

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 99-46

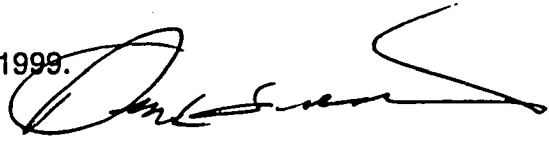
Authorization for staff to issue Request for Proposal for Architectural Services for the expansion of the Oregon Convention Center.

The Metropolitan Exposition-Recreation Commission finds:


1. WHEREAS, the addition of additional meeting room and exhibit space at the Oregon Convention Center would improve and increase the utilization of regional convention and exhibition facilities by allowing larger groups to use the facility;
2. WHEREAS, the Metro staff, the Metro Council, and MERC staff in collaboration have developed a sound plan to finance the construction of the expansion of the Oregon Convention Center.
3. WHEREAS, the formal competitive request for proposal process required for the project should begin immediately to allow adequate time for architectural and design services and permit processes to be completed for a September, 2000 construction commencement date.

BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission authorizes staff to issue a Request for Proposals, pursuant to Commission policies and procedures, for architectural and design services for the expansion of the Oregon Convention Center.

Passed by the Commission on November 4, 1999.



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: Authorizing staff to issue Request for Proposal for architectural and design services for Expansion of Oregon Convention Center

Resolution No: 99-46

Date: November 4, 1999

Presented by: Jeff Blosser

Background:

Part of the long-term capital plan for the Oregon Convention Center is expansion of the building. Recently the Commission and the Metro Council approved the construction and instructed staff to proceed with the financing plans.

Fiscal Impact:

This is a \$106 million project designed to add 150,000 square feet to the existing exhibit hall, 90,000 square feet to the pre-function and meeting room space, 35,000 square feet of ballroom space, and includes parking and support/maintenance space.

After the failure of a November, 1998 ballot measure for general obligation fund for the project, Metro and its governmental partners in the region-the City of Portland, Multnomah County, the Tri-County Lodging Association and the car rental industry came up a non-property tax funding mechanism for the funding of this project. With the support of the affected industry groups, Multnomah County will raise the transient lodging tax (or hotel/motel tax) and the vehicle rental tax to support this project. The City of Portland will sell bonds to pay for the expansion. Staffs from MERC, Metro, the City of Portland, and Multnomah County Negotiations are negotiating and finalizing the funding mechanisms for the project.

Recommendation:

Staff recommends that they be authorized to issue a Request for Proposal to identify an architectural firm design the project; the selection of qualified bidder and authorization for contract will be subject to approval by the Commission.

Project Description Oregon Convention Center Expansion

The project site is located at 777 NE Martin Luther King, Jr. Blvd., Portland, OR 97232 on the south side of the Oregon Convention Center. See Preliminary Drawings attached as Appendix 1. The initial project components are described below:

1. Adds approximately 320,000 to 330,000 square feet of total space on the site of the current parking lot, adjacent to Martin Luther King, Jr. Blvd. and Lloyd Blvd. including:
 - 115,000 square feet of clear span exhibit space with light fixture and speaker grids at 30 feet.
 - 35,000 square feet of ballroom space with 30 ft. ceilings.
 - 30 to 40 meeting rooms with 30,000 - 40,000 square feet with 18 ft. ceilings.
 - 50,000 square feet of lobby space at various levels.
 - 60,000 square feet of mechanical, storage and loading dock space.
 - 32,000 square feet of concession, kitchen support and storage space.
 - 1,200 underground parking garage spaces consisting of 2 levels under the building addition.
 - Level and smooth concrete or raised exhibit hall floor with electrical and signal boxes on 30 ft. centers.
 - Hanging operable partitions capable of dividing the exhibit, meeting room and ballroom spaces.
 - State of the art technology, including fiber optic capabilities, new lighting controls, computer controlled HVAC system, capacity for audio-visual connections, and telephone internet.
 - Site work will include demolition of the existing surface parking lot, relocation of existing utilities, pedestrian and vehicular access improvements and landscaping.

The building exterior and landscaping are intended to match the existing facility. The finishes included in the addition should be the same quality and type as the original facility, including wall coverings, furniture and fixtures and large atriums. An art program will be included in the project by way of Metro's One Percent for Art Program whereby 1% of the construction budget will be set aside to purchase public art. Selection of the artwork will be handled through a competition similar to that, which was employed in the original OCC project. This program attempts to integrate art into the design and construction process to enhance lobby spaces, public restroom and other public areas of the project.

REQUEST FOR PROPOSALS

For

ARCHITECTURAL SERVICES

For The

OREGON CONVENTION CENTER EXPANSION

MERC
777 NE MLK Jr. Blvd.
Portland, Oregon 97232

Issued November 1, 1999

**REQUEST FOR PROPOSALS
For
ARCHITECTURAL SERVICES
For the
OREGON CONVENTION CENTER EXPANSION**

INTRODUCTION

Metro, the regional government, and the Metropolitan Exposition-Recreation Commission (MERC), a commission of Metro, (collectively "Owner") are soliciting written proposals from qualified design firms to provide full Architectural Services for the expansion at the Oregon Convention Center (OCC.) It is the intent of the Owner to enter into a contract with the selected design consultant for full design services for the expansion of the Oregon Convention Center located in northeast Portland, Oregon.

The expansion project includes approximately 350,000 square feet of building and a two level subsurface parking facility (approximately 1200 spaces). Present plans call for all of the additional square footage to be constructed on the site of the parking lot located just south of the existing building, adjacent to Martin Luther King Jr. and Lloyd Boulevards. The project replaces the existing surface parking lot. The addition will include lobby area, prefunction space, exhibition hall, rest rooms, meeting rooms, food service, loading docks, and appropriate support space.

An accelerated schedule for the project has been established with a project completion date set for October 2002. The construction will occur during on-going operations of the OCC and will therefore require complex phasing and/or highly coordinated scheduling. Since construction will eliminate the existing parking, early completion and turnover of the parking garage, or a portion thereof, is a major objective. Other significant objectives of the project are maintaining on-going Convention Center operations with the least amount of disruption possible and realizing cost savings due to value engineering and building systems analysis so that the final product is the best building given the established budget.

