22; on July 7, seven proposals were received; two proposers of these seven were subsequently interviewed. Based on these interviews and a subsequent meeting with the PCPA Advisory Committee Sub-committee, staff recommends the selection of WaterLeaf Architects. The proposed cost for design services in three separate phases totaled \$113,500.

In its regular monthly meeting of June 24, the PCPA Advisory Committee gave extensive consideration to the 4<sup>th</sup> floor completion project, and to issues raised in public workshops held on April 20 and May 18. The deliberations are reported in the attached memorandum to PCPA constituents, dated July 1, 1998. In the 3rd paragraph the Advisory Committee recommends proceeding with selection of a qualified design team from those responding to the RFP process. This will enable consultants to propose solutions to isolate the unfinished room from the Winningstad Theatre below, and to assess the design alternatives for construction in the space. Acoustical issues were found to be of the most significance and perhaps the most costly to resolve.

The use of space and rental rates will be considered in the fall, following completion of additional research. The public workshops and Advisory Committee discussions confirm support for completion of the space, making it more useable to the interested groups.

**FISCAL IMPACT:** There are sufficient capital funds in the approved 1998-99 budget to cover design expenses.

**RECOMMENDATION:** Staff recommends that WaterLeaf Architects be approved to provide design services in accordance with the Request for Proposal for completion of the 4<sup>th</sup> floor rehearsal hall space at the Performing Arts New Theatre Building and that the General Manager be authorized to become signatory to a contract between WaterLeaf Architects and Metropolitan Exposition-Recreation Commission in the amount of \$113,500 for three phases of work.



METROPOLITAN EXPOSITION-RECREATION COMMISSION

August 14, 1998

TO: Metropolitan Exposition-Recreation Commission  
Harriet Sherburne  
Mark Williams

FROM: Mark Hunter, Construction/Capital Projects Manager *MH 8/13/98*

RE: PCPA New Theatre Building 4th Floor Completion, **Reimbursable Expenses**

Recently, Staff forwarded correspondence to the Commission, recommending approval of WaterLeaf Architects to provide design services for the completion of the 4th Floor Rehearsal Hall in accordance with the Request for Proposals issued for that purpose, for the amount of \$113,500.

Following further review of the proposals and review of audit recommendations from the METRO Auditors Office on the EXPO Expansion Project, Staff determined that it was necessary to modify Resolution No. 98-36, so that **reimbursable expenses (see attached correspondence from WaterLeaf Architects)** would be included as part of the Contract Approval Process. Reimbursable expenses are not typically included in the proposed design fees, and were not included in the other contending Proposer's submittal, but generally average around 7% of the project amount.

The estimated amount for reimbursable expenses for this project is as indicated in the correspondence from WaterLeaf Architects, and is not to exceed \$7,000 (apx. 6%) for actual expenses, and is not to include any overhead or profit charges. All reimbursable expenses will be well documented as recommended in the Audit Report for EXPO, and are not expected to approach the maximum allowable, unless the project scope expands dramatically. Staff will make every effort to keep these reimbursable expenses to a minimum.

Resolution 98-36 and the Contract Form have been modified to reflect this additional anticipated expense.

mph81498msgr



12 August, 1998

Mark Hunter  
Construction / Capitol Projects Manager  
MERC  
PO Box 2746  
Portland, OR 97208

Re: NTB 4<sup>th</sup> Floor project reimbursables

Dear Mark:

Thank you for this opportunity to clarify the budget amount for our reimbursable expenses. We propose to provide all anticipated reimbursable expenses for WaterLeaf and our consultants as outlined below for a maximum amount of \$7,000.00. Expenses will be billed at cost ~~plus 10%~~. *AP 8/12/98*

Portla  
Seatt

This budget covers our expenses for:

- Photocopies of project documents prepared by our team.
- CAD Plots and laser prints of drawings
- Photography of as-built conditions
- Blueprints of in-process drawings for office and Owner's use
- Up to 30 sets of construction drawings and specifications for bidding/negotiation.
- Long distance telephone charges in support of the project

Travel expenses, including mileage outside the Portland area are not included, or expected for this project. Feel free to call if you need further detail on these expenses. We look forward to moving ahead with you on this exciting development of the NTB.

Sincerely,  
WaterLeaf Architecture & Interiors

James R. Smith

Architecture  
& Interiors  
621 S.W. Morrison  
Suite 125  
Portland, OR 97205  
Fax: 503/273-8891  
Phone: 503/228-75

## Memo

**To:** PCPA Principal and Featured Tenants and Interested Parties  
**From:** Martha Sloca Richards, Chair  
PCPA Advisory Committee  
**Date:** July 1, 1998  
**Re:** New Theatre Building 4<sup>th</sup> Floor Completion

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I am writing on behalf of the Portland Center for the Performing Arts Advisory Committee to update you on the progress of our work related to the completion of the 4<sup>th</sup> floor "rehearsal hall" in the New Theatre Building. Your participation in the public workshops held April 20 and May 18 was very much appreciated.

