

1. 2:00 P.M. Agenda

Documents:

[2024-09-03 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[2024-09-02 Trails Report.pdf](#)

[August 2024 City Staff Report.pdf](#)

[ARC Architects - Yachats Civic Master Plan - ARC Proposal 20240630.Pdf](#)

[FFA Architecture - Response To Civic Master Plan RFP.pdf](#)

[Open Concept Architecture - Response To Civic Master Plan](#)

[RFP_OCA_ZCS_Yachats_Digital.pdf](#)

[Scharen Design Studio - Response To Civic Master Plan RFP.pdf](#)

[Shapiro Didway - Response To Civic Master Plan RFP 2024.07.25.Pdf](#)

[Masterplan Proposals Review - Sheet1.Pdf](#)

[PCC Policy 5 Comments Matrix.pdf](#)

[PCC Working Copy Of Administrative Policy 5 Including Approved Language About](#)

[Benches - Rocks Per Joanne Kittel.pdf](#)

CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, September 3, 2024, at 2:00 pm
To Be Held In-Person & Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82841590548>

Meeting ID: 828 4159 0548

AGENDA

I. Meeting Called to Order

II. Announcements

III. Citizens' Concerns

- Limited to items not on the agenda (5 min. limitation per person)
- Concerns/issues may be considered for inclusion in future agendas by PCC

IV. Reports

- a. Trails (5 min.)
- b. City Manager (5 min.)

V. New Business

1. Discussion and Vote: Should Sunset Park South Have a Barrier to Protect New Salal Plantings at South Edge of Park and Where Current Orange Construction Plastic Fencing is? (15-20 min)

- After a visit by all PCC members to Sunset Park South, the idea was brought up again about having either a no-post rail fence or orange construction fencing erected to protect new salal plantings that will take place in the fall. The approximate lengths for both areas are just under 20 feet.
- We are aware that a rail fence would need to be contracted out. May an orange construction fence be installed by PCC or Facilities?

2. Review of [Master Plan Proposals](#) (linked individually below) (60-75 min.)

- [Arc Proposal](#)
- [FFA Proposal](#)
- [Open Concept Architecture Proposal](#)
- [Scharen Design Studio, et.al. Proposal](#)
- [Shapiro Didway Proposal](#)
- [Work sheet](#)

3. Review Admin Policy 5 revisions (30-45 min.)

- [Matrix of all Commissioner Comments on Policy 5](#)
- [1st Draft of Revised Policy 5](#), this revision includes all requests for additions and deletions to Policy #5, indexed to the Comments Matrix (above)

4. Review of Prospect Park Work Group Transition Process (5-10 min)

- Context: As key volunteers of Trails look to the future, a collaborative transition proposal for Prospect Park Volunteer Leadership has been put together, including Sharon, Craig, a PCC rep (Dan), and Bobbi, our City Manager. It is described below:

PROSPECT PARK

REQUEST for VOLUNTEERS

Are you interested in learning more about native plants and in sharing your knowledge with others? Are you able to commit to spending time planning, sourcing new native plant material and/or weeding? If so, we'd value your help!

A LITTLE HISTORY

Prospect Park, located between 2nd St. and Radar Road in Yachats, is a valuable community asset. The initial vision for this park was that of Lee Corbin, a mayor of Yachats known affectionately as the Trails Czar. Over the years, residents worked to bring his vision to fruition. In 2006, Jerry Sands, then owner of Gerdemann Botanical Preserve, created a garden plan, rich in native plants. An archeological assessment was completed, and trail approval was granted by the City.

In 2007, Yachats' volunteers and youth from Angel Job Corps cleared the area overrun by blackberry, English ivy, morning glory, and every weed known to Yachats. A trail was created, and native plants were introduced. Unfortunately, in 2009 a broken water main washed out the trail and garden. Once again, residents stepped up. The Yachats Trails Committee was formed in 2009. By 2011, a group led by Yachats Trails Committee leader Lauralee Svendsgaard worked to create a demonstration garden of native plants. Dozens of plants, many donated by Yachadians were planted. Unfortunately, our tenacious invasive weeds were not controlled by periodic weeding sessions. Additional invasive weeds took root and failed plantings were not replaced.

In 2016, with the support of the Trails Committee and the City, Craig Berdie (current Mayor of Yachats) and I began to work additional hours weeding and expanding the garden with a plan to continue the vision for a native plant garden. Thanks to the dedication of many volunteers, what was once an abandoned weed-filled right of way was designated a city park in 2021.

But, with Craig's current responsibilities and my physical limitations, it is time to seek additional caretakers for Prospect Park. My hope is that the historical vision for this garden will be carried forward. The value of native plant habitat includes:

- Addressing environmental issues – decreased water requirements and reduction in noise pollution
- Creating a calming environment for reflection
- Supporting local wildlife
- Providing education for homeowners and visitors on the beauty of native plants
- Honoring the Indigenous Peoples who lived on this land and cared for our Earth

If supporting its continued growth and development is of interest to you, please contact Bobbi Price, Yachats City Manager and express to her your interest in the Prospect Park Work Group project.

If you have questions about the Prospect Park Work Group project, please contact Parks and Commons Commission Chairs Meg Simans, 360.710.2223 or Dan Sterling, 503.952.6529 or current weeder, Sharon Christensen, 651.983.4995.

5. Parking Lot Items for Future Consideration

- Any unfinished items from today's agenda
- Brainstorm about Additional Park Space(s) South of the Yachats River Bridge
- Noxious Weeds Policy Review and Possible Revision

Attachments (to be included in printed packet):

- [Table of all Commissioner Comments on Policy 5](#)
- [1st Draft of Revised Policy 5](#)
- [Work sheet](#)

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. POSTED 02/29/24 By: Kimmie Jackson, Deputy City Recorder

Trails Crew/YIPS! Report for PCC meeting September 3, 2024

YIPS! –

After work by a number of folks in several work sessions, clearing of Blackberry that was growing along the fence south of the water treatment plant is largely completed. Some roots still remain and need to be dug as do crocosmia plants that are taking advantage of the sunshine now that the Blackberries are gone.

An Ivy pull on the 804 Trail scheduled for 8/17 was postponed due to potentially bad weather and held instead on 8/24. 30 people participated and approximately 1000 pounds of ivy were pulled. Even though the 804 N Trail is managed by OPRD (OR State Parks), we sometimes help OPRD with events like the Ivy Pull. The Overleaf Lodge generously allowed the use of the parking lot of the Event Center as a staging area and OPRD Beach Ranger, Doug Sestrich, took all the Ivy to Dahl Disposal which took it at no charge. There was lots of collaboration -- all organized largely by Wally.

And, we did enjoy an excellent meal of burgers, brats, bean burgers and a number of side dishes at the annual Trails picnic immediately after the Ivy Pull.

Trails – A major repair was completed on the Amanda Trail; it involved transporting and installing 2 20' long 4 x 12 pieces of pressure treated lumber and backfilling with approximately 2 yds³ of gravel that was transported up the trail in buckets. It was an example of the old maxim, "Many hands make light work." Actually, not so much as it was, in fact, still hard work.

This section of trail on which this work was done (on Joanne Kittel's property, starting on the N end at the 1010 Building on 101 and ending on the S end at the Amanda Gathering Area) is outside the City limits. Many years ago, the city signed a Memorandum of Understanding with OPRD for the maintenance of this section of the Amanda Trail. OPRD provided the lumber and rebar necessary for this project and has done so for a number of other projects in the past.





City of Yachats City Staff Report | August 2024
501 Hwy 101 N, Yachats, OR 97498 | www.yachatsoregon.org

CITY MANAGER (Bobbi Price)

Finance Committee

The Finance Committee has been diligently crafting a schedule for implementing rate adjustments. The rate adjustments aim to ensure the sustainability of the city's infrastructure in the future based on the 20-year Master Plans.

The Committee will present their proposal to the City Council for consideration.

Emergency Preparedness

The Emergency Preparedness Committee recently welcomed two new members with valuable FEMA training and health and emergency procedures expertise. Their addition to the team represents a significant boost in capacity and knowledge, enabling the committee to address emerging challenges better and ensure effective response to health emergencies.

On September 14th, the committee will host an Emergency Preparedness Fair featuring various educational and entertaining speakers and vendors.

Additionally, the EPC will sell City of Yachats Go Bags at the fair and City Hall following the event. These bags are designed to assist residents in preparing for emergencies.

Vacation License & Tax Collection Code

The city staff has meticulously been working on refining and clarifying the vacation rental license and tax collection code. Once the city attorney completes their review, the updated codes will be presented to the City Council for consideration and approval.

In conjunction with the code revision, city staff is concurrently developing a tax collection methodology designed to enhance convenience for both payers and collectors. This revamped system will be implemented during the upcoming quarterly collections.

PUD Franchise update

Recently, we contacted Central Lincoln Public Utilities District regarding the installation of hanging flower baskets on the city's street light poles. This inquiry prompted us to realize that our Franchise agreement had expired and that we were operating under previously agreed-upon terms.

CLPUD is working on drafting an updated franchise agreement for approval. Currently, we have a 3.5% franchise fee as revenue to the city for honoring this agreement. However, other municipalities with similar agreements have a 5% fee. During the upcoming contract negotiations, we can raise our fee. This additional revenue could be allocated to a dedicated account for utility upgrades, such as undergrounding and repairs.

During the franchise agreement update, we will incorporate a pole attachment agreement. This agreement will encompass installing festive decorations such as Christmas decor, banners, and hanging flower baskets.