Due to the above stated objectives, the Owner has determined that a Construction Manager/General Contractor (CM/GC) procurement method is best suited for the project. This method is intended to provide a cooperative atmosphere whereby the Owner, the Design Consultant and the CM/GC work together to deliver the best building within the established budget and schedule. The Owner intends to select the Design Consultant and commence design work approximately one month in advance of commencement of the CM/GC's pre-construction activities. In addition, the Owner intends to establish the Project's Guaranteed Maximum Price (GMP) upon completion of the Design Development Documents.

GENERAL PROPOSAL INFORMATION

Proposals are due at the Metro Administrative Services Department offices at the Metro Regional Center, 600 NE Grand Ave., Portland, Oregon 97232, to the attention of Berit Stevenson, **December 1, 1999 until 3:00 p.m.** Submittals should be clearly marked "Proposal - Architectural Services – Oregon Convention Center Expansion". Each submittal must be submitted in the format described in this RFP.

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the proposals for which Proposers request exception from disclosure to the extent permitted by Oregon law.

Owner and its Contractors will not discriminate against any person based on race, color, national origin, sex, sexual orientation, age, religion, physical disability, political affiliation or marital status.

A pre-proposal conference and site visit has been scheduled for November 18, 1999 at 2:00 PM. Those attending should check in at the Oregon Convention Center Administrative Offices, 777 NE MLK Boulevard, Portland, Oregon.

PROJECT OVERVIEW

A. PROJECT WORK SCOPE

The project site is located at 777 NE Martin Luther King, Jr. Blvd., Portland, OR 97232 on the south side of the Oregon Convention Center. See Preliminary Drawings attached as Appendix 1. The initial project components are described below:

1. Adds approximately 350,000 square feet of total space on the site of the current parking lot, adjacent to Martin Luther King, Jr. Blvd. and Lloyd Blvd. including:
 - 115,000 square feet of clear span exhibit space with light fixture and speaker grids at 30 feet.
 - 35,000 square feet of ballroom space with 30 ft. ceilings.
 - 30 to 40 meeting rooms with 30,000 - 40,000 square feet with 18 ft. ceilings.
 - 50,000 square feet of lobby space at various levels.
 - 60,000 square feet of mechanical, storage and loading dock space.
 - 32,000 square feet of concession, kitchen support and storage space.
 - 1,200 underground parking garage spaces consisting of 2 levels under the building addition.
 - Level and smooth concrete or raised exhibit hall floor with electrical and signal boxes on 30 ft. centers.
 - Hanging operable partitions capable of dividing the exhibit, meeting room and ballroom spaces.
 - State of the art technology, including fiber optic capabilities, new lighting controls, computer controlled HVAC system, capacity for audio-visual connections, and telephone internet.

- Site work will include demolition of the existing surface parking lot, relocation of existing utilities, pedestrian and vehicular access improvements and landscaping.

The building exterior and landscaping are intended to match the existing facility. The finishes included in the addition should be the same quality and type as the original facility, including wall coverings, furniture and fixtures and large atriums. An art program will be included in the project by way of Metro's One Percent for Art Program whereby 1% of the construction budget will be set aside to purchase public art. Selection of the artwork will be handled through a competition similar to that, which was employed in the original OCC project. This program attempts to integrate art into the design and construction process to enhance lobby spaces, public restroom and other public areas of the project.

In addition to the design work for the expansion, the design consultant will perform some design work related to the original building. This work will generally encompass upgrading building systems (security, telecommunications, HVAC, Lighting controls, etc.) and interiors so that operationally and from a user's perspective the original and the expansion are non-distinguishable.

B. PROJECT ORGANIZATION

Owner will retain a Construction Manager/General Contractor to lead the pre-construction and construction phases of the project. Specifically, the CM/GC will participate in project planning, constructability review, value engineering and cost estimating.

The Owner's contact for the project is the Project Manager who will be appointed by MERC.

C. PROJECT SCHEDULE

The current project schedule includes the following dates or milestones, all of which are subject to change.

<u>ACTIVITY</u>	<u>DATE</u>
Issue RFP for Architect	November 1, 1999
Pre-Proposal Conference – Architect	November 18, 1999
Architect Proposals due	December 1, 1999
Interviews – Architect	Week of Dec. 6 – 10, 1999
Execute Contract /Commence Work – Arch.	January 2000
Issue RFP for CM/GC	January 10, 2000
CM/GC proposal due	February 14, 2000
CM contract executed	March 10, 2000
Establish GMP	August 1, 2000
GC contract executed	August 15, 2000
Begin construction	October 2000
Parking turnover	October 2001
Complete construction	October 2002

D. CONSTRUCTION BUDGET

The estimated construction budget is \$86,000,000. The goal is to build the best building for the set budget.

E. SCOPE OF SERVICES – SEE ATTACHMENT A

PROPOSAL INSTRUCTIONS

A. Deadline and Submission of Proposals

10 copies of the submittal shall be furnished to Owner addressed to:

Metro
600 NE Grand Ave,
Portland, OR 97232
ATTN.: Berit Stevenson

and clearly marked "Proposal - Architectural Services – Oregon Convention Center Expansion." Submittals will be returned and not considered if received after **3:00 p.m., December 1, 1999**. Postmarks are not acceptable.

Proposers may withdraw their Proposal in person, or by written or telegraphic request prior to the scheduled closing time for submitting Proposals.

B. Basis for Proposals

This RFP represents the most definitive statement Owner will make concerning the information upon which the submittals are to be based. Owner will not consider any information, which is not addressed in this RFP, in evaluating the submittals. All questions relating to the RFP should be addressed to Berit Stevenson. Any questions, which in the opinion of Owner warrant a written reply or RFP amendment, will be furnished to all parties receiving this RFP. Owner will respond to questions received up until seven days in advance of the proposal due date.

C. Selection Committee

Owner will appoint a Selection Committee to review the submittals received and conduct interviews. The Selection Committee will evaluate information provided in the written proposals and interviews and rank the candidates in order of suitability to meet Owner's needs. Criteria to be used for evaluation are listed in Section entitled Evaluation of Proposals.

