

EXHIBIT A

August 8, 2018

Chief Jim Band

Oregon City Police Department
320 Warner Milne Rd,
Oregon City, OR 97045

RE: Oregon City Police and Municipal Courts Building– Proposal for A/E Services

PROJECT DESCRIPTION

The project scope of work involves the design of a new police station and municipal courts facility located in Oregon City, Oregon. The site is located at 1232 Linn Ave. and is approximately 8.3 acres. The program of the building includes three basic components of the police station, the municipal court facility and support buildings.

Project assumptions are as follows:

- Total construction cost is estimated to be \$17 million dollars and a total project cost to be \$20 million based on a previously prepared study.
- Approximately 38,000 square feet of new construction.
- The City of Oregon City has contracted with a project management firm, PlanB Consultancy, Inc., to operate as an owner's representative.
- A geotechnical report, site boundary/topographic/utility survey, and wetlands delineation report is to be provided by the City of Oregon City
- Project design will be documented using 3-D based Building Information Modeling (B.I.M.) software.
- If a conflict arises between scope of services and the contract, the contract prevails.
- Construction start is anticipated to be fall of 2019.
- Estimated project completion is fall of 2020.

SCOPE OF SERVICES

Following is a list of services based on the project description and assumptions. All durations are estimates only and will be refined as the project moves forward. Weekly project update conversations and phone calls are considered part of basic services and are not counted against the meeting totals listed below. All meetings will take place at FFA Architecture and Interiors unless noted otherwise.

SCHEMATIC DESIGN (14 WEEKS)

Project Kickoff and Visioning

The purpose of this exercise is to meet with you and your key stakeholders to understand the scope of the project, develop project goals and establish the community engagement strategy.

- Meetings
 - One (1) meeting total.
- Tasks
 - Develop project goals
 - Develop conditions of satisfaction
 - Develop project schedule
 - Establish online tools
 - Develop community engagement strategy
- Deliverables

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- Project Goals
- Conditions of Satisfaction
- Project Schedule
- Online Tools
- Community Engagement Narrative

Community Engagement Meeting One

The purpose of this exercise is to gather information from residents about Oregon City as a place and community.

- Meetings
 - One (1) meeting total
 - Meeting in Oregon City. Specific location to be determined
- Tasks
 - Conduct preliminary research of Oregon City and surrounding region, including history, culture, and natural systems
 - Prepare material for workshop-style community meeting including boards, graphics and slideshow.
 - Attend and document community meeting.
 - Prepare deliverables for distribution to stakeholders
- Deliverables
 - Community Process Summary
 - Conceptual Story Narratives

Staff Visioning

The purpose of this exercise is to gather information from police and city stakeholders on the agency.

- Meetings
 - One (1) meeting total
- Tasks
 - Prepare material for workshop-style meeting including boards, graphics and slideshow.
 - Attend and document visioning meeting.
 - Prepare deliverables for distribution to stakeholders
- Deliverables
 - Agency Goals and Objectives

Design Workshop

The purpose of this exercise is to engage the stakeholders in a site and program design charrette.

- Meetings
 - One (1) meeting total
- Tasks
 - Conduct zoning research
 - Prepare workshop materials.
 - Facilitate design workshop
 - Document process
 - Summarize design ideas and select preferred direction.
- Deliverables
 - Summary of preferred design option

Community Engagement Meeting Two

The purpose of this exercise to engage community, council and stakeholder feedback regarding the final design option.

- Meetings

- One (1) meeting total
 - Meeting in Oregon City. Specific location to be determined.
 -
- Tasks
 - Prepare meeting and design materials.
 - Facilitate design meeting
 - Summarize Feedback
- Deliverables
 - Summary of Feedback

Document Design and Cost Estimating

The purpose of this exercise is to prepare pricing and review documents of the preferred design.

- Meetings
 - Two (2) meetings
 - One (1) meeting with code officials in Oregon City
 - One (1) to review cost estimate result and discuss review comments
- Tasks
 - Document design
 - Cost estimate design
- Deliverables
 - Schematic Design Document Package
 - Cost Estimate

DESIGN DEVELOPMENT (12 WEEKS)

Detailed Design Review

This exercise is to review individual spaces with key users to confirm detailed design requirements.

- Meetings
 - One (1) meeting total
 - Meeting in Oregon City
- Tasks
 - Develop detailed design
 - Confirm with users
- Deliverables
 - Summary of comments

Interior Design Review

This exercise is to review the interior finish palette

- Meetings
 - One (1) meeting total
- Tasks
 - Develop interior design and material palette
 - Develop supporting presentation material.
- Deliverables
 - Summary of comments

Document and Cost Estimate Design

The purpose of this exercise is to prepare cost estimate and review documents of the detailed design.