Chairs Meeting

Each month, the chairs of each commission gather to discuss ongoing projects, share feedback, and align efforts across different commissions. This collaborative approach ensures that all commissions are informed, synchronized, and mutually supportive in achieving their goals.

Library Grant Extended

With great success, the Friends of the Yachats Library secured an extension of the Ford Family Foundation grant dedicated to constructing the new library.

Delineators South of the Bridge

The ODOT permit was granted on August 13th, enabling the engineer to initiate the bidding process for the project. The project's progress will depend on the receipt of bids.

Little Log Museum

Currently, the engineer, having obtained the necessary permits, is actively engaged in preparing a bid to be submitted to OregonBuys to attract contractors to participate in the project.

Civic Campus Masterplan

On July 26th, the city received five responses to the Civic Campus Master Plan bid. These responses have been forwarded to the Parks & Commons Commission. During their September 3rd meeting, the commission will thoroughly review the responses and prepare questions for the submitters.

They will aim to recommend their top 3 picks to the City Council.

Lincoln County Water Alliance

During a meeting with the newly formed Lincoln County Water Alliance, I discussed their collaborative efforts and plans for water districts. The alliance's main focus was to facilitate cooperation among districts while ensuring the preservation of their individual systems.

During the September city council meeting, we can review a resolution proposing that the city join the Alliance. I have attached relevant information about the Alliance for your reference. The city council is requested to consider signing this resolution to express their support for joining the Alliance.

[LCWA Information](#)

[Oregon State University LCWSA Partners](#)

Toledo has signed the resolution. LCWSA is discussing the alliance with the other special water districts and municipalities.

County Road Transfer of Ocean View Drive

The County will hold its first public hearing on transferring Ocean View Drive to the City of Yachats on August 21st at 10 am. I will attend via Zoom and report on the details during our city council meeting on the same day.

Edmunds Property

Western Title & Escrow has been contacted to initiate an escrow account to complete the payment transfer.

Landmark / Oneill Property

The city attorney has drafted a contract containing an offer. After reviewing it, they have returned it to our attorney for consideration of their suggestions. During our meeting with the Oregon Shores Conservation group, they outlined specific contingencies related to property use that must be included in a legally binding contract; their approval is required to release the 804 mitigation funds. Upon signing this contract by both parties, we can formally request the County Board of Commissioners to release the funds for the property purchase.

Rocha Property

Conversations have been had with the property owner, Rocha, and the timber owner, Howard, to let them know that the city council has voted to use a timber appraiser to make an offer on a 25-year timber lease. They both agreed to wait for this offer.

A contract has been signed with a timber appraiser who will have an appraisal specific for a 25-year lease on the timber; the appraisal is due by the end of September.

SLWDPUD

The city and SLWDPUD attorneys have reviewed a supplemental water agreement. Both agree on the terms, and their boards of directors will vote on it on August 20th.

Oregon City/County Managers Association

The city manager will attend the monthly coast region managers meeting on August 20th. This is always a good opportunity to ask questions and hear what neighboring communities are working on.

Volunteer & Staff Appreciation

Thank you to all that attended the volunteer and staff appreciation BBQ on August 15th, our staff really enjoyed working together to put this event on

Union Contract

The Union Contract is still under final review after a couple last minute adjustments.

CITY DEPUTY RECORDER (Kimmie Jackson)

Continued training with Becca, our utility billing clerk, to process daily responsibilities during the month, to assess late account and bill for late charges, and process monthly billing to send out on time; Attended commission/committee meeting for the month & prepare action summaries; updated the Springbrook UB module with the new utility rates; update agenda center with audios and summaries; elections are moving forward, and are working on receiving signatures. Assisted where needed in office and worked on general daily business.

PUBLIC WORKS (Rick McClung and Dave Buckwald)

Rainfall at Yachats Public Works:

	<u>Inches</u>			
	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
July	0.38	0.10	0.19	0.14
Rain year to date:	46.88	33.83	35.70	29.74

Total water produced: **5,269,800 gallons**

Total water accounted for: **5,663,336 gallons** Water loss efficiency: **N/A%**

Total wastewater treated: **4,138,000 gallons**

The following is a list of what was done by Public Works staff in July 2024.

Streets:

- Side arm mowing.
- Storm clean up on Crestview and Horizon Hill.
- Painted curb at the intersection of Loma and E. 2nd St.
- Stop sign replaced at the intersection of 3rd and Pontiac St.
- Street painting.

Storm Drainage:

- Culvert brush cut by W. 6th St. and at 500 W 7th St.

Water Treatment Plant:

- Water systems operations.
- Water plant maintc.
- Reedy Creek headworks maintc.

Distribution Sys:

- Meter reading and rereads.
- Meter maintc.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- One truck load of biosolids to Heard Farms.

Collection Sys:

- Lift station inspections.
- Emergency bypass connection installed at Pontiac lift station.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.

- PW administration.
- Piles picked up for Trails crew.
- Garbage removal at the Commons.
- Samples to Newport.
- Crew worked on Request Tracker list.
- Cleaned garbage from brush box.
- City Hall and Commons work.
- Code Enforcement lot vegetation inspections.
- City building safety inspections.
- Commons HOT removal prep (asphalt removal).
- The city fill site was brush cut.
- Assembled three benches for public use.
- Banners installed.
- US flags placed and removed for the fourth.
- Playground gate repaired.
- Crosswalk flashers repaired.
- Infrastructure tour given to City Council.

Commons Heating Oil Tank (HOT) decommission and removal:

- Removed asphalt over work site.
- Temporary fencing was placed around the work site.
- Removal to begin on September 9, 2024. The Commons west parking lot will be closed during the HOT removal.

WASTEWATER CIP PROJECTS

- **The Submersible Pump Plug Project:**
75% of the control boxes are installed.
- **The Public Works Roll-up Door Project:**
Ten of the eleven doors have been installed. Estimating 2-4 weeks for delivery of parts for the eleventh door.
- **WWTP generator** is waiting for parts to be completed.
- **Main Lift Station Improvements:**
Two pumps have been ordered.
- **WWTP UV Disinfection System Upgrades:**
Moving forward with supplier.
- **PW Design Standards:**
The first review is almost complete.

WATER TREATMENT PLANT

- Cross training
- General plant maintenance

Water CIP's

A couple of years ago the city made a water master plan.

The plan accomplishes the following specific objectives:

- Establishes water system design and planning criteria
- Provides an inventory of the existing water system infrastructure
- Identifies and prioritizes current and future water system deficiencies
- Provides specific recommendations to the community and City Council for action
- Provides the City with a water system master plan that addresses the needs of both the city and regulating agencies

The master plan has over \$12,000,000 of critical infrastructure projects. Some of these deficiencies are more critical than others. While some deficiencies prevent the city from currently providing the desired level of service, other deficiencies will manifest as the city expands and as the existing systems continue to age.

In addition, the water department's operations & maintenance (O&M) expenses are \$772,000 annually. Current water rates generate \$977,000 a year and O&M is \$772,000 this leaves only \$205,000 a year to put toward capital projects.

Status of the 24/25 CIPs are listed below and a 5-year outlook for upcoming projects.

Water Master Plan Capital Projects Rollout

	. = 24/25 Adopted Budget
	. = 5 Year Plan CIP's

Code	Projects Priority 1	Chapter	Priority	Cost Estimates	5-Year CIPs
S-1	Permit S-29018 Partial Perfection and Extension Application	6	1	\$15,000	
S-2	Yachats River Water Rights Planning Work	6	1	\$50,000	Not Doing
S-3	Evaluate Using SWLCWPUD as a Long-Term Source	6	1	\$75,000	
S-4	Yachats River Intake and Raw Water Pipeline	6	1	\$893,000	Not Doing
S-5	Reedy Creek Raw Water Pipeline Improvements	6	1	\$208,000	
T-1	WTP Electrical and Control System Improvements	7	1	\$814,000	\$814,000

D-1	Water System Design Standards	8	1	\$5,000	
D-2	Pressure Reducing Valve Maintenance & Coordination	8	1	\$50,000	\$50,000
D-3	Windsong Street Service Reconnections	8	1	\$11,000	
D-4	New PRV at 7th Street & Radar Road	8	1	\$101,000	
D-5	New PRV on King Street Between 7th and Prospect Ave	8	1	\$57,000	
D-6	New 8" Water Main on Radar Road at Prospect Ave	8	1	\$57,000	
D-7	New 8" Water Main on King Street at Prospect Ave	8	1	\$86,000	
D-10	Retrofit Combs PRV	8	1	\$40,000	\$40,000
D-13	Replace 4" AC with 8" from Prospect Ave to Yachats River Road	8	1	\$389,000	

Sub-total **\$2,851,000**

Projects Priority 2

T-2	WTP Clarifier Rehabilitation	7	2	\$641,000	
T-3	WTP Mixed Media Filter Rehabilitation	7	2	\$350,000	\$350,000
T-4	WTP Pump and Compressor Upgrades	7	2	\$402,000	\$402,000
T-5	WTP Instrumentation Upgrades	7	2	\$271,000	\$271,000
T-6	WTP Chemical Feed System Improvements	7	2	\$205,000	In-House
T-7	WTP Building Seismic Retrofit	7	2	\$270,000	
D-8	New 8" Water Main on Third Street	8	2	\$167,000	\$167,000
D-9	New 4" Water Main and PRV on Horizon Hill Road	8	2	\$737,000	
D-11	Yachats Ocean Road Service Reconnections	8	2	\$20,000	
D-15	Pontiac Street Waterline - 3rd to 4th	8	2	\$88,000	
D-16	Shell Street Waterline	8	2	\$79,000	
D-17	Gender Drive and Windy Way Waterlines	8	2	\$254,000	
D-18	Pontiac Street Waterline - 2nd to 3rd	8	2	\$105,000	
D-19	Hanley Drive Waterline	8	2	\$47,000	
P-1	New Radar Road Pump Station	8	2	\$767,000	\$767,000
P-2	New Horizon Hill Pump Station & Reservoir	8	2	\$1,079,000	\$1,079,000
ST-1	New 250,000-gallon Lower Radar Road Reservoir	9	2	\$1,717,000	\$1,717,000
ST-2	Upper Radar Road Reservoir Structural Inspection & Analysis	9	2	\$50,000	
ST-3	Upper Radar Road Reservoir Seismic Retrofit Improvements	9	2	\$1,013,000	\$1,013,000