D. Award of Contract

Owner intends to award a Contract for Architectural Services to the Proposer who, after considering the recommendation of the Selection Committee, Owner finds best fits the needs of Owner to perform the work in accordance with the requirements set out in this RFP.

PROPOSAL CONTENTS

The submittal should contain not more than the equivalent of forty single-sided pages of written material (excluding resumes, which should be included in an appendix), describing the ability of the Proposer to perform the work requested. Proposals should be concise and direct. They should be submitted on recyclable, double-sided recycled paper (post-consumer content). No waxed page dividers or non-recyclable materials should be included in the proposal. The submittal should include the following information:

A. Firm Description

For each firm participating in the proposal, provide a brief narrative description of the firm's history and capabilities. Include complex public project and CM/GC project experience, annual volume figures for the last five years, and current firm commitments.

B. Experience

Describe relevant experience of both key firms and key individuals on the proposed project team.

C. Staffing

1. Provide a project organization chart showing your proposed staff for this job, including all professional staff involved in project management, corporate administration, design and specification drafting and supervision. Clearly identify the approximate percentage each individual will be working on the project. Include resumes for all individuals on the chart, listing their relevant past experience.

2. Describe the duties and responsibilities for all key staff positions.

D. Project Approach and Management of the Work

In detail, describe your firms' overall plan to complete the project. At a minimum, include the following:

1. Discuss your plan for providing services in the design, construction and commissioning phases of the project.
2. Explain how you will ensure the timely delivery of high quality documents as required by the project team to complete the work effectively. Discuss your internal quality control program.
3. Explain how you will approach the cost estimating and value engineering work.
4. Discuss your experience with promoting participation on the part of minority, women-owned and emerging small business enterprises as contractors, subcontractors and suppliers. Explain your approach to obtain maximum participation on this project.
5. Explain how you intend to establish and maintain good relations and foster open and productive communications with Owner, their Project and Construction Managers, the CM/GC, and OCC staff.
6. Identify key issues and constraints you foresee in the project. Propose means of resolution of such.
7. Describe the role you foresee for the design consultant during the establishment of the project's GMP.

D. Fee Proposal

1. **Base Bid** - Submit a fee proposal for the Architectural Services. The fee should be a lump sum for all Basic Services required, broken into project components. Provide detail regarding estimated hours, rates and consultants to be utilized. In addition, provide hourly rates for all proposed staff, which may be used to determine compensation for Extra Services.
2. **Alternate Bid** – Submit separate fees for each of the Extra Services described below. The fee should be a lump sum. Provide detail regarding estimated tasks, hours, rates and consultants utilized.
 - Telecommunications Design
 - Audio/Visual Design
 - Interior and Exterior Signage Design
 - Food Service Design
 - Security Systems Design

The Owner shall determine which if any of the above Extra Services to include in the Services to be performed by the Architect. The Owner may select none or any combination of the above Extra Services.

GENERAL PROPOSAL AND CONTRACT CONDITIONS

A. Limitation and Award

This RFP does not commit Owner to the award of a contract, nor to pay any costs incurred in the preparation and submission of Proposals in anticipation of a contract. Owner reserves the right to reject or accept any or all Proposals received as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this RFP.

B. Contract Type

Owner intends to award an Architectural Services Contract with the selected firm. A copy of the sample contract is attached hereto. Any concerns or recommendations for changes should be included in the Proposal submittal, including an explanation why it is in the best interests of Owner to accept recommended changes. Requests for changes in contract language submitted after selection of the successful Proposer may be treated as a withdrawal of the Proposal. In the event Owner and the successful Proposer do not agree on the terms of a contract, Owner may, at its option, begin negotiations with the Proposer ranked next highest by the Selection Committee.

C. Validity Period and Authority

The Proposal shall be considered valid for a period of 90 days and shall contain a statement to that effect. The submittal shall contain the name, title, address and telephone number of an individual or individuals with authority to bind the proposing firm during the period in which Owner is evaluating the submittals.

D. Conflict of Interest

A Proposer submitting a Proposal thereby certifies that no officer, agent, or employee of Metro or MERC has a pecuniary interest in the submittal; that the submittal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

E. Appeals

Appeals of the award of the Contracts should be addressed to the Metro Contracts Administrator, Risk and Contracts Division, 600 NE Grand Avenue, Portland, Oregon 97232. Appeals shall be submitted in writing within five working days of the postmarked Notice of Award or disqualification. Appeals must describe the specific citation of law, rule, regulation, or practice upon which protest is based. The judgment used in the evaluation by individual members of the Selection Committee is not grounds for appeal.

EVALUATION OF PROPOSALS

A. Evaluation Procedure

Only submittals received that conform to the requirements of this RFP will be evaluated. The evaluation will be based on the criteria identified in the following section and performed by a Selection Committee appointed by Owner. After review of the written submittals, the Selection Committee will rank the Proposers. The three highest ranking Proposers will be interviewed. Upon completion of the interviews, the Selection Committee will rank the three candidates based both on their written proposal and their interview. The Selection Committee may request clarifying information of any Proposer during the evaluation process which should be provided in a timely manner.

B. Evaluation Criteria

The Selection Committee will evaluate information provided in the written Proposals and the interviews to rank the candidates in order of suitability to meet Owner's needs. Criteria to be used for evaluation are as follows, listed in order of importance with the most important criteria listed first.

1. Project Approach and Management Plan	35 points
2. Staffing	25 points
3. Fee Proposal	10 points
4. Past Relevant Experience	25 points
5. Utilization of MBE/WBE/ESB subcontractors	<u>5 points</u>
Total	100 points

Attachment A

SCOPE OF ARCHITECT'S SERVICES

A. GENERAL

1. Architect shall prepare all plans, specifications, two final colored renderings, sections, elevations, details and other documents and information which may be necessary or convenient to adequately and completely convey to Owner, Contractor(s) and others the information necessary for the design and construction of the project. For purposes of convenience, the Architect's services under this Agreement are referred to as Basic Services. All services referred to in this Agreement are Basic Services, unless and except as specifically referred to as Extra Work Items (Exhibit D). Architect shall perform Extra Work Items only if requested by Owner.

