



February 15, 2023

David Valenzuela, Superintendent  
Three Rivers School District  
8550 New Hope Road  
Grants Pass, Oregon 97527

Re: Three Rivers School District  
Seismic Rehabilitation Project  
Evergreen Elementary School  
Recommendation to Award Contract for Design Services

Dear Dave,

After careful review and consideration, the District Design Services Scoring Committee and HMK Company recommend the Three Rivers School Board take action to award the contract for Structural Engineering Design Services for the Evergreen Elementary Seismic Rehabilitation Project to ZCS Engineering & Architecture.

This recommendation is based upon a comprehensive Design Services selection process for the projects. A request for proposals (RFP) was issued on November 30, 2022, and closed on January 12, 2023, for the project.

One firm submitted a proposal, ZCS Engineering & Architecture. The Scoring Committee reviewed the proposal and recommended ZCS Engineering & Architecture for the Evergreen Elementary Seismic Rehabilitation Project.

HMK Company finalized the fee negotiations and is recommending award in the amount of \$236,950.00. The fee is 13% of the established project Maximum Allowable Construction Cost (MACC) of \$1,800,000.00. Their fee is in line with Design Services fees we have seen with similar projects.

ZCS Engineering & Architecture is of good reputation and has committed the necessary resources to accomplish the District project goals.

Sincerely,

Mike Freeman  
Program Manager  
HMK Company

Att: ZCS Engineering & Architecture Proposal

February 3, 2023

Three Rivers School District  
8550 New Hope Road  
Grants Pass, OR 97527

Reference: Evergreen Elementary Seismic Retrofit

Subject: Engineering and Design Services Proposal

I would like to thank you for the opportunity to prepare a fee proposal to provide professional services for the Seismic Retrofit of Evergreen Elementary School Cafeteria and Gymnasium.

ZCS has participated in the State of Oregon Seismic Grant Program since its beginning in 2009. We successfully completed three projects in the first funding round and have continued to increase our participation. Since then, ZCS has been the responsible design professional for an additional 142 projects through the program. In addition to our successful record of construction projects, ZCS has helped 76 school districts and 31 emergency service districts obtain 223 grants for a total of \$370 million. This represents 61% of the total \$603 million of available funds through the Seismic Grant Program. This high level of involvement has allowed us to establish a team of engineers and technicians with substantial experience in the seismic retrofit of existing structures, specifically education facilities.

Over the course of the 145 completed projects, our seismic retrofit team has learned valuable lessons and techniques to efficiently perform seismic rehabilitations on schools within summer construction seasons. We have developed a collaborative approach with general contractors developing new solutions that are cost effective and efficient to construct. This approach, along with diligent planning and knowledge of school operations, allows us to help contractors complete the required work in a short window of time.

We are excited to continue our application phase services for Evergreen Elementary School into the design phase. The purpose of this proposal is to outline the professional consultant effort and associated fees for developing the construction documents and support necessary to fulfill the grant obligation. The scope of our work for this project is defined as follows:

## Our Services

---

Our work includes advancing preliminary structural rehabilitation plans prepared by ZCS for the Seismic Rehabilitation Grant (SRG). The rehabilitation work will be designed based on the 2022 Oregon Structural Specialty Code (OSSC) and the American Society of Civil Engineer's rehabilitation document ASCE 41-17: Seismic Evaluation and Retrofit of Existing Buildings. Once final construction has been completed under the rehabilitation plan, the building will meet the performance level as identified in the seismic application and ASCE 41-17. The following tasks outline our services:

### Seismic Retrofit Design

#### Pre-design/Schematic Design (SD) Phase

- Review original building construction drawings to verify areas of structural concern
- Perform site visits to verify structural systems and advance schematic level as-built building drawings
- Perform a structural evaluation of existing structure based on the ASCE 41-17 and identify all areas of structural deficiency
- Collate findings in preliminary calculations to assist in the determination of the existing building structural seismic deficiencies
- Generate selective demolition/investigation plan for use by CM/GC contractor
- Prepare SD narrative and exhibits, as required, for preliminary budget analysis and revise as necessary
- Advance the SD plan set to 100% SD. Submit to District for review
- Included in this phase are regular team meetings and meeting minutes by ZCS

#### Design Development (DD) Phase

- Meetings with the owner to discuss proposed schematic rehabilitation program and make adjustments to benefit the use of the building during and after construction
- Perform site visits to review existing conditions exposed during destructive investigation
- Perform a collaborative in-house work session to develop structural repair strategies to resolve primary structural deficiencies and perform value engineering of the schematic design
- Perform structural calculations per the seismic rehabilitation program to the building as proposed based on the 2022 OSSC, and ASCE 41-17
- Develop 50% DD structural rehabilitation construction plans illustrating the seismic rehabilitation plan for review and cost estimation by CM/GC contractor
- Review cost estimate and perform value engineering as required to ensure alignment with project budget
- Advance the 50% DD plan set to 100% DD and incorporate value engineering. Submit to District for review
- Perform in-house quality control peer review and principal engineer review