Sub-total **\$8,262,000**

Projects Priority 3

D-12	New 8" Water Main on Green Hill Drive	8	3	\$412,000	
D-14	New 8" Water Main Highway 101 from 6th to Marine Dr.	8	3	\$583,000	
D-20	Automated Water Meter Reading System	8	3	\$318,000	

Sub-total **\$1,313,000**

Grand total **\$12,426,000** **5-Year Total**
\$6,670,000

Grants applications submitted

- **\$250,000 ODOT Small City Allotment** To be applied to the phase 3 E. 2nd St. project - find out in November
- **\$200,000 ODOT TGM Transportation Growth Management** To be applied to a TSP Transportation Systems Plan for the city-find out in September

FINANCE (Diane Gruver)

This month was typical in terms of what I took care of – accounts payable, payroll, and the reports and data various projects, commissions and committees need. It was atypical in that I did more remote work than usual; I'd like to thank the City and my co-workers for accommodating the time I needed to help my parents move into a senior living apartment. This kind of flexibility is part of what makes our City government and our work team so wonderful, and effective!

PLANNING (Katherine Guenther)

- Continued high volume of general inquiries and pre-application meetings with builders/property owners.

- Prepped for upcoming public hearing (variance request).

- Attended the regional DLCD meeting on Oregon Housing Needs Analysis rule changes.

- Continued working with YRFPD and Yachats Public Works to develop a process for handling new Lincoln County "Fire Form" required for all new construction. Successfully processed three forms!

-LIBRARY (Traci Altson)

I have been out of the library recovering from surgery. During this time I have worked on a Job Handbook for my current position as Administrator. We have been busy at the library with children's sessions. Following is an update from Kelly Simmons, the Children's Librarian.

Wednesday Library Time topics: all of these were presented to the Homeschool and YYFAP camps. Approximately 12-20 kids per session. Also, I continued reading to preschool on these dates. Meg and Gracie, the therapy dogs were present at all these times too.

July 10: Introduce me and the Summer Reading Program: Explore Something New! introduce summer reading program, presentations available, prize for completion, Agents of Discovery, dogs, bring summer reading log to library every week

July 17: Explore Yourself as A Reader Series begins: Who am I as a Reader? What do you read? Reader surveys (this series will help me to get to know kids and get to know them as readers: all being critical to helping not only with recommendations, but in continuing to build a responsive book collection and library programming)

July 24: Choosing What to Read Next? How do you choose your next book? How to expand your reading life, just right books

July 31: There's So Much to Read! Reading logs, abandoning books, Help me, I'm Stuck: exploring new types of reading

August 14: Celebrating Me as a Reader: sharing logs, reflections on reading, what comes next, prize certificates available

Summer Programs: With the exception of origami and journaling, all sessions had approximately 35-45 kids in attendance. Two sessions remain: clouds (today, 8-7) and jewelry making for 20 older students on Monday, 8-12. The otter presentation was attended by 6 community members. Janet purchased and processed books to support all of these topics and they have all circulated through the kids.

July 8: Elakha Alliance, Kyle Motley, Reintroduction of Sea Otters on the Oregon Coast

July 16: Nature Journaling and Sketching, Liz Lemhouse, Cape Perpetua Collaborative

July 22: Xerces Society, Dave Kollen, Bees in Oregon

July 24: Origami, Erica Larsen

August 7: Cloud Presentation, Patty Hodgins

August 12: Jewelry Making, Nancy Eisenberg

Agents of Discovery: currently 136 downloads, plenty of books left, will appear on the Chamber Website under Explore/Family Adventures, updating in October with Native American information and mushroom challenge, renew poster making effort with "Fun Facts" post in bathrooms around town, Otter will walk on Labor Day weekend and Mushroom Festival weekend, flyers will be handed out to families at the visitor center, need update posters for the Visitor Center reboot in December

Ready to Read 2025: Kelly is in the process of applying for next year's Ready to Read Grant.

CITY UTILITY CLERK (Becca Parrish)

Requested debrief on the federal Department of Transportation grant for the trolley – we did not get this grant, but they can provide some guidance for future grant applications. Made updates to the city website for commission members. Everything has been running smoothly in utilities. Completed the utility rate increase in Springbrook utility billing module. Processed bills and they were sent out on time. There was a good turnout of volunteers to help us with bill stuffing!

I've been utilizing the Springbrook community to get more familiar with our billing software.

Also, I started archiving utility billing packets from the beginning of this year.

CIP UPDATE (Neal Morphis)

Requested debrief on the federal Department of Transportation grant for the trolley – we did not get this grant, but they can provide some guidance for future grant applications. Made updates to the city website for commission members. Posting news flashes on the website. Uploading documents to the document center. Working on creation of a Gantt chart to track the progress and upcoming tasks for projects. It is still a work in progress, but I have several grants and other projects listed with subtasks. [Link to Gantt Chart](#) Sent out multiple letters for code enforcement including vegetation fire hazards and other code violations. Updating the electronic reader board sign in front of the commons. Posting events to the city calendar on the website. Meeting with commons rental customers.

CITY HALL (Lorraine Fritz Barrett)

- Continue to greet people, answer phones, retrieve and open mail, respond to emails.
- Proofread newsletter and began proofing all social media and documents going to the public.
- Neal and I continue to work together to perform the City Coordinator position while Krystal is out on sick leave.
- Neal and I met with Sean Brady from Civic Plus and did a short training on how to use Civic Optimize for our license and tax forms. We are waiting to hear back from him regarding payment portals and some changes we requested.
- Attended a meeting with the Finance Committee to present the Excel sheets I drafted for TRT and F & B taxes. Also presented my input on how the code/policy could change to make it clearer as to ownership, updating and/or implementing fees and adding information about the wait list.
- Received and organized items for the Emergency Preparedness “Go Bags” that will be sold at their fair next month and then out of City Hall.
- Assembled a social services packet with available resources regarding mental health, domestic abuse, drug treatment, food pantries, bus schedules, etc,
- Completed a front desk safety and security course and will share some of the information at our next safety meeting.
- ALL taxes were collected by 8/2/24.

PROPOSAL FOR PROFESSIONAL DESIGN SERVICES

CITY OF YACHATS CIVIC CAMPUS AND PARKS MASTER PLAN

Open Market Bid S-KY0010-00010596
June 30, 2024 | Prepared by ARC Architects



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June 30, 2024

Neal Morphis, City Clerk
City of Yachats
City Hall
501 Hwy 101 N
Yachats, OR 97498



RE: Response to Civic Master Plan RFP

Dear Neal and Selection Committee,

ARC Architects is pleased to submit our proposal to the City of Yachats for architectural & landscape design, programming, community engagement, and cost estimating services for the Civic Campus and Parks Master Plan project.

Our total proposed fee for all listed services is **\$119,891** including reimbursable expenses, and our services will be billed on an hourly not to exceed basis. Our team is comprised of ARC Architects (Architect), MIG | SvR (Landscape Architect /Civil Engineer), The Beckwith Group (Programming), and DCW Cost Management (Cost Estimator).

OUR EXPERIENCE

ARC Architects has provided professional design services to public agencies for over 48 years and has significant municipal and community project experience. We are licensed in Oregon and Washington and specialize in Civic architectural design, comprising an extensive portfolio of master planning, new construction, and renovation projects alike. We would appreciate the opportunity to share our expertise and experience to act as a guide as we collaborate with your staff and community as you envision a civic campus that champions your city's identity, vision, and current/future needs.

We have assembled a skilled and focused team of designers, programmers and estimators for this initial phase of your project, all of whom have worked with ARC on numerous municipal projects of similar scale and scope. Our experience will allow us to 'hit the ground running' while focusing our early efforts on listening to your needs, project goals, and potential challenges, and to tailor strategies that will turn your current vision into a built reality.

OUR COMMITMENT

Our practice is based on the principle of service. Above all, we strive to provide our clients with unmatched attention: from programming and design to completion and ribbon cutting. Those assigned to your project are committed to its advancement and are ready to commence with that work. It is with this attitude of client service that we respectfully submit our qualifications. ARC's focus is on public projects that improve communities, and we appreciate the opportunity to work with you on this interesting and important project.

I will be your main point of contact on behalf of the design team and can be reached via phone or e-mail listed below. We appreciate the opportunity to part of your team.

Sincerely,

Jeff Wandasiewicz, AIA
Principal, ARC Architects
cell: (206) 383-7341
wandasiewicz@arcarchitects.com
119 S Main St, Suite 200, Seattle, WA 98104-2579
www.arcarchitects.com

ABOUT US



WHO WE ARE

Established in 1976, **ARC Architects** provides comprehensive professional design services for ambitious municipalities in the Pacific Northwest that are invested in the growth and prosperity of their communities. We work with our clients to refine space needs that accommodate future growth, enhance work environments for staff, and create welcoming community spaces for residents and visitors.