Except as specifically provided below, Architect's Basic Services shall consist of those architectural, engineering and other services which are customarily performed during the design and construction of comparable projects. They include architectural, structural, seismic, mechanical, electrical, life safety, interior design, acoustical, energy conservation, civil engineering, landscape architectural services, and such others as required by Contract to complete the work.

2. The Architect shall meet and confer with the Owner and CM/GC on a regular weekly basis during the Phases 1-3 with respect to site use and improvements, selection of materials, building systems and equipment, and to consider the Owner's recommendations on construction feasibility, availability of materials and labor, time requirements for installation and construction and factors relating to costs of alternative designs or materials, preliminary budgets and possible economies.
3. The Architect shall be responsible for all internal printing and reproduction costs for its own use and for the use of its consultants in preparing, checking, coordinating and estimating the Project through and including the Construction Document Phase. Architect shall provide ten (10) sets of all material including drawings, specifications, and other documents for Owner's use at completion of Preliminary Concepts, Schematic Design, Design Development and at thirty (30%) percent, sixty (60%) percent and one-hundred (100%) percent completion of the Construction Document Phase.
4. A narrative progress report shall be submitted each month. The report shall include discussion of progress to date, problems, potential causes for delay or cost overrun and other information pertinent to the Project.
5. Evaluations of the Owner's Project budget, statement of Probable Construction Cost and Detailed Estimates of Construction Cost, if any, prepared by the Architect, represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's method of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project budget proposed, established or approved by the Owner, if any, or from any Statement of Probable Construction Cost or other cost estimate or evaluation prepared by the Architect.
6. Architect shall maintain for the duration of the Contract, professional liability insurance covering personal injury and property damage arising from errors, omissions or malpractice. Coverage shall be in the minimum amount of \$1,000,000. Architect shall provide Owner a certificate of this insurance, and thirty (30) calendar days advance notice of material changes or cancellation.
7. Architect's Project Manager is _____. No change in Project Manager shall be made without prior notification and approval of Owner.

8. The construction delivery method employed to deliver this Project will be the Construction Manager/General Contractor (CM/GC) with a Guaranteed Maximum Price (GMP). As such, the Construction Manager/General Contractor (CM/GC) will be hired nearly simultaneous with the Architect so that the Project can benefit from an integrated team approach whereby the Owner, Architect and CM/GC are all fully involved in the Project planning and scheduling, constructability analysis, value engineering and other pre-construction services. It is anticipated that design and construction will occur concurrently and that several bid packages will be issued.
9. The primary goal of this team approach is to design and construct the best building for the identified budget and to do this within the accelerated schedule which has been established for this Project.

B. BASIC SERVICES

1. Basic Services consist of work in eight (8) phases: (1) Programming; (2) Preliminary Concepts; (3) Schematic Design Services; (4) Design Development Services; (5) Construction Documents Services; (6) Bidding Phase; (7) Construction Administration Services; and (8) Post-Construction Services.
2. The schedule for the project depends upon the issuance of early bid packages for portions of the work. These portions of the work will therefore move through the sequence of phases more rapidly than the balance of the work, with the result that the phased process described herein will not occur as a single linear sequence. The Construction Documents will be delivered based upon a schedule developed by the Owner, Architect and CM/GC.

C. PROGRAMMING

1. The Architect shall develop for Owner's review and approval a functional program, space program and budget for this facility. To perform this work, the Architect will be provided the following information: Final Geotechnical Report including pavement design, as-built drawings and specification of original building. This information shall be subject to evaluation and testing as preliminary design concepts are developed, resulting in a final approved facility program.
2. Architect shall prepare initial site analysis considering Geotechnical, Topographical, Utility, including relocation, Pedestrian Flow and Service circulation, parking, and existing building and grading issues.
3. Architect shall develop jointly with Owner and CM/GC design objectives, overall project schedule including application for and receipt of required land use approvals and permits.
4. Architect shall investigate concepts for the overall development of the site, interior and exterior pedestrian and vehicular circulation including operational provisions, storage, loading and service provisions, landscaping concepts, site amenities and relationships to surrounding buildings and parking. Architect shall prepare and develop for Owner's review and approval a project program which synthesizes all previously provided information, incorporating the foregoing concepts and specifying optimum entry, building placement, elevation and massing, phasing and site utilization.
5. Architect shall coordinate its work with the work of the Owner's separate contracts for the project. Architect shall consult with the City of Portland as required to obtain the building permit(s). Architect shall also prepare written and graphic explanatory materials and appear on Owner's behalf at meetings to brief interested parties.
6. Architect shall make presentations of Programming and Site Analysis studies and data for approval by Owner. Program shall be formally adopted to serve as the basis for further design.

D. PRELIMINARY CONCEPTS.

1. Architect shall develop three (3) preliminary design concepts in sketch format (single line drawn from hand to scale is acceptable) in sufficient detail to allow adequate comparison for Owner to select a design direction from which one (1) will be selected for full development as described in Section E, below.

2. Preliminary Concept Design may be conducted simultaneously with Programming and approved by the Owner. Design shall include building and site program for this Project.
3. Preliminary design concepts will be presented as small scale floor and site plans, building elevations indicating general concept of fenestration, building cross sections, massing models without indication of fenestration and materials, landscaping plans, and narrative descriptions of the proposed public areas.
4. Floor plans shall show relationship of major interior spaces and major entrances.
5. Site plans shall show the main entry, building, landscaped and plaza areas, parking garage, and pedestrian, visitor vehicle and service circulation.
6. Architect shall evaluate the preliminary concepts against the construction budget, schedule, design objectives and program.
7. Architect shall coordinate its work with the work of the Owner's separate Contractors for this Project, particularly the CM/GC. Architect shall also prepare written and graphic explanatory materials and appear as may be required on Owner's behalf at meetings to brief interested parties.
8. Architect shall make presentations of Preliminary Concepts for consideration by Owner and selection and approval of one concept for further refinement of the Schematic Design Phase.
9. Architect shall provide ten (10) sets of copies of all drawings and written material related to the selected preliminary design concept phase.