- Meetings with the owner to discuss the seismic rehabilitation scheme findings and solution options

#### Construction Document (CD) Phase

- Finalize structural analysis of final seismic rehabilitation program
- Develop complete structural rehabilitation construction documents and specifications to implement selected seismic rehabilitation program for CM/GC
- Refine and finalize floor plans, code plans, roof plans, furniture plans, reflected ceiling plans, building sections, schedules, and interior and exterior elevations as necessary to describe the project
- Coordinate 50% CD drawings with the owner and design team
- Submit 50% CD plans to CM/GC for cost estimation
- Review cost estimate and perform value engineering as required to ensure alignment with project budget
- Advance the 50% CD plan set to 100% CD and incorporate value engineering. Submit to District for review
- Perform in-house quality control peer review and principal engineer review
- Incorporate final team comments, address any conflicts, and review for value engineering strategies as needed

#### Bidding and Permitting Phase

- Coordinate permit submittal documents and provide response to local building department review comments as needed
- Attend pre-bid meeting
- Provide clarification to bid questions and issue addenda if required
- Coordinate bid documents and provide response to Request For Information (RFI) received during the bidding period as needed

#### Construction Administration Phase

- Perform review of shop drawings, material testing reports from special inspector, inspection reports, and other submittals
- Attend weekly project meetings and perform necessary site visits and observations and document observations with field reports and project photos.
- Perform necessary structural inspections and provide inspection reports
- Provide response to Request for Information (RFI) issued by the G.C.
- Provide review of, and make recommendations for, material substitution requests, alternate construction options (design not included), review pay requests, and change orders issued by the G.C.
- Prepare preliminary and final punch lists
- Provide as-built document submittal for owner's records (significant construction alterations to be provided by the G.C. in form of marked-up prints)
- Coordinate and attend 1-year warranty review

ZCS will provide comprehensive construction documents including ancillary requirements, necessary to secure all permits and approvals, procure contractors via public procurement, and execute the work required by the grant, as described within the scope of work described by the grant application, funded by the grant, or ancillary to the grant. All work shall be executed in accordance with the requirements of the grant. The above services will include structural calculations stamped by a registered structural engineer and bid level construction documents.

The work associated with non-structural finishes for this project include the development of bid level specifications and room finish schedules as required for the contractor to implement a replacement program of impacted non-structural finishes and building envelope outlined in the demolition plan. The work will also include the attachment of non-structural components such as lights, ceilings, cabinets, storage racks, etc. Work will also include (as necessary for proper communication of the work) site plan, code analysis summary, floor plans, roof plan, wall sections, exterior elevations, interior elevations, reflected ceiling plans, and special inspection schedules.

It is our understanding the mechanical, electrical, and plumbing work will be limited to the work ancillary to the required demolition plan. In addition, the seismic rehabilitation of these systems will include the attachment and bracing of specific units, components, and duct systems to secure them from falling. It is our understanding these systems are in good working order and will be affected as part of a separate HVAC improvement project which will be coordinated with the seismic rehabilitation scope of work.

Designs will be coordinated/submitted at the completion stages noted above. It is expected that each phase will be subject to owner and local agency review, comment, or revision as required. It is our intent to communicate the scope of this project effectively and allow the owner to participate in decisions that will impact the performance and overall use of the facility. We will work closely with the owner to develop a pre-construction and construction schedule to help reduce the stress this project will have on the district staff and operations of the facility.

### **Project Management**

In addition to the scopes of work for individual phases as noted above, we will assist the District with management of the overall process and construction throughout all phases of work. It is our understanding HMK Co. will provide project manager and serve as the Owner Representative to oversee the Evergreen Elementary project. We have accounted for the associated tasks anticipated to be performed by HMK Co. within our exclusions and assumptions. The tasks outlined below are anticipated to be performed by ZCS in assisting the District with additional consultant procurement and grant related procurement or documentation. The following list of services to fall under this task is not an all-inclusive list as it can be expanded to help the District facilitate the expectations of the grant.

- Advise the District on benefits and challenges associated with the grant and make a strategic plan that best aligns with the District's goals.

- Assist the District with the procurement of a Geotechnical sub-consultant to prepare a geotechnical report and site-specific hazard study as required by the 2022 OSSC. The District will hire the recommended firm to perform these services which will be funded by the Grant.
  - ZCS will provide scoping requirements for procurement of Geotechnical sub-consultants. It is assumed procurement will be performed by HMK Co.
- Assist the District with the procurement of a specialized firm in hazardous material evaluations to prepare an evaluation report necessary to determine if hazardous abatement is required for the project. The District will hire this recommended firm to perform these services which will be funded by the Grant.
  - ZCS will provide scoping requirements for procurement of HAZMAT sub-consultants. It is assumed procurement will be performed by HMK Co.
- Assist the District with the procurement of the General Contractor. ZCS will recommend the use of the Construction Manager/General Contractor (CM/GC) process for this project but will defer to the District's preferred contractor procurement method.
  - It is assumed procurement of a General Contractor will be performed by HMK Co.
- Coordinate project scope changes, schedules goals and budgets limits with District staff on a regular basis to ensure the project is in line with the grant requirements and District needs.
- Work with HMK Co. to submit all the necessary documents to, the State Historical Preservation Office (SHPO) as required by the grant program. ZCS will provide all the necessary information for submittal to SHPO. If mitigation is required ZCS will assist the District through this process to ensure proper closeout of the grant.
- Perform final structural inspection at substantial completion to provide the required Structural Certificate of Completion for grant closeout.