ARC is a regional expert in civic and community facility design with an award-winning portfolio of public projects including: city halls, public parks, public works centers, police and fire stations, community/senior/youth centers, and municipal offices. We place the highest priority on design, quality control, and service.

With team members located in Seattle and Portland, we have a skilled and nimble team of fifteen architects and project managers that provide a full range of services including: feasibility studies, site planning, programming, facility assessments, permit and construction documents, specification writing, bidding support, and construction administration supervision.

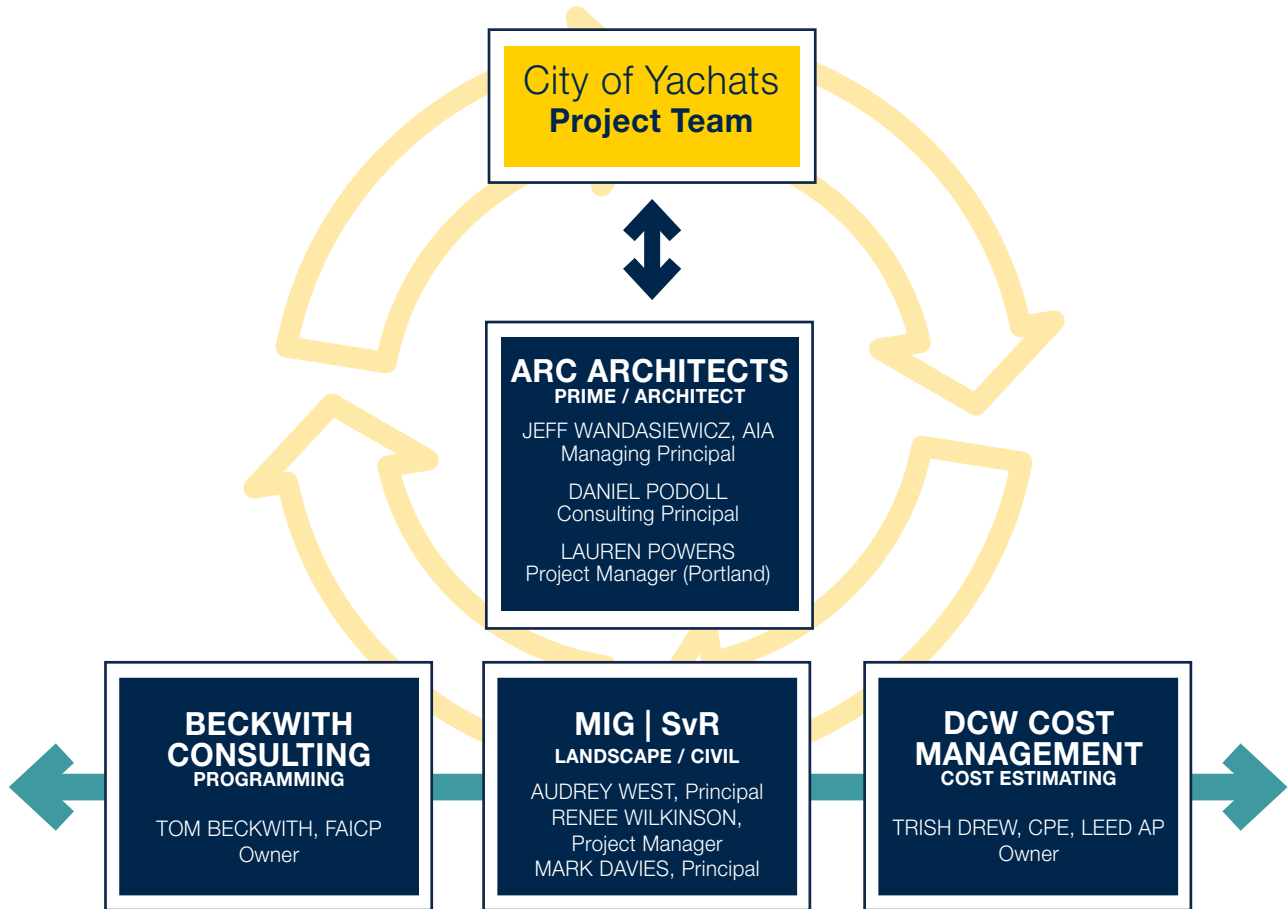
ARC is an experienced architectural services partner for smaller communities. Recent examples include past contracts for the cities of Cathlamet (population 575), Carnation (population 2,200), White Salmon (population 2,600), and Leavenworth (population 2,300).

With over 80% of our experience in the public sector, ARC is well-versed in tailoring our time and deliverables based upon your schedule and budgetary requirements. We are inclusive, avid listeners adept at finding hidden opportunities and deliver a range of timely solutions that provide our clients piece of mind that all avenues have been explored for their master plan.

RELEVANT PROGRAMMING & MASTER PLAN PROJECTS:

- Ashwood Park Master Plan (City of Bellevue)
- Carnation City Hall, Community Space & EOC
- Cathlamet Town Hall Redesign
- Cathlamet Waterfront Park Master Plan
- Covington Community & Aquatic Center Master Plan
- Duvall Public Facility Assessments & Programming
- East Wenatchee Civic Campus Master Plan
- Kent Civic Campus Master Plan
- Kirkland City Hall Renovations
- Leavenworth City Hall Assessment & Master Plan
- Leavenworth Front Street Park Redevelopment
- Leavenworth Library (Osborn School Adaptive Reuse)
- Lynnwood Neighborhood Community Center
- Monroe Civic Campus Master Plan
- Mountlake Terrace Civic Campus Mast Plan
- Mukilteo Civic Campus
- Pilgrim Firs Master Plan
- Poulsbo Events & Recreation Center
- Redmond City Hall Redevelopment
- Richland City Hall
- Sammamish Civic Commons (Master Plan)
- Seatac City Hall Master Plan
- Snohomish Carnegie Building (Commons & Library)
- Stanwood City Hall & Police Space Needs Assessment
- Toppenish Police Needs Assessment
- Union Gap Civic Campus (Police and City Hall)
- Wenatchee City Hall Redevelopment

PROJECT TEAM



TEAM ORGANIZATIONAL CHART



BECKWITH



As the team leader and architect, **ARC Architects** will set the tone for an integrated design approach that will engage and guide staff, the public, code officials, and other stakeholders identified during the process to fulfill the City's long-range vision for its Civic Campus and Parks Master Plan.

Tom Beckwith, FAICP established the **Beckwith Consulting Group** as a sole proprietorship in 1983 to provide urban planning, design, and development services to public and private clients throughout the Pacific Northwest. They have one of the highest implementation rates in the industry as attested to by their project results, 37 planning and design awards, and client references. Tom has extensive experience with public works planning and will spearhead the programming study.

MIG designs for a site's fullest potential. Their landscape architects & civil engineers balance user needs with elegant and context-sensitive design to create lasting, award-winning sustainable environments. They design civic, community and outdoor environments that contribute to community livability, create a distinct sense of place, integrate people of all abilities and promote healthy, active lifestyles.

DCW Cost Management is an independent WBE (Women's Business Enterprise) cost consultancy providing managed solutions for clients who are investing in infrastructure, property maintenance and construction development. Trish Drew is the company owner and provides independent third-party cost estimating (ICE) for budget and cost estimate validation. DCW will provide cost estimate for the itemized capital improvements (25-year plan) and preliminary/preferred Master Plan design solutions.

FEASIBILITY, CIVIC PLANNING CONCEPT DESIGN & MASTER PLANNING

MIG and **ARC** have worked with many public agencies for programming, master planning, and feasibility studies.

Successful facility and site planning requires knowledge of program needs, agency mission, public perception and input. We start with existing studies, site maps, and drawings to understand issues that frame the planning effort and look for constraints and opportunities for the site. Key stake holders are interviewed in order to understand and define the program for the facility or site.

We develop concept options that address agency's mission, programming requirements, building function, and site relationships. These concepts are developed with our clients' input and presented at public meetings as needed.

Civic Campus Master Plans often celebrate the experience that capitalizes its central location as hub of activity for the City. Together, we'll define how the area will complement the surrounding neighborhood, envision strategic uses of development sites, create a framework for safe and comfortable connections between these sites and other great City assets; and design public spaces that welcome both residents and visitors.

In the end, the Master Plan is a guide for the area as a livable and connected neighborhood, a thriving center of arts and culture, and a hub of retail and entertainment options.



above: City of Cupertino Parks & Rec Master Plan (MIG),
Santa Ana Master Plan (MIG),
below: Luscher Farm Master Plan (MIG)





Wenatchee City Hall Redevelopment, Dept Adjacency Workshop
Tubman Center for Health & Wellness, Programming Workshop

PROGRAMMING

Our team has significant City Hall and Civic needs assessment experience. We understand inter-departmental relationships and the multitude of ways municipal office buildings can work for users and visitors. We are adept at championing our clients' mission and program needs, balancing public perception and input, and an understanding interior and site attributes such as zoning, sensitive areas, climate, topography, market trends, security, connectivity, and infrastructure.

As needs assessment lead, the **Beckwith Consulting Group** specializes in programming, planning, cost estimates, development concepts, and alternative financing and delivery methods strategies for public works centers, city halls and county courthouses, police and sheriff stations, jails and detention centers, courts, fire stations, community and recreation centers, museums, and cultural arts facilities.

The Beckwith Group annually averages \$500,000 in fees ranging from projects accomplished on an hourly retainer basis to planning projects with fees in excess of \$500,000 and development projects with construction costs in excess of \$300,000,000.