E. SCHEMATIC DESIGN SERVICES

1. Based on the selected Preliminary Design Concept, the Architect shall provide the services necessary to prepare Schematic Design Documents consisting of outline Drawings and Specifications and other documents illustrating the general scope, scale and relationship of Project components for approval by the Owner. Schematic Design shall also show conceptual plans for future development if appropriate. Schematic design studies shall consist of schematic plans and section drawings sufficient to meet the programmatic needs and to illustrate the scale and relationships of the architectural, structural, mechanical, electrical, civil and landscaping components of the project. Architect shall prepare mounted presentation drawings, sketch perspectives, scale study models, and other graphic material as required.
2. The Architect shall evaluate Schematic Design against budget, schedule, design objectives and program.
3. Architect shall coordinate its work with the work of the Owner's separate Contractors for this Project, particularly the CM/GC. The Architect shall consult with the City of Portland as required to obtain building permit(s) in a timely fashion. Architect shall also prepare written and graphic explanatory materials and appear as may be required on Owner's behalf at meetings to brief interested parties.
4. The Architect shall provide materials research for the identification of potential architectural materials, systems and equipment and their criteria and quality standards consistent with the conceptual design. The Architect shall also investigate the availability and suitability of alternative architectural materials, systems and equipment, recycled materials and reuse materials.
5. The Architect shall report on the status of the design schedule and the projected work plan for future phases.
6. The Architect shall provide a cost estimate at the end of the Schematic Design Stage. This estimate shall be based on a square foot parameter cost for major project components. This estimate will be referred to as the "Approved Design Budget."

7. At the end of the Schematic Design Stage, the Architect shall present for approval by the Owner, the drawings and other documentation defining the design, project description and structural, electrical and mechanical systems, civil and landscape design recommendations.
8. Submission shall consist of:
 - a. Site Plan at 1" = 20' scale showing buildings, plazas, entries, pedestrian and service circulation, ingress and egress to site, parking, loading and proposed location of any special site features.
 - b. Floor Plans at appropriate scale showing exterior and interior walls with single lines and entry and support at 1/8" or 1/16". Plans shall include:
 - 1) The following program spaces: entry, support areas (service and office areas), meeting rooms, lobbies, and public amenities (restrooms, concessions, parking).
 - 2) Building and parking entrances and exits.
Elevations of entry (interior and exterior), meeting rooms, lobbies and public amenities (restrooms, concessions).
 - c. Narrative description of:
 - 1) Proposed plan versus program
 - 2) Visitor experience traveling through the main lobby entry and into the exhibit area.
 - 3) Discussion of suggested location(s) for "One Percent for Art" artwork.
 - 4) Proposed building materials
 - 5) Building system recommendations for structural, mechanical and electrical systems.
 - 6) Cost estimate covering all components.
9. Architect shall provide ten (10) sets of copies of all drawings and written material. One set of site plans, floor plans and building elevations shall be rendered and mounted for presentation purposes.

F. DESIGN DEVELOPMENT SERVICES

1. In the Design Development Stage, the Architect shall provide those services necessary to prepare from the approved program, Schematic Design Documents and Approved Design Budget for approval by the Owner the Design Development Documents consisting of Drawing and Specifications and other documents to fix and describe the size and character of the entire project, including architectural, structural, vertical transportation, mechanical, electrical, landscape, site equipment, materials and such other elements as may be appropriate. Architect shall meet with the Owner and CM/GC to jointly consider the availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation.
2. Based upon the approved Schematic Design, the Architect shall prepare the documents for this Design Development Phase according to the following guidelines:
 - a. Architectural design documentation services consisting of continued development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size and appearance of the project through:
 - 1) Plans, sections and elevations.
 - 2) Typical construction details.
 - 3) Fenestration, building enclosure.
 - 4) Three-dimensional sketch(es).
 - 5) Character and quality of building interiors.
 - 6) Preliminary color/material palette.
 - 7) Study model(s).
 - 8) Final materials selections.
 - 9) Equipment layouts.
 - 10) Building cross sections with floor to floor heights indicated.
 - 11) Signage locations.
 - b. Structural design documentation services consisting of continued development of the specific structural system(s) and Schematic Design Documents in sufficient detail to establish:

- 1) Basic structural system and dimensions.
 - 2) Final structural design criteria.
 - 3) Foundation design criteria.
 - 4) Sizing of major structural components
 - 5) Critical coordination clearances
 - 6) Drawings and Specifications and materials lists
 - 7) Typical sections
- c. Mechanical design documentation services consisting of continued development and expansion of mechanical Schematic Design Documents and development of Drawings and specifications and materials lists to establish:
- 1) Equipment sizes and capacities.
 - 2) Equipment layouts.
 - 3) Required space for equipment. Mechanical room layouts.
 - 4) Required chases and clearance.
 - 5) Acoustical and vibration control.
 - 6) Visual impacts.
 - 7) Energy conservation measures to comply with code.
 - 8) Riser diagrams.
 - 9) Equipment schedule showing numbers and capacities of all major equipment, pumps, fans, etc.
 - 10) Equipment control system scheme.
- d. Electrical design documentation services consisting of continued development and expansion of electrical Schematic Design Documents and development of Drawings and Specifications and materials lists to establish:
- 1) Criteria for lighting, electrical and communications systems.
 - 2) Sizes and capacities of major components.
 - 3) Equipment layouts.
 - 4) Required space for equipment.
 - 5) Required chases and clearances.
 - 6) Riser diagrams.
 - 7) Energy conservation measures related to lighting.
- e. Civil design documentation services consisting of continued development and expansion of Civil. Schematic Design Documents and development of Drawings and Specifications and materials lists to establish:
- 1) Site plans showing buildings, paving, sidewalks, curbs, walkways, landscaped areas, retaining walls, and special features.
 - 2) Plan showing existing grades.
 - 3) Site drainage layout and location of utilities and points from which services will be run to the building.
 - 4) Site lighting and distribution from sources.
 - 5) Service and loading areas.
 - 6) Primary and secondary entrances and exits.
 - 7) Relocation of existing utilities.
- f. Landscape and streetscape design documentation services consisting of continued development and expansion of landscape Schematic Design Documents and development of Drawings and Specifications and materials lists to establish final scope and preliminary details for landscape work.