On Wednesday, June 24, we reviewed a staff recommendation to proceed with selection of a design team which will prepare plans to finish the 4<sup>th</sup> floor room with adequate heating and air conditioning, finished walls, vaulted ceiling, and isolated floor, power, pipe grid and room illumination. The recommended architectural program refers to this option as a generic multi-use room and lobby. A description of the elements to be included as part of the generic multi-use room and lobby is appended here as Exhibit "A".

The Advisory Committee expects to come before MERC (Metropolitan Exposition-Recreation Commission) in mid-July, with a recommendation to select a design team from those responding to the Request for Proposal process for the generic multi-use room and lobby. Clearly, consensus exists to finish the space starting with securing the best isolation possible in the floor, which is also the ceiling of the Winningstad Theatre. All parties attending the hearings supported finishing the space and making it more useable to the interested groups.

A preliminary schematic design estimate totaling \$740,759 for the generic multi-use room has been prepared by Jim Jerde, Architectural Cost Consultants, LLC. While we have secured the Newmark's generous gift of \$650,000, additional resources would need to be found from private sources to complete any final program which exceeds this amount. Director, Harriet Sherburne, has had discussions with potential donors regarding an additional gift for this naming opportunity and her efforts will continue.

We will not propose a use schedule as part of our recommendation to MERC next month. While much of our discussion related to how the room might be best used, the needs of Portland Center Stage, and the lack of adequate venues for small theatre, chamber and solo musical artists, we need more than the informal, anecdotal information on venues and artists collected prior to and during the hearings.

Three primary questions, or classes of questions, remain to be answered before the usage issue can be resolved.

- How much isolation in the floor can be achieved? Presumably, if there is excellent isolation, both the Winningstad and the generic multi-use room could be utilized for simultaneous events. Conversely, if we cannot achieve our desired level of isolation, the usage program will be affected for programming both halls.
- Assuming the addition of these finished generic multi-use spaces, what is the current and what will be the future inventory of small venues available in the central city to help meet the needs of small art producers? What is PSU considering? What will be done with the Gus Solomon Courthouse?
- Given the current mix of activities, city funding, and fees collected which constitute PCPA's revenues, what is a reasonable rate of charge to use generic multi-use spaces? Which of the artists or arts organizations interested in using the finished hall can afford to pay the rent, and what is the nature and length of the programming they might propose in the hall?

The Advisory Committee believes that further study is necessary before a schedule of uses can be recommended. We expect that once the architectural firm is selected and acoustical testing is completed, we will begin to understand what level of isolation is possible in the floor, which is probably the single most important question to answer. We have requested that PCPA staff prepare a more formal study of venues in the central city, including discussions with property developers, RACC, Oregon Historical Society, relocating arts institutions, etc. to more fully understand the nature of and charges for rentable performance spaces with which our proposed generic multi-use rooms might compete. Finally, you can expect to hear from the Center about what plans you might have to produce work and what you feel a reasonable rent might be to assist us in completing the analysis of potential users.

Although we did not formally adopt a deadline to complete this work, I would suspect that we could expect preliminary architectural recommendations and the results of our studies in the fall. Because the use of this space has generated considerable interest, we will not make a recommendation about the uses or users of the finished spaces without first sharing with you what we learn and soliciting your input.