Functional requirements

Full time equivalent (FTE) staff projections

3 September 2021

Departments	Full time equivalents (FTE)			FTE/1,000 population		
	19.2	22.0	24.0	19.2	22.0	24.0
City Administrator	2	2	2	0.10	0.10	0.08
Municipal Court	5	5	5	0.26	0.26	0.21
Finance/City Clerk	7	7	7	0.36	0.36	0.29
Human Resources	4	4	4	0.21	0.21	0.17
Community Development	11	11	11	0.57	0.57	0.46
Parks & Recreation	10	10	10	0.52	0.52	0.42
Parks & Recreation Engineering	12	12	12	0.63	0.63	0.50
City Hall total	51	51	51	2.66	2.66	2.13

Functional requirements - all departments

Building elements	Building reqmnt (nsf)			Net-gros multipli	Building footprint requirement		
	19.2	22.0	24.0		19.2	22.0	24.0
Common/Support Areas - City Hal	5,299	5,675	6,005	1.15	6,094	6,526	6,906
City Administrator	459	459	459	1.15	528	528	528
Municipal Court	2,066	2,200	2,333	1.15	2,376	2,530	2,683
Finance/City Clerk	1,179	1,179	1,179	1.15	1,356	1,356	1,356
Human Resources	621	621	621	1.15	714	714	714
Community Development	3,002	3,002	3,002	1.15	3,452	3,452	3,452
Parks & Recreation	906	906	906	1.15	1,042	1,042	1,042
Public Works Engineering	2,030	2,030	2,030	1.15	2,335	2,335	2,335
City Hall total	15,562	16,072	16,535		17,896	18,483	19,015

Parking requirements - City Hall

Parking employees	Parking requirement (each)			Site multipli	Site requirement (bldg+site)		
	19.2	22.0	24.0		19.2	22.0	24.0
City Administrator	2	2	2				
Municipal Court	5	5	5				
Finance/City Clerk	7	7	7				
Human Resources	4	4	4				
Community Development	11	11	11				
Parks & Recreation in City Hall	5	5	5				
Public Works Engineering	12	12	12				
City Hall total	46	46	46				
	75%	35	35	300	10,350	10,350	10,350
City vehicles and visitors							
City vehicles	2	3	4	300	600	900	1,200
Visitors - city hall day counters	4	6	8	300	1,200	1,800	2,400
Visitors - city hall day meetings	6	8	10	300	1,800	2,400	3,000
Subtotal parking	47	52	57		13,950	15,450	16,950
Subtotal building - 1 story footprint					17,896	18,483	19,015
Total site in square feet					31,846	33,933	35,965
Total site in acres - buildable or covered area					0.7	0.8	0.8
Subtotal parking	47	52	57		13,950	15,450	16,950
Subtotal building - 2 story footprint					8,948	9,241	9,508
Total site in square feet					22,898	24,691	26,458
Total site in acres - buildable or covered area					0.5	0.6	0.6

Monroe City Hall, Functional Requirements & Projections

PROGRAMMING EXPERIENCE:

- 77 functional programs
- 68 facility consolidation studies
- 41 life-cycle cost evaluations
- 41 lease/purchase analyses
- 17 building recruitments
- 62 building retrofits
- 12 site recruitments
- 68 building design criteria
- 44 environmental impact statements
- 10 design/bid/build projects
- 6 design/build-develop competitions
- 24 space plans and interior designs
- 8 financial O/M programs
- 6 joint venture projects and programs
- 4 property disposal projects/programs
- 4 property management programs

PUBLIC PARK STRUCTURE EXPERIENCE

Parks provide many benefits to a community and its citizens, including economic, health, environmental, social, and overall quality of life. We understand that the architectural style of park structures can unify a park's design and reflect the natural and cultural landscape, and our portfolio of park structure designs are distinct to the community and setting they are placed in.

The goal is to create a strong community place. Park structures must convey a sense of safety and cleanliness while having a comfortable aesthetic that includes potential for activities and interactions. **ARC** aims to find the perfect balance of fun and safety.

Park structure design isn't a solitary process, nor should it be. No one knows more about the community needs than its citizens. Bringing the community into the park design phase is critical. Collective community minds will identify strengths and weaknesses in proposed and developing design options. Concerned citizens are also sure to voice likes and dislikes.

ARC has extensive experience park structure design as well as upgrading and expanding existing park structures to meeting a wide array of performance, code compliance, maintenance, accessibility and aesthetic needs.

RELEVANT PARK STRUCTURE PROJECTS (ARC)

- Torguson Park Structures
- Centennial Fields Park Structures
- Jeanne Hansen Community Park Structures
- Cape Disappointment State Park Structures
- Deception Pass State Park Structures
- Covington Park Structures
- Henry M Jackson Park Structures
- Lower Sammamish Commons Park Structures
- Martha Lake Park Structures
- Millennium Park Structures
- Mukilteo Lighthouse Park Structures
- Nelson Park Structures
- Sand Hill Park Structures
- Puyallup Pioneer Park Structures
- Leavenworth Front Street Park Structures
- Bellevue Ashwood Park Structures
- Pivotal Point Park Structures
- Lake Oswego Sundeleaf Plaza Park Structures



LANDSCAPE ARCHITECTURE DESIGN EXPERIENCE

MIG designs for a site's fullest potential. Their landscape architects balance user needs with elegant and context-sensitive design to create lasting, award-winning sustainable environments.

They provide a full range of services from concept, design, feasibility studies, and master plans to construction documentation. They design civic, community and outdoor environments that contribute to community livability, create a distinct sense of place, integrate people of all abilities and promote healthy, active lifestyles.



RELEVANT CIVIC LANDSCAPE PROJECTS (MIG)

- Bagley Community Park
- Battle Ground Parks Master Plan
- City of Kent Town Square Plaza
- High Point Redevelopment
- West Capitol Avenue Streetscape
- F Street Promenade Plan
- Water Street Multimodal Improvements
- Nadaka Park Design
- Santa Monica City Hall East
- Sacramento Youth & Community Enrichment Plan
- Addison Park Master Plan
- Tualatin Parks & Rec Master Plan
- Johnny Carson Park Revitalization
- Burbank Water & Power Ecocampus
- Euclid Avenue Master Plan
- Portland ADA Transition Plan Update
- Franklin Boulevard Complete Street
- Hidden Creek Park Design
- Lutheran Legacy Campus Master Plan
- Downtown Redwood City Precise Plan
- Hood River Streetscape Plan
- Sisters 2040 Comprehensive Plan
- Woodinville Art Integration Plan
- Houston Resilient Sidewalks Plan
- Bend Parks and Recreation Comprehensive Plan
- Santa Ana Parks Master Plan
- Santa Fe Springs General Plan Update
- Renton Parks & Rec Natural Areas Plan
- Murray City Parks and Recreation Master Plan
- Sheridan Boulevard Multimodal Corridor Plan
- Ocala Downtown & Midtown Master Plan
- Arlington Downtown Master Plan
- Duarte Town Center Specific Plan
- Danville Downtown Business District Update
- Renton Downtown Civic Cord Vision and Action Plan
- Wilsonville Town Center Plan
- Alamosa Downtown Design Plan
- Lincoln Boulevard Beautification and Streetscape Plan
- Ord and Yale Street Park
- Lithia Park Master Plan
- Downtown Hawthorne Specific Plan
- Burlingame General Plan
- Trinity River Strategic Master Plan

**side: Santa Monica Civic Campus (MIG),
Beacon Mountain Park (MIG),
Denali National Park (MIG),
Burbank Water & Power Campus (MIG)**

FACILITY ASSESSMENT EXPERIENCE

In assessing the condition of your existing facilities, ARC's team will identify items in need of repair, retrofit, or replacement necessary to preserve the existing facilities and enhance the safety, accessibility, and longevity of the facilities for the an established number years.

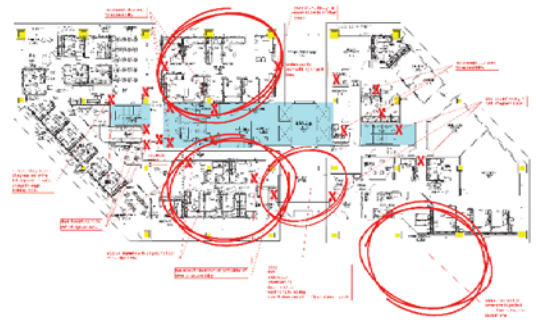
The methodology used in this assessment included a non-destructive visual inspection of the facilities using ASTM standards (ASTM E2018-15) and industry best-practices, checklists, interviews, and questionnaires with City staff; analysis based on the available documentation (original and as-built drawings, city parcel information, facility assessments, and related documentation); and input from other City staff. Observed physical deficiencies at each facility will be assigned a budget-level construction correction estimate.