- g. Interior design documentation services consisting of continued development and expansion of interior Schematic Design Documents and development of Drawings and Specifications and materials lists to establish final scope and preliminary details relative to:
 - 1) Interior construction of the project.
 - 2) Special interior design features.
- 3. At approximately one-half of completion of the Design Development Phase, the Architect shall conduct a review of the design process with the Owner and the CM/GC to ascertain that the Design Development Documents are on schedule and addressing the Owner's program requirements.
- 4. Architect, as part of its production of the Design Development Documents, shall develop and refine as a single integrated document a written description of the criteria and standards to be incorporated into the final Construction Documents, where such design has not been explicitly defined in the Design Development Documents.
- 5. During the course of this phase, Architect will work with the CM/GC to prepare evaluations of building materials and systems for the purpose of comparing construction costs, operating costs and short- and long-term benefits, i.e., value engineering/life-cycle analysis.
- 6. Architect shall prepare, at the conclusion of Design Development, a Project Cost Estimate in sufficient detail to assist Owner in determining the reasonable construction costs of the Project. The estimate must take into account the availability of materials and labor, and construction sequencing and scheduling. If either the Architect's estimate or that of the CM/GC exceeds the "Approved Design Budget", the two estimates shall be reconciled. If directed by Owner after reconciliation, the Architect shall, at the Architect's expense, redraw, revise, and/or value engineer the Project to bring the reconciled estimate within the budget.
- 7. Owner expects that the GMP will include allowance items. Owner, Architect and CM/GC will work together to determine appropriate allowance budgets. Architect shall complete design for allowance items within allowance budgets.
- 8. Architect shall coordinate its work with the work of the Owner's separate contracts for this Project. Architect shall consult the City of Portland as required to obtain the building permit(s). Architect shall also prepare written and graphic explanatory materials and appear as may be required on Owner's behalf at necessary meetings.
- 9. Architect shall conduct informal meetings with City Planning staff to solicit and receive their comments with respect to the Project.
- 10. Architect shall participate on the One Percent for Art selection committee and integrate and accommodate artwork in the final contract documents.
- 11. At the end of the Design Development Phase, the Architect shall report on the status of the design schedule and the projected work plan for future phases to the Owner, and the Owner's Advisory Committee.
- 12. At the end of the Design Development Phase, the Architect shall present for approval, by the Owner, the Design Development Drawings and other documents as may be appropriate. In addition, Architect shall prepare and deliver to Owner two final colored renderings, depicting views selected by the Owner. In coordination with Owner and CM/GC develop an agreed upon "Fast Track" schedule for the overall design and construction of the project.
- 13. Architect shall provide ten (10) sets of copies of all final drawings and written material.

G. CONSTRUCTION DOCUMENT SERVICES

- 1. Based upon the approved Design Development Documents, and schedule the Architect shall prepare for approval by the Owner, Construction Documents. It is understood that the work may be divided into separate bid packages based on the advice of the CM/GC.

2. Architect shall ascertain, consistent with professional A. I. A standards, that the Construction Documents are complete, accurate and coordinated between the architectural work and the work of the engineering and other involved disciplines for the Project; and that the contents of the drawings and specifications are internally consistent and consistent with the end of the Design Development Phase concurred on by Owner and CM/GC. When Owner determines that revisions, amendments or supplementary documents are required because of a mistake on the part of Architect, Architect shall prepare them at no expense to Owner.
3. During the Construction Document Phase, Architect shall continue to prepare evaluations of building materials and systems for the purpose of comparing construction costs, operating costs and short- and long-term benefits consistent with Paragraph F.5.
4. The Architect shall present Construction Documents at the 30% (thirty percent) and 60% (sixty percent) and final stages for Owner's review and comment. The Architect shall provide evaluation of budget, schedule and response to program and design objectives at each stage.
5. The Architect shall advise the Owner of any recommended adjustments to the Project's "Approved Design Budget" indicated by changes in Project scope requirements or general market conditions.
6. The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.
7. The Architect shall conduct informal meetings with City Planning staff to solicit and receive their comments with respect to the Project.
8. The Architect shall attend governing agency meetings with the Owner as required to assist the Owner in obtaining guidelines for the Project from regulatory agencies having approval jurisdiction.
9. The Architect shall prepare written and graphic materials as may be required from time to time for Owner to obtain necessary uses, appeals, site and other governmental permits and approvals.
10. Architect services shall include completion of all required surveys to determine location of property boundaries, utility connections, road geometrics and other physical parameters which may effect the design of the building. These services will include study and coordination for utility relocation and road improvements within the site required to make the site functional.
- 11.. Architect shall, as part of the development of Division I of the Specifications, coordinate with Owner and CM/GC to prepare 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.
12. Architect shall prepare for review by Owner a schedule of the time that will be required for the review of various shop drawings, samples, product data, and other items furnished by the CM/GC. At a minimum, such procedures shall require Architect to prepare and maintain all logs for all revision drawings, instruction bulletins, change orders, submittals, and similar documentation produced, transmitted, or received during the course of the work.
13. Architect shall prepare complete set(s) of signed reproducible Construction Documents and specifications as the deliverable work product of this phase and suitable for use as bidding documents. Documents shall be reviewed and approved by Metro's Property Insurance Company. Designs shall meet all factory mutual requirements.
14. The Architect shall provide final selection and obtain Owner's approval of colors and materials. The Architect shall provide final text for all signage and obtain Owner's approval.

H. BIDDING PHASE

1. The Architect shall assist the Owner and the CM/GC with respect to the following matters regarding solicitation and obtaining bids from subcontractors:

2. Reviewing bidding schedules and procedures.
3. Assisting Owner and CM/GC in conducting pre-bid conferences with prospective bidders to familiarize bidders with the bidding documents and with any special systems, materials or methods called for by the documents.
4. Answering questions and evaluating substitution requests.
5. Review of bid document addenda.
6. Architect shall assist Owner and CM/GC with the preparation of all bid packages including alternates if required, General Conditions, Instructions to Bidders, bidding forms and other similar documents. CM/GC shall advertise, issue addenda, and print and distribute plans and specifications for bid.
7. Architect will assist Owner and CM/GC in review and analysis of low bid and participate in pre-award conferences with the successful bidders to discuss procedures and applicable regulations.
8. If addenda are issued during the bidding phase and/or changes are made prior to execution of the construction contract for any respective bid package, such drawings and specifications which require revisions shall be conformed to the required construction condition and re-issued by Architect as part of a complete reproducible set of Conformed Construction Documents if requested by CM/GC.