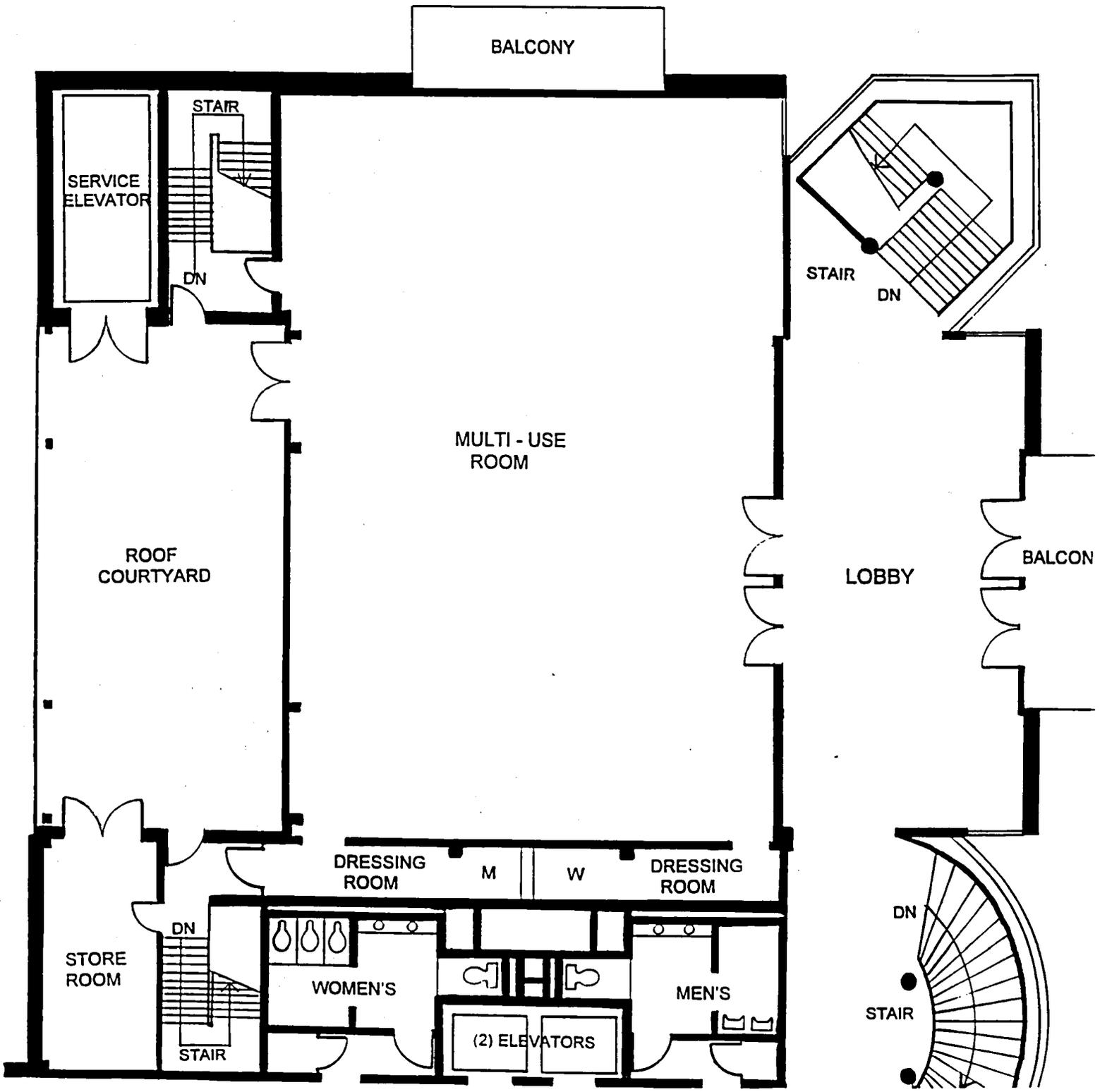
Should you have additional questions at this stage, feel free to call me or any of the Advisory Committee members in attendance on June 23. These included Chuck Clemens, George Bell, Robert Sylvester, Jeff Miller, Chris Kopka, Michael Davidson, George Forbes, and Kathleen Johnson-Kuhn. If you need a phone number for any of us, call Martha Deuchler at 274-6556.

Thank you for your interest.

Attachment: Exhibit "A"

## GENERIC MULTI-USE ROOM & LOBBY

- **New Lobby:** Rectangular space (45 x 22 = 1,000 sq. ft.) with flat ceiling continued from adjacent public areas, open to building corner stair, and to elliptical grand staircase; glazed doors and walls adjacent to Main Street balcony; walls and carpet finishes similar to adjacent areas. Suitable for pre-event activities, registration, displays.
- **New Multi-Use Hall:** A rectangular room "plain white space" (72 x 49 = 3,528 sq. ft.) providing a modeled acoustical environment; light neutral painted gypsum wallboard perimeter surfaces and vaulted ceiling; principal access via two pairs of doors (with sound seals) to new lobby; service access to courtyard and support areas via metal doors; minimal access to Park Street Balcony; minimal dressing facilities for users and artists; existing building restrooms (plus new unisex restroom in Main Lobby) and support services for attendees.
- Flat, hard wood, sprung floor continuous throughout the space; suitable for application of tape, screws, attachments, equipment, or furnishings necessary for various uses. Appropriate treatment of concrete slab to attain maximum acoustic isolation and stiffening between this room and the Winningstad Theatre directly below for simultaneous activities.
- Adequate power supply (250 - 400 amp service) to support lights, sound, and some technical features; pre-wiring and connections for flexible use now and in the future; raised service walkway providing level link between added access doors in the new hall and existing service elevator, store room.
- Pipe grid (black or gray) hung over full area of the hall in 6 foot squares installed at 12 to 14 feet above the floor; cable troughs on north and south walls (match wall color) similar to other building installations.
- Rigging Points attached to structural beams for potential future use ( 4 pair).
- Room illumination provided through simple fixtures attached to perimeter walls and suspended from ceiling and grid; variability controlled by zones through dimmers and switches.
- Limited theatrical lighting provided through house instruments or rental equipment attached to grid, operated via programmed dimmer controls, wall plates or control board.
- Light sound enhancement provided through house speakers hung from grid or otherwise mounted in the room, operated via portable control board.



PROPOSED FLOOR PLAN