Deficiencies and recommendations are categorized into four priority groupings (Excellent, Good, Fair, Poor). A deficiency yields a percentage reduction in value for a particular site or building feature. The sum of all deficiencies for a location is then compared to a non-deficient similar site or building feature if constructed today on the same site. This yields a "Facility Condition Index" for each facility that coincides with a recommended condition "rating" by ARC for renovation or replacement decision making purposes. The prioritization categories are defined as follows:

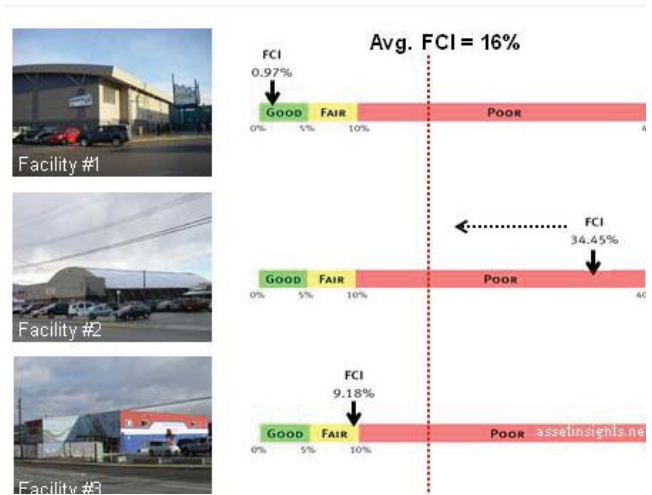
- Immediate (Priority 1): Facility prioritization description that defines the condition of the facility in the category as requiring improvement in order to prevent imminent failure, correct a deficiency critical to operation, or safety hazard. Deficiencies in this category should be addressed in Year 0-2.
- Critical (Priority 2): Facility prioritization description that defines the condition of the facility in the category as requiring expected maintenance in order to avoid predictable deterioration, potential downtime, and associated damage or higher costs if deferred further. Deficiencies in this category should be addressed in Years 2-5.
- Recommended (Priority 3): Facility prioritization description that defines the condition of the facility in the category as being in need of future improvement, but is not yet critical. These items include sensible improvements to existing conditions that are not required for basic function or usability of the facility. They provide long term maintenance cost reduction. Deficiencies in this category should be addressed in Years 5-10.

FACILITY CONDITION INDEX

The Facility Condition Index (FCI) is an industry standard asset management tool which measures the "constructed asset's condition at a specific point in time" (US Federal Real Property Council, 2008). It is a functional indicator resulting from an analysis of operational indicators (such as building repair needs) to obtain an overview of a building's condition as a numerical value.



$$FCI = \frac{\text{total cost of existing deficiencies}}{\text{current replacement value}}$$



General Comments:
Built - 1977; interior renovated in 2005-2006; Plated wood trusses in one story space and a two story addition at west. There is some vertical movement at the transition from one to two story condition. There is a rat infested crawlspace under the one story level. Conventional spread footings. Generally, well maintained; roofing appears newly replaced.

FCI Rating														
Excellent (0-5%)														
Good (6-10%)														
Fair (11-30%)														
Poor (>30%)														
Property Name:	City Hall - Offices		3,300 SF p # 213070-0130											
Property Address:	15535 Main Street NE													
Date of Assessment:	7/14/2021													
Assessment by:	ARC Architects:													
Category	Component	Deficiency Rating (p.100)	% Required Replacement	% of Existing to be Replaced	Assumed % of Replacement Cost	Cost from CNA	Cost in 2022	Priority (1-3)						
Site	Landscape	20	20%	0.00%	0.0%	\$20,790	\$0	3						
	Parking	20	20%	0.00%	0.0%	\$60,984	\$0	3						
	Access/Drives	20	20%	0.00%	0.0%	\$4,125	\$0	3						
	Accessibility	60	60%	1.80%	3.0%	\$20,493	\$615	1						
	Utilities	80	80%	0.00%	0.0%	\$23,100	\$0	3						
Building Exterior	Foundations	60	60%	5.40%	9.0%	\$94,710	\$8,524	3						
	Structure	60	25%	2.50%	10.0%	\$274,890	\$27,489	2						
	Cladding	80	60%	4.80%	8.0%	\$229,845	\$18,388	2						
	Weather Barriers	80	100%	2.00%	2.0%	\$19,140	\$183	2						
	Doors	20	50%	1.00%	2.0%	\$18,942	\$379	3						
	Windows	20	100%	1.80%	1.8%	\$35,805	\$644	3						
	Roof	20	20%	0.60%	3.0%	\$104,874	\$9,146	3						
	Floors	40	40%	0.80%	2.0%	\$40,887	\$818	3						
	Walls	40	100%	1.00%	4.0%	\$21,945	\$878	3						
	Ceilings	80	100%	2.00%	2.0%	\$54,978	\$1,100	3						
	Partitions	80	80%	1.60%	2.0%	\$51,150	\$1,022	3						



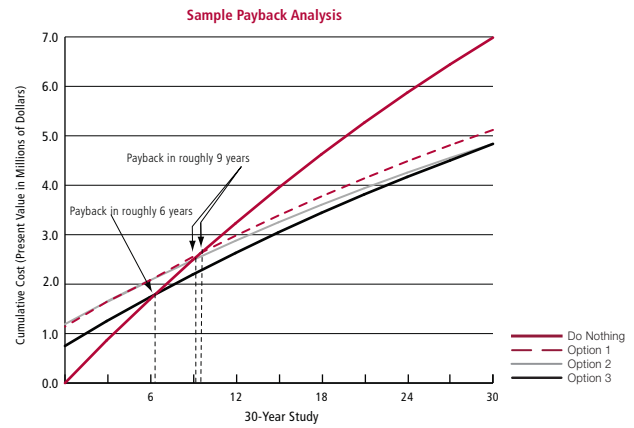
FACILITIES MAINTENANCE PLANNING

Planning for, and keeping up with, facility maintenance can be complex and time-consuming, especially for municipalities with diversified properties. There can be competing priorities, including users with strong opinions about what should be addressed and limited funding. If not properly planned, maintenance requests can feel reactive instead of proactive and strategic.

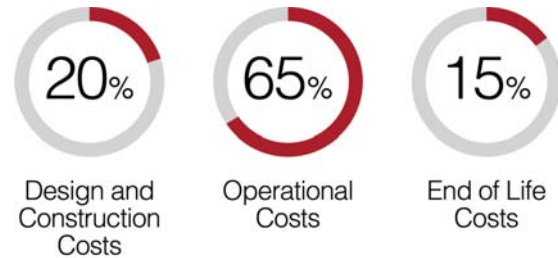
To improve the effectiveness and efficiency of this process, it's important to view facilities maintenance planning with a long-range perspective. ARC's approach is to step back, assess anticipated needs over the coming years, prioritize the most critical needs, and determine the funding choices available to address them.

Your civic campus may include a combination of preventive, predictive, and corrective maintenance. Knowing the difference between them will help you plan appropriately for different kinds of tasks.

- Preventive maintenance involves performing regular maintenance on equipment, assets, or systems.
- Predictive maintenance goes one step further using data analytics to determine when maintenance is necessary. Rather than relying on a set schedule, established warranty and lifespan data from installed products and systems establish lifespan and replacement data.
- Corrective maintenance is more reactive, requiring a piece of equipment to fail or break down before a work order to be created and a maintenance technician to take corrective actions, such as repairing or replacing it.



“Life-Cycle Cost Analysis is the key to saving money over the long term. Design and construction account for approximately 20 percent of the total cost of a building during its lifetime. The remaining 80 percent will be spent on operations and maintenance over the life of the facility.”



COMMUNITY (WRECK) CENTER

Building Components	Description	Typ'l Useful Life	Useful Remaining Life	Quality Assess. Index (0-5)	Quantity (SF)	Unit Cost	Cost in 2022 \$'s	2023	2024	2025	2026	2027
Site												
Landscape	Replacement / Maintenance	20	0	4	3080	\$6.30	\$19,404	\$0	\$10,000	\$0	\$0	\$0
Parking	Replacement / Maintenance	50	30	5	3080	\$18.48	\$56,918	\$56,918	\$0	\$0	\$0	\$0
Drives/Access	Replacement / Maintenance	50	30	5	3080	\$1.25	\$3,850	\$3,850	\$0	\$0	\$0	\$0
Walk Areas	Replacement / Maintenance	50	30	4	3080	\$6.21	\$19,127	\$0	\$19,127	\$0	\$0	\$0
Utilities	Replacement / Maintenance	50	30	2	3080	\$7.00	\$21,560	\$1,000	\$1,000	\$1,000	\$1,000	\$18,900
Exterior												
Foundations	Replacement / Maintenance	100	80	1	3080	\$28.70	\$88,396	\$0	\$0	\$0	\$0	\$5,000
Structure	Replacement / Maintenance	100	80	4	3080	\$72.65	\$223,762	\$0	\$123,200	\$0	\$0	\$0
Cladding	Replacement / Maintenance	30	10	4	3080	\$61.15	\$188,342	\$0	\$188,342	\$0	\$0	\$0
Weather Barriers	Replacement / Maintenance	30	10	0	3080	\$5.80	\$17,864	\$0	\$17,864	\$0	\$0	\$0
Doors	Replacement / Maintenance	30	10	2	3080	\$5.74	\$17,679	\$0	\$0	\$0	\$0	\$15,498
Windows	Replacement / Maintenance	30	10	1	3080	\$10.85	\$33,418	\$0	\$33,418	\$0	\$0	\$0
Roof	Replacement / Maintenance	20	20	2	3080	\$31.78	\$97,882	\$0	\$0	\$0	\$0	\$97,882
Interior												
Floor Finishes	Replacement / Maintenance	15	-5	1	3080	\$11.15	\$34,342	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Wall Finishes	Replacement / Maintenance	10	-10	1	3080	\$5.30	\$16,324	\$1,000	\$0	\$0	\$0	\$1,000
Ceilings	Replacement / Maintenance	20	0	1	3080	\$12.45	\$38,346	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Partitions	Replacement / Maintenance	30	10	4	3080	\$15.50	\$47,740	\$1,000	\$0	\$0	\$0	\$1,000
Doors	Replacement / Maintenance	15	15	5	3080	\$6.15	\$18,942	\$16,605	\$0	\$0	\$0	\$0
Interior Relites	Replacement / Maintenance	15	-5	0	3080	\$2.35	\$7,244	\$0	\$0	\$0	\$0	\$0
Casework	Replacement / Maintenance	15	-5	2	3080	\$7.10	\$21,868	\$0	\$0	\$0	\$0	\$21,868
Daylighting	Replacement / Maintenance	15	-5	1	3080	\$4.90	\$15,092	\$755	\$662	\$662	\$662	\$662
Building Systems												
HVAC	Replacement / Maintenance	25	5	1	3080	\$80.00	\$246,400	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
Plumbing	Replacement / Maintenance	25	5	1	3080	\$26.00	\$80,080	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250
Fire Suppression	Replacement / Maintenance	50	30	0	3080	\$14.00	\$43,120	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Controls	Replacement / Maintenance	50	30	1	3080	\$16.00	\$49,280	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
Power	Replacement / Maintenance	50	30	1	3080	\$23.00	\$70,840	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
Lighting	Replacement / Maintenance	20	0	2	3080	\$26.00	\$80,080	\$0	\$0	\$0	\$0	\$80,080
Fire Alarm	Replacement / Maintenance	50	30	0	3080	\$12.00	\$36,960	\$0	\$0	\$0	\$0	\$0
Security	Replacement / Maintenance	50	30	4	3080	\$8.68	\$26,734	\$0	\$26,734	\$0	\$0	\$0
Communications	Replacement / Maintenance	50	30	0	3080	\$9.94	\$30,615	\$0	\$0	\$0	\$0	\$0
Soft Costs												
Utilities	2023-2024 Budget											
Repairs & Maint (Supplies)	2023-2024 Budget											
Repairs & Maint (Professional Services)	2023-2024 Budget											
Sub totals each year												
Escalation (per year)						\$536		\$99,028	\$438,247	\$19,562	\$19,562	\$259,790
Escalation (compounded)								7.00%	5.00%	4.50%	4.50%	4.00%
SubTotal with escalation								107.00%	112.35%	117.41%	122.69%	127.60%
WA State Sales Tax (8.9%)						8.90%		\$105,960	\$492,370	\$22,966	\$24,000	\$331,483
Total								\$9,430	\$43,821	\$2,044	\$2,136	\$29,502
								\$115,390	\$536,191	\$25,010	\$26,136	\$360,985