I. CONSTRUCTION PHASE

1. The Construction Phase will commence with the award of the first contract for construction and, together with Architect's obligation to provide Basic Services under this Agreement, will terminate ninety (90) days after the Date of Substantial Completion of the work, or beneficial occupancy, whichever occurs first.
2. Architect shall meet with, advise, and consult with the Owner and CM/GC weekly to review design compliance, workmanship, and acceptability of the CM/GC's performance and final product.
3. Architect shall assist in the administration of the construction contracts as set forth in the General Conditions. Architect shall meet with and advise Owner as requested to facilitate prompt, economical and satisfactory completion of construction.
4. Instruction by Architect to the CM/GC shall be forwarded through the Owner except as may be required in the event of an emergency. Architect shall have authority to act on behalf of Owner only the extent provided in the Contract Documents unless otherwise modified in writing by Owner.
5. Architect shall assist Owner and CM/GC in conducting pre-construction and weekly progress meetings at which Owner, Architect, CM/GC and subcontractors will discuss jointly such matters as procedure, progress, problems and scheduling.
6. Architect shall inform Owner in writing of any meetings and discussions with the CM/GC or subcontractors that result in decisions or actions by the Architect which affect the Project.

7. Architect shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures or for safety precautions and programs in connection with work, for any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.
8. Architect shall at all times have access to the work. He shall visit the site as necessary but not less than once a week during the construction phase, to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in conformity with the Contract Documents. However, Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. He shall prepare and submit to Owner and CM/GC a written report detailing his observations at each visit to the Project site.
9. On the basis of such on-site observations as an Architect, Architect shall keep Owner informed of the progress and quality of the work and shall advise Owner if the work in general is not proceeding in conformance with the Contract Documents. Architect shall endeavor to guard Owner against defects and deficiencies in the work of the CM/GC.
10. Architect shall be the interpreter of the requirements of the Contract Documents as regards the compliance and workmanship in accordance with the design documents. Architect shall render interpretations necessary for the proper execution or progress of the work upon written request of Owner. Unless a longer period is agreed to by Owner, Architect shall render written decisions within ten (10) working days of receipt thereof, on all claims, disputes and other matters in question between Owner and the CM/GC relating to the compliance with design of the work or the interpretation of the Contract Documents.
11. Interpretations and decisions of Architect shall be provided to Owner within ten (10) working days of Architect's receipt of the requests for information, interpretations or decisions relating to compliance with the intent of the construction documents. When a period of greater than ten (10) working days is required to resolve such matters, Architect shall nonetheless indicate in writing within ten (10) days the effort and time required and shall confer with Owner as relates to the priority of such information. The information provided by Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in written and/or graphic form.
12. Architect shall notify the Owner of any work which he observes does not conform to the Contract Documents and, upon instruction from the Owner, may reject such work on the Owner's behalf
13. Architect and CM/GC shall establish and implement procedures for expediting the processing, review and acceptance of shop drawings and samples.
14. In accordance with professional practice, Architect shall review and note any exceptions, or take other appropriate action, on submittals such as shop drawings, product data, samples, or other written or graphic material for conformance with the design concept of the work. Such review shall include whether or not the work has conformed with the Project design concept and with the Construction Documents. Such action shall be taken by Architect and its consultants consistent with the scheduling and progress of the Project, and with consideration for the priority assigned to the requirement for such information by CM/GC. All submittals and their return by Architect shall be routed through Owner. Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component. Architect shall endeavor to protect Owner against defects, discrepancies, and deficiencies in such submittals of which Architect is aware or of which Architect in the exercise of reasonable care and through its development of the Construction Documents should be aware. Architect's review will not relieve CM/GC of any of its obligations under the Contract Documents.
15. Architect shall carefully review written requests for substitutions for specific products, materials, equipment, or systems, and other departures from the Construction Documents. Architect 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 CM/GC. Architect shall provide to Owner a written response on the substitution request, with a recommendation for its disposition and the reasons therefore. Review cost proposals for scope and reasonableness of costs.
16. Architect shall prepare Drawings, Specifications and supporting data and provide other services in connection with a Change Order to remedy a deficiency or to clarify the Drawings and Specifications. This additional information shall be issued as a part of a complete reproducible set of Conformed Construction Documents, if requested by the CM/GC.

17. Based on Architect's observations and evaluations of the CM/GC's Applications for Payment, the Architect shall review and certify the amounts due to the CM/GC. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's observations at the site and on the data comprising the CM/GC's Application for Payment that, to the best of the Architect's knowledge, information and belief the Work has progressed to the point indicated and the quality of Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to minor deviation from the Contract Documents correctable prior to completion and to specific qualifications expressed by the Architect.
18. Architect shall review the work to determine, in consultation with the Owner, the occurrence of the Date of Substantial Completion of the work or a portion thereof, done by the CM/GC (and the date upon which such work is finally completed). The Architect shall, based on his observations and investigation, compile a list of incomplete and unsatisfactory items to be forwarded to the Owner who shall obtain from CM/GC a schedule for their completion. The Architect shall review all written warranties, as-buils, operation and maintenance manuals and related documents required by the Contract Documents as assembled by the CM/GC.
19. Architect shall review the testing and inspection reports of independent testing agencies, and make written recommendations to Owner as the evaluation of the report data dictates.
20. Architect shall review and become knowledgeable with the CM/GC's construction schedule as accepted by Owner. Its 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 Owner.
21. Architect shall provide testing and air balancing criteria for all equipment and systems and shall review testing and balancing reports and advise Owner whether the equipment and systems meet design criteria. If systems and equipment do not meet design criteria, Architect shall advise Owner of appropriate remedial action to be taken by CM/GC.
22. Architect's mechanical, electrical and specialty engineers and designers in conjunction with the CM/GC's specified training sessions, will conduct a walk-through seminar of appropriate length and detail to explain to Owner personnel the specific operation of equipment and systems and assist in building start-up.
23. Architect shall advise Owner of changes in applicable codes and regulations that have taken place after the Building Permit is issued as the Architect becomes aware of them.
24. The extent of the duties, responsibilities and limitations of authority of the Architect as a representative of the Owner during construction shall not be modified or extended without written consent of the Owner.
25. Provide a Building Commissioning Plan and Implementation Services of this Plan.