- Meetings
 - Three (3) meetings
 - One (1) meeting with code officials in Oregon City
 - One (1) to review pricing result and discuss review comments
 - One (1) to reconcile GMP and cost estimate
- Tasks
 - Document design
 - Prepare cost estimate
 - Prepare preliminary energy model
 - Reconcile GMP and cost estimate
- Deliverables
 - Preliminary energy model
 - Cost estimate
 - Material and finish samples
 - Design Development Document Package

CONSTRUCTION DOCUMENTS (14 WEEKS)

Document Design

In this exercise the design team will document the design for bidding and construction.

- Meetings
 - Three (3) meetings total
 - One (1) meeting for 50% drawing and cost review
 - One (1) meeting for final regulatory review
 - One (1) video conference 100% drawing and cost review
- Tasks
 - Develop construction documents
 - Coordinate consultant work
 - Conduct quality control reviews
 - Coordinate specifications documents with owner's Division 01 documents
- Deliverables
 - Final energy model
 - Construction Document Package

BIDDING AND PERMITTING (6 WEEKS)

Once the project has been submitted to the building department and the CMGC to begin bidding, the design team will be available to answer regulatory and bidding questions.

- Meetings
 - One (1) pre-bid meeting in Oregon City
- Tasks
 - Respond to code official and planning official comments
 - Respond to bidding questions.
- Deliverables
 - Up to Two (2) addendum packages.

CONSTRUCTION ADMINISTRATION (12 WEEKS)

In this phase, we manage the construction process to ensure that what is built meets the intent of the contract documents.

- Meetings

- Thirty-Two (32) Meetings Total
 - One (1) Preconstruction Meeting
 - Bi-weekly site visits
 - Twenty Six (26) site visits
 - Three (3) Pre-installation meetings
 - One (1) Substantial Completion visit
 - One (1) Final Completion visit
- All meetings in Oregon City
- Tasks
 - Attend Pre-construction meeting
 - Review submittals and shop drawings
 - Up to two (2) reviews per submittal or shop drawing
 - Respond to RFIs
 - Provide site observation reports
 - Review applications for payment
 - Conduct and document punch list
 - Complete project closeout
 - Facilitate, document review and make recommendation for all change orders
- Deliverables
 - Site Observation Reports
 - Punch List Documentation

DESIGN TEAM

Basic Services

Architectural and Interior Design	FFA Architecture and Interiors, Inc.
Civil Engineer	KPFF Consulting Engineers
Landscape Architect	Mayer Reed Landscape Architect
Structural Engineer	KPFF Consulting Engineers
Mechanical and Plumbing Engineer	PAE Consulting Engineers
Electrical Engineer	PAE Consulting Engineers

Supplemental Services

Low Voltage Infrastructure	PAE Consulting Engineers
Lighting Design	PAE Consulting Engineers
Cost Estimator	ACC Cost Consultants
A/V Design	PAE Consulting Engineers

ASSUMPTIONS

The following items are included in the scope of the design team's basic and supplemental services:

A/V Design Design and specification of A/V equipment.

Security Design Implementation of the owner's security design plan is included in this scope of work.

Architectural & Structural Design includes full compliance with all applicable codes.

Civil engineering

Landscape design

Signage includes documentation of signage types for code requirements

Mechanical (HVAC), Plumbing and Electrical Systems Design

Energy Model

Lighting and light fixture selection for the building interior and exterior.

Permit application submittal coordination.

Telecommunications systems design of cable infrastructure for voice and data low voltage systems required for the building in coordination with furniture layouts. Conduit infrastructure for building and room access control security and audio/visual systems in coordination with City of Oregon City requirements.

Cost Estimating Two cost estimates are included in this scope of work.

CMGC Delivery A/E team coordination with CMGC services.

O&M manual review Three (3) sets total.

EXCLUSIONS

The following items are excluded from the FFA scope of work for basic services and supplemental services as outlined above. If the Architect and the City of Oregon City determine that the following items or other additional services are required by the conditions of the project, those items will be added to the Architect's services and compensation.

Environmental services. Asbestos and other hazardous materials surveys, assessments and abatement drawings and specifications for the building will be performed by a consultant hired by the City of Oregon City.

LEED certification or LEED equivalent documentation.

Programming includes space needs assessment and desired adjacencies.

Programming Tours. Tours of comparable facilities.

Multiple document packages to be prepared beyond the single package in the Project Description.

Construction Document revisions – City of Oregon City initiated revisions of project scope and design during the construction document phase of work.

1% for Art selection assistance, coordination, and documentation.