- OUR FUN FACTS -



558

PROJECTS CONSTRUCTED



26

BILLION DOLLARS ESTIMATED



9783

CUPS OF COFFEE

COST ESTIMATING EXPERIENCE

ARC Architects uses a third party consultant estimator for most of our projects. **DCW Cost Management** will bring forth their knowledge of recent bidding, anticipated bid climates, and historic data to the conversation.

Our team's record of cost control is exceptional - our estimates have averaged within 5% of bid amounts and required change orders have averaged less than 3%, even with over 50% of our work as renovations. Our approach to cost estimating is based on a system of checks and balances, designed to provide estimates that are sensitive to changing market conditions.

As we program and lay out your spaces, we can organize spaces with increasing levels efficiency in mind. An efficient use of space can reduce square footage, which in turn reduces the overall construction and future maintenance costs. Your team will then be able to see the qualitative and quantitative impacts in a true apples-to-apples comparison, and determine which is the best path forward as the project moves further into design.

Over the useful life of a project, the up-front capital cost pales in comparison to the operation and maintenance costs. The City will be able to make informed decisions about the kinds of materials and equipment to maintain or replace—things that really save money over time. Choosing efficient, flexible and cost effective solutions will save the City money month after month, adding up to huge savings over time.

DCW Cost Management

Schematic Design Cost Plan July 15, 2021 7

Carnation City Hall
Community Center & Emergency Operations Center

Building Summary		%	\$/SF	TOTAL	
		Gross Area: 12,990 SF			
A10	Foundations	4%	21.17	275,039	
A20	Basement Construction	0%	0.00	0	
A	Substructure	4%	21.17	275,039	
B10	Superstructure	17%	82.69	1,074,170	
B20	Exterior Enclosure	10%	51.47	668,639	
B30	Roofing	3%	15.48	201,042	
B	Shell	30%	149.64	1,943,852	
C10	Interior Construction	7%	32.43	421,249	
C20	Stairways	0%	2.35	30,500	
C30	Interior Finishes	6%	27.87	362,060	
C	Interiors	13%	62.65	813,809	
D10	Conveying Systems	2%	7.89	102,500	
D20	Plumbing Systems	2%	11.94	155,149	
D30	Heating, Ventilation & Air Conditioning	10%	50.89	661,113	
D40	Fire Protection	1%	6.40	83,089	
D50	Electrical Lighting, Power & Communications	9%	42.49	551,926	
D	Services	24%	119.61	1,553,777	
E10	Equipment	0%	0.71	9,200	
E20	Furnishings	1%	4.48	58,225	
E	Equipment & Furnishings	1%	5.19	67,425	
F10	Special Construction	0%	0.00	0	
F20	Selective Demolition	0%	0.00	0	
F	Special Construction & Demolition	0%	0.00	0	
BUILDING ELEMENTAL COST BEFORE CONTINGENCIES		72%	358.27	4,653,902	
Z10a	Contingency - Design	5.00%	4%	17.91	232,695
Z10b	Contingency - Contractor	4.00%	3%	15.50	201,328
BUILDING ELEMENTAL COST INCLUDING CONTINGENCIES		79%	391.68	5,087,925	
Z21a	General Conditions	7.00%	6%	27.42	356,155
Z21b	General Requirements	7.50%	6%	31.43	408,306
Z22	Office Overhead & Profit	5.00%	5%	22.53	292,619
Z23	Bonds and Insurance	1.50%	1%	7.10	92,175
Z24	Permit and Sales Tax	0.00%	0%	0.00	By Owner
BUILDING CONSTRUCTION COST BEFORE ESCALATION		97%	480.15	6,237,180	
Z30	Escalation to start date (Q2 2022)	3.10%	3%	14.88	193,353
RECOMMENDED BUDGET		100%	495.04	6,430,532	

Carnation City Hall Cost Estimate Summary

ARC DESIGNS FOR SMALLER MUNICIPALITIES



CITY OF UNION GAP

UNION GAP CIVIC CAMPUS POPULATION 6,163

ARC Architects is the architect and engineering team of record for the Union Gap Civic Campus. Since its grand opening in November of 2018, this Infrastructure Assistance Coordinating Council (IACC) award winning project embodies the City's commitment to providing a state-of-the-art, yet modest, civic complex to better serve its constituents and enhance the working environment of its staff.



CARNATION CITY HALL POPULATION 2,200

ARC Architects is currently the architect of record for the Carnation City Hall (& Police) development project for Carnation, a small, tight knit and passionate constituency that lies at the confluence of the Snoqualmie and Tolt rivers in Western Washington. ARC plays a crucial role in their public outreach for this new facility, creating imagery and content for public presentation and surveys, tabulating and qualifying voter feedback, and assuring the new City Hall will reflect the identity of this intentionally small town.



CATHLAMET CITY HALL POPULATION 575

ARC Architects is the on-call architect for Cathlamet, a heritage-rich and historically respectful town located along the Ocean Beach Highway of the Columbia River in Wahkiakum County, WA. ARC believes no project is too small if the result improves the health, safety and welfare of the communities we serve. We are currently providing services for adding awnings and new siding to their existing pre-fabricated metal shed building the utilized for Town Hall and Public Works.



STANWOOD POLICE & CITY HALL POPULATION 7,068

ARC Architects provided architectural and estimating services for a feasibility and capital needs assessment of the City's existing Police and City Hall facilities, as well as predesign services to aid the client in test fitting a new Civic Campus on various sites throughout Stanwood. ARC understands and designs for staff who work in smaller communities, knowing they take on multifaceted roles. Our predesign championed their protocols and workflows to more effectively provide quality services to the public.



WHITE SALMON COMMUNITY CENTER POPULATION 2,601

Located on the Columbia River Gorge, is a small city in Klickitat County, Washington. ARC is their architect for the White Salmon Community Center Feasibility Study, which includes architectural, engineering, and estimating services to study the feasibility of a new Community & Youth Center that also includes a meeting hall, performance venue, and multi-family housing.



LEAVENWORTH CITY HALL / LIBRARY / PARK POPULATION 2,383

ARC Architects is the architect for the City of Leavenworth's City Hall, Library Adaptive Reuse, and Front Street Park renovations projects, located in the heart of downtown Leavenworth on the Cascade Mountain of Washington. ARC collaborated with city staff and the local design review board to achieve solutions that meet their Bavarian-styled village standards. ARC is also led the community engagement for all projects, recently attending the annual Leavenworth Festhalle, where community members can provide in-person feedback to planning- and construction-level design solutions.