J. POST-CONSTRUCTION PHASE

1. Based on information provided by the CM/GC, the Architect shall provide the Owner with reproducible full-size record (as-built) drawings and/or specifications. In addition, Architect shall provide to Owner as-built drawings on AutoCAD R.14 (or the latest AutoCAD version). The final record drawings, specifications and CAD discs shall be delivered to Owner within sixty (60) calendar days after receipt of all necessary written information.

EXHIBIT C

COMPENSATION TO ARCHITECT

- A. Architect shall be paid by Owner for work and services defined under Exhibit A of this Agreement as provided hereinafter. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to perform the work.
- B. Total Cost
The total cost of the services provided under this Agreement during all phases shall not exceed _____.
- C. Architect's Basic Services Compensation
Architect's Lump Sum Fee for Basic Services shall include all work performed by Architect to fulfill his responsibilities set forth in this Agreement. This Lump Sum fee shall include typical reimbursables such as printing, postage, delivery, travel, mileage, computer, telephone fax changes. Compensation for such services shall be as follows:
1. For completion of Programming, Concept/Schematic Design Services \$ _____
 2. For completion of Design Development Services \$ _____
 3. For completion of Construction Document Services \$ _____
 4. For completion of Bidding Phase \$ _____
 5. For completion of Construction Phase \$ _____
 6. For completion of Post-construction Phase \$ _____
- D. Allowance. Work compensated as allowance items herein shall be authorized in advance by Owner and shall be compensated on an hourly basis as provided.
- E. Extra Work. If Owner in writing authorizes the performance of Extra Work Items as described in Exhibit D, Architect shall be compensated in full by payment of expenses, subconsultants' fees, direct salary and overhead plus a fee of ten percent (10 %) of consultants' fees, direct salaries and overhead unless the parties agree otherwise. Expenses shall be compensated at cost.
- F. Manner and Time of Payment
1. Payment for Basic Services shall be based on Architect's approved contract design schedule. If actual progress is behind the approved contract design schedule, progress payments may be withheld until progress is consistent with the scheduled progress. Such payments will be made in one (1) month increments and fractional payments will not be made.
 2. For purposes of contract management, Architect shall prepare for Owner an estimate of billing by phase.
 3. Architect shall submit to Owner each month a statement of work performed and a percentage of the appropriate Phase(s) amount represented by the current request for payment, plus the cumulative total of all payments made to date.
 4. Payment on account of Architect's Extra Work Items shall be made monthly upon presentation of Architect's statement of expenses, together with supporting documentation, as reasonable required by Owner.
 5. Should Owner question any portion of the statement, Owner shall immediately notify Architect in writing of the amount in question and the reason therefor. The unquestioned portion of the statement will be paid promptly.
 6. Upon final payment of each phase, as indicated in Paragraph C above, the Architect shall notify Owner of any and all claims for extra services to date.
 7. Architect shall certify the accuracy of its own and all Subconsultants' invoices.
 8. Owner agrees to pay the unquestioned amount invoiced in full within thirty (30) days after receipt of an acceptable invoice.
 9. Architect agrees to accept payments by Owner in full and complete satisfaction for all services rendered under the terms of this Agreement.

EXHIBIT D

EXTRA WORK ITEMS

The following Services are the only ones not included in Basic Services unless so identified. They shall be provided if authorized in writing by the Owner, and they shall be paid for by the Owner as provided in this Agreement, in addition to the compensation for Basic Services.

- A. Services related to design of the following items:
 - 1. Telecommunications Design,
 - 2. Audio/Visual Design,
 - 3. Interior and Exterior Signage Design,
 - 4. Food Service Design,
 - 5. Security Service Design.
- Note: Basic Services to include "infrastructure design" (mechanical, electrical, architectural layout, cabinetry, etc) for the above items.
- B. Services related to environmental impact statements or studies.
- C. Services related to the discovery or removal of hazardous substances.
- D. Providing Detailed Estimates of Construction Cost, in formats other than the Architect's standard estimating format which must be approved by Owner prior to contract initiation.
- E. Making revisions in Drawings, Specifications or other design documents when such revisions are inconsistent with written approvals or documented instructions previously given, or are required by the enactment, or revision of codes, laws or regulations subsequent to the preparation of construction documents or are due to other causes not solely within the control of the Architect, except as otherwise provided in this Agreement.
- F. Providing consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing services as may be required in connection with the replacement of such Work.
- G. Providing services made necessary by the default of the CM/GC, or by major defects or deficiencies in the Work of the CM/GC, or by failure of performance of either the Owner or CM/GC under the Contract for Construction.
- H. Providing extensive assistance in the utilization of any equipment or system such as initial start-up or testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation except as required in Section 1.20 and I.25 of Exhibit A.
- I. Preparing to serve or serving as an "expert witness" (as distinguished from a factual witness) in connection with any process approval, arbitration proceeding or legal proceeding except as a witness in the Architect's own defense.
- J. Providing services relating to the solicitations for and selection of vendors who will provide various operating services following completion of construction.
- K. Full-time on-site representation during any Phase of the construction.
- L. Full-time services of the Architect's Project Manager during the construction phase beyond those provided in Basic Services. Basic Services include shop drawing, RFI and Change Order Scope review, attendance at working site meetings and allowance for office activities.
- M. On-site acoustical testing to determine ambient noise and vibration levels resulting from adjacent environmental sources.
- N. In Post-Construction, reviewing work performed pursuant to CM/GC's warranties and guarantees, reviewing remedial steps identified in evaluation reports, and making written recommendations to Owner respecting such work.

- O. Preparation of special written or graphic material for public information meetings other than that prepared under Basic Services.
- P. Preparation of a detailed model of the final design suitable for marketing and display.
- Q. Design work related to satellite or microwave transmission of audio or video signals.

Appendix

1. Preliminary Drawings
2. Standard Personal Services Agreement