## **Deliverables**

The following describes the major deliverables we anticipate:

### Schematic Design

- 100% SD Drawing Set and Narratives

### Design Development

- 50% DD Drawings Set for coordination and cost estimation
- 100% DD Drawing Set and Outline Specifications

### Construction Documents

- 50% CD Drawings Set for coordination and cost estimation
- 100% CD Drawings Set for Bidding and Permit
- 100% CD Project Specifications for Bidding and Permit
- Structural Calculations Package

## Schedule

We propose developing the design and construction documents through summer 2023 for permit & bidding in fall 2023 for a construction target of summer 2024. Upon notice to proceed and discussions with you, we can finalize this schedule and potential construction phasing.

## Fees

---

Our services will be performed on a lump sum basis and billed based on percentage of completion unless otherwise noted in the fee schedule. We have attached a fee schedule exhibit showing our fees per the phases described above and an hourly rate schedule for work that falls outside the proposed fees. Any additional work will only be performed after approval in writing by the District. Subconsultant costs will be billed at cost plus ten percent and are included within the presented fees.

Any significant scope changes made by the Owner or required by local review committees after commencement of work affecting design or drawings may be considered extra services and would be billed under prior authorization from you.

## Assumptions and Exclusions

---

The following assumptions and exclusions apply to the above fee proposal but can be provided upon your request:

- Engineering related to construction sequence or procedures and value engineering during the construction phase are considered extra services and can be negotiated as needed
- Reimbursement requests through the grant program will be prepared by the District
  - ZCS will support the District in preparation of reimbursement requests as needed
- Procurement of a specialized firm in special inspections to review the contractor's work during construction as required by the OSSC will be performed by HMK Co. The District will hire this recommended firm to perform these services which will be funded by the Grant.
- It is assumed procurement of the necessary plaque required to be installed as part of the project will be performed by HMK Co. The fees associated with purchasing the plaque will be paid for by the District.
- It is assumed preparation and submittal of all necessary closeout paperwork to the Grant Director for approval for closeout of the grant including Final Performance Status Report and will be performed by HMK Co.
  - ZCS will provide the required Structural Certificate of Completion at substantial completion.
- Special inspection services are excluded and will be provided by the District directly
- Geotechnical hazard report will be provided by the District directly
- Destructive testing and investigation will likely be required for this project. If needed, it is assumed that the work will be performed by the CM/GC contractor or the District will hire

a contractor with HMK Co. assistance to perform the destructive testing and inspection based on a testing and investigation plan prepared by ZCS

- Hazardous materials (HAZMAT) testing and inspection and abatement contractor will be provided by the District directly with procurement assistance provided by HMK Co.
- Any work resulting from modifications of the scope of work made by the owner after commencement of work affecting structural design or drawings will be provided under prior authorization from the District
- Scope items outside of the scope of the seismic retrofit project will be performed as additional services under prior authorization from the District
- LEED Certification services are excluded
- Physical models and renderings are excluded
- District will be responsible for the removal and replacement of IT related fixtures and equipment and a dedicated IT design is not anticipated
- Systems furniture design and procurement services are excluded
- Our current insurance coverage will be satisfactory and not required to be increased under our agreement with the owner

Please accept this proposal for your review and feel free to contact me if you have any questions or require additional information. We are willing to negotiate our scope and fee as required to better suit the objectives of the District. Please review and contact our office if you have any questions or would like to discuss an alternate approach.

Thank you again for the opportunity to provide this proposal.

Sincerely,



Stephen L. Chase  
Lead Designer | Project Manager



Syllas, E. Allen, PE  
Principal

Enclosure: Fee Schedule



## Fee Schedule

<b>FEE SCHEDULE</b>						
	Schematic Design	Design Development	Construction Documents	Bidding & Permitting	Construction Admin	Total
Engineering	\$25,133	\$41,888	\$63,669	\$3,351	\$33,510	\$167,550
Architecture	\$1,545	\$10,815	\$10,815	\$618	\$7,107	\$30,900
Project	\$7,700	\$7,700	\$9,625	\$3,850	\$9,625	\$38,500
<b>Total</b>	<b>\$34,378</b>	<b>\$60,403</b>	<b>\$84,109</b>	<b>\$7,819</b>	<b>\$50,242</b>	<b>\$236,950</b>