Coordination with and review of third-party value engineering studies. If City of Oregon City chooses to hire a value engineering consultant, in addition to services provided by the Contractor, FFA will request additional services to coordinate our efforts with theirs.

Commissioning Consultant provided by City of Oregon City.

Building envelope code compliance submittals (beyond the prescriptive path method to meet 2014 Oregon Energy Efficiency Specialty Code) involving computer tradeoff calculations using either the State of Oregon "Codecomp" computer program or whole building computer simulations.

Division 01 Specification Development to be completed by the City of Oregon City.

Custom light fixtures design. Additional services of a lighting design consultant may be required if the lighting needs for either the building interior or exterior require a lighting design solution that standard manufacturer's fixtures cannot meet.

Technology consulting and design at the active component level for information systems (internet/intranet, active network component specification or design), communications (voice over IP, PBX systems, music systems, emergency radio systems, cellular phone systems), and facility systems (building automation systems, HVAC systems, pneumatic tube systems, utility management system, elevator management). This includes component and application selection.

FF&E Selection. Furniture, Fixture and Equipment Selection is to be provide by City of Oregon City.

Acoustic Engineering Acoustic design and engineering is not included in this scope of work.

ETO Assistance Coordination with Energy Trust of Oregon is not included in this scope of work.

Distributed Antennae System Design and specification of a distributed antennae system (DAS) is not included in this scope of work.

Hard Bid or Design Build Delivery Methods

COMPENSATION

See the attached fee document for a detailed breakdown of the design team fee. The fee for this project will be billed monthly as a percentage of lump sum for each phase.

Reimbursables as shown on the attached fee document are provided as a budget allowance and will be billed directly. Reimbursable expenses include the following.

- Mileage, Food during travel, air travel, half of travel time, hotel, rental car, parking, computer plotting/printing, photocopies, courier services (UPS/Fedex, etc.) US mail and other expenses due to performance of duties of the project.

Should project scope and durations be extended beyond the control of FFA, additional fees for services will be billed on a time and materials basis based on FFA and our consultants' current hourly rates.

PROPOSAL DURATION

This Proposal is valid for (60) days from date of issuance. Additional costs may be incurred if the proposal is accepted after this duration.

Sincerely,
FFA Architecture and Interiors, Inc.



Troy Ainsworth, AIA
Principal



Ian Gelbrich
Associate Partner / Project Manager

Please confirm your approval by signing in the space provided below and returning a signed copy of this letter.

Chief Jim Band
Chief of Police
Oregon City Police Department

Date

FFA Architecture and Interiors Final Fee Distribution
08.09.2018



	Research Phase	Schematic Design	Design Development	Construction Documents	Bidding Permitting	Construction Administration	Phase Totals
Basic Services	Fee	Fee	Fee	Fee	Fee	Fee	Hours Fee
KPFF Civil (Civil Engineering)		\$ 10,070	\$ 17,290	\$ 31,350		\$ 8,740	\$ 67,450
Mayer/Reed (Landscape Architecture)		\$ 18,900	\$ 21,825	\$ 27,800	\$ 2,500	\$ 7,670	\$ 78,695
KPFF Structural (Structural Engineering)		\$ 20,500	\$ 27,200	\$ 61,750		\$ 27,550	\$ 137,000
FFA Architecture and Interiors (Architecture)		\$ 194,902	\$ 177,114	\$ 179,869	\$ 37,809	\$ 292,191	\$ 881,885
PAE Engineers (Mechanical and Plumbing)		\$ 26,000	\$ 48,500	\$ 58,900	\$ 1,800	\$ 38,100	\$ 173,300
PAE Engineers (Electrical)		\$ 17,400	\$ 32,400	\$ 39,300	\$ 1,200	\$ 25,400	\$ 115,700
ACC Cost Consultants (Cost Estimating Services)		\$ 9,904	\$ 13,176	\$ 18,870			\$ 25,000
Total:							\$ 1,479,030
Estimated Reimbursable Expenses							\$ 46,220
Included Expanded Services							
FFA and MR (Community Engagement)	\$ 15,000						\$ 15,000
Mayer Reed (Community Engagement)	\$ 1,200						\$ 1,200
PAE (Energy Model)						\$ 26,500	\$ 26,500
PAE (Commissioning Support)						\$ 16,500	\$ 16,500
PAE (A/V Design)							\$ 12,800
PAE (Security Design)							\$ 8,000
Total:							\$ 80,000
Project Total							
Includes Basic and Accepted Expanded Services.							
Fee Total							\$ 1,559,030
Reimbursable Total							\$ 46,220
Total							\$ 1,605,250
Other Technology Services (Provided by Owner)							
PAE (Telecom Design)							\$ 15,800
PAE (Two Way Communication "DAS")							\$ 4,500