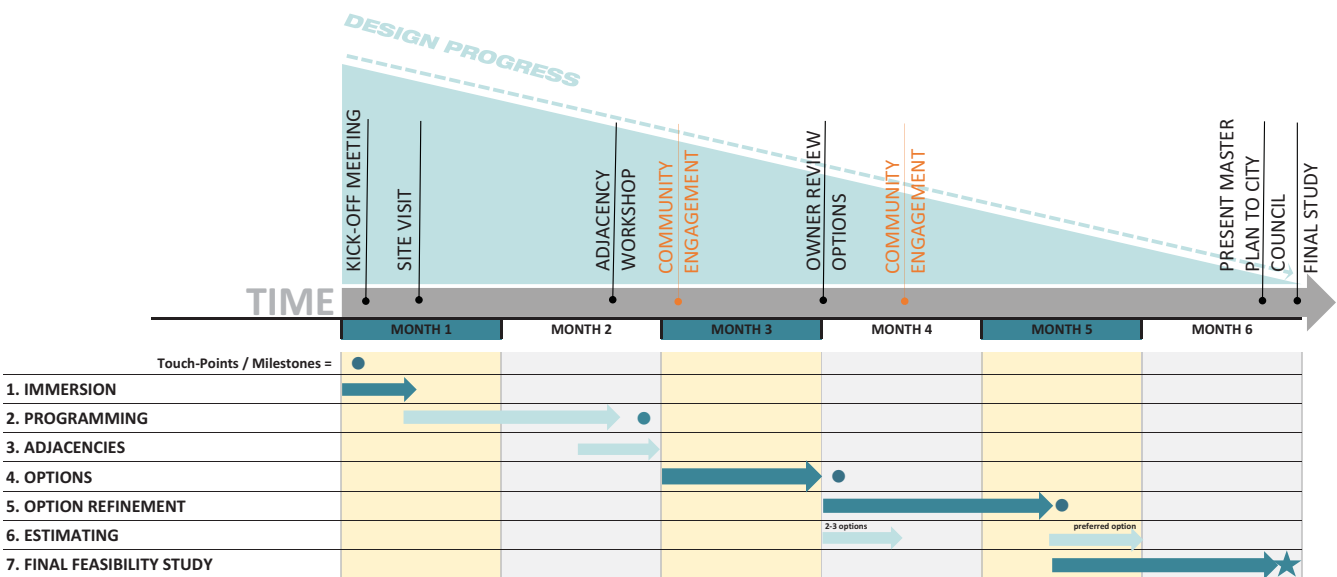
PROJECT APPROACH

PROJECT UNDERSTANDING

The City of Yachats is requesting fee proposals to provide programming, public engagement, masterplanning, and cost estimating services. Yachats is a small coastal city in the southernmost area of Lincoln County, Oregon, United States. The master planning will be focused on the civic campus, looking at how to best utilize existing buildings and what building improvements, additions or future development is recommended to meet their short- and long-term development goals.

The current civic campus includes the following buildings and parks.

- City Hall – 501 Hwy 101 N, Yachats, OR 97498
- Commons Building – 441 Hwy 101 N, Yachats, OR 97498
- Pavilion - 441 Hwy 101 N, Yachats, OR 97498
- Commons Park and Green Space – west of the City Hall and Commons Building
- Yachats Library – 560 W 7th St, Yachats, OR 97498
- Little Log Museum – 328 W 3rd St, Yachats, OR 97498
- Pocket Parks – Ocean View Drive, Yachats, OR 97498



PROJECT SCHEDULE

TIME MANAGEMENT

The key to our approach is the project schedule. This schedule will be the driving force for establishing a process that is inclusive and providing the momentum for informed decision making. Prior to the “inking” of the Notice to Proceed, we will collaborate with you to determine required meetings, attendees, milestones, and deliverables at each step along the way. This clear methodology sets the stage early and ensures a positive conclusion to the feasibility study.

Controlling the tempo of the project is essential. With the establishment of calendar dates, the meeting agenda becomes the tool for focus on specific topics and issues. ARC is adept at leading a process that keeps discussions on point and productive. With ARC’s leadership, this master plan study will provide the City with a logical and quantifiable civic campus

master plan design that has a primary focus on community buy-in.

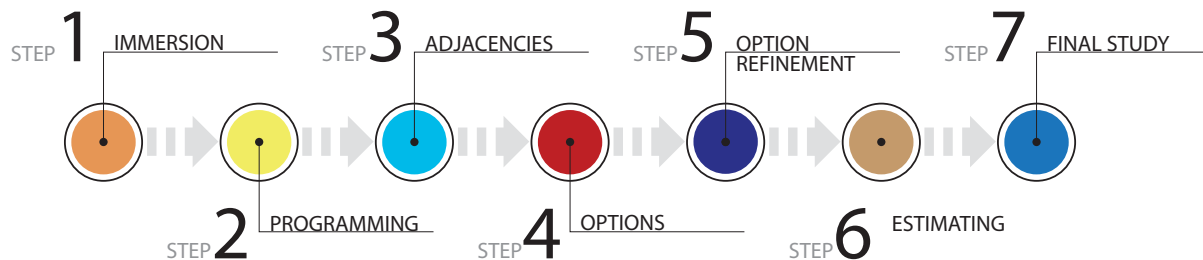
As a small architecture firm of fifteen design professionals, ARC is a nimble and focused team partner, able to meet our clients’ constrained and/or shifting timelines.

We are committed to providing quality results in an expedited fashion. The tasks outlined on within this proposal form the framework for generating a project schedule.

In general, we would anticipate a project of this size to span approximately 4 months. As in all things, we would want to confirm this with you and make refinements based on Owner needs, funding milestones, and information unearthed as we start the immersion process.

OUR COLLABORATIVE APPROACH

The key to ARC's success in delivering responsive service within established time limitations is embodied in our project approach. This multistep approach has been a catalyst for our focus on Civic & Community projects and is based on simple yet comprehensive design principles of (1) designing community-based, appropriate architecture, (2) providing places that are delightful, enjoyable, safe, and accessible, (3) designing projects that are affordable to build and operate, and (4) embracing and promoting sustainable design.



STEP ONE – IMMERSION

We begin by understanding your needs, the site, and the opportunities and challenges present.

- Identify Steering Committee members and the City's Project Management Lead / set project goals
- Coordinate project schedule / decision milestones
- Familiarization with current city organizational charts
- Understanding of current work habits and layouts; what works, what doesn't.
- Site visit / tour of existing facilities.
- Identify any existing design or facility standards

STEP TWO – PROGRAMMING

- Meet with your team to review current and projected staffing levels, common space needs, equipment and material needs, service delivery methods, department work styles and known deficiencies.
- Develop draft program document
- Distribute program document for review and comment

STEP THREE – ADJACENCIES

- Consolidate steering committee's comments into one single option
- VE process if necessary
- Meet with your team to establish how departments interact between each other, equipment and storage uses, and with the public (if applicable)
- Develop an adjacency chart
- Distribute adjacency chart for review and comment

STEP FOUR – OPTIONS

- Identify the attributes of the sites including size, access, solar orientation, topography, utilities, and critical areas will likely make it onto this list.
- Sites will be analyzed on their capabilities to meet site goals
- The building program will be overlaid to further explore site fit opportunities
- Develop diagrammatic building options
- Develop diagrammatic site organization options
- Identify growth, build out areas
- Present options to steering committee for review and comment
- Community survey

STEP FIVE – OPTION REFINEMENT

- Consolidate steering committee review comments into one final site/building diagrammatic option
- Communicate relationships (on site, neighborhood, city)
- Present option to steering committee for approval
- Gather community feedback

STEP SIX – ESTIMATING

- Furnish materials to estimator
- Identify all project costs, including soft costs not attributed to the construction (hard) costs

STEP SEVEN – FINAL STUDY

- Complete packaging of background documents and final concept documents
- Present study to City Council

EFFECTIVE COMMUNICATION

Communication is an integral part of ARC's project management. It's especially critical as pressures to manage scope, budget, schedule and technical issues increase. ARC will provide a constant focus on the project's broader planning and design goals, including sustainable design, project inclusiveness, and respect for the City's representatives and protocols.

In order to ensure that effective communication is an integral consideration in the completion of each task we (1) at the onset of the project establish a team directory, (2) establish and broadcast protocols regarding point(s) of contact, lines of communication, preferred methods of communication, and (3) create, monitor and adjust as required as information is shared with all involved to clearly assign responsibilities and maintain established milestones.

We are adaptable and realize protocols change and need to accommodate the unforeseen, and we account for that need on our projects and our office workload as a whole. This inherent flexibility allows us to produce complete, quality deliverables that meet or exceed expectations.

ARC Architects works as a team and provides excellent design service to all our clients. We have weekly office meetings and a very detailed office management schedule to make sure all teams have the resources needed for each project. We have the capacity and will increase our available time as needed for any tasks from beginning through Construction Administration. All ARC staff assigned to your project(s) will be cc'd on every e-mail correspondence to allow for immediate response and no gaps in miscommunication. ARC utilizes all available virtual / electronic means of communication.

As architects, we have strong visual awareness and an eye for detail. We work closely with your team to make sure that what is proposed meets necessary standards, either code enforced and owner defined.

We take pride in attending periodic Public / City Council meetings and will assist your team in providing clear and effective data and presentation material to express the intent of the master plan, illustrate a range of options, and outline the resulting pros and cons in order to best make decisions.

Yachats is well within ARC's geographic range of current projects, with all of our workload being within the Pacific Northwest. We understand working in smaller municipalities and appreciate the uniqueness each brings.

The design team is readily available, virtual or in-person for any desired meetings. It is important to have the expertise that is required for this important contract. We would appreciate consideration to make this upcoming project a success.

UNDERSTANDING CITY STANDARDS, PLANNING REQUIREMENTS, AND CODES

ARC is well-versed in achieving full compliance with building codes and local regulations. On behalf of our clients, we determine if their projects are compliant with local, State and County codes. Complying with city municipal codes for design standards and accessibility requirements is integral to every project we undertake. We understand that city planning requirements are put in place to maintain and champion the established identity of place, and we see these requirements as opportunities to provide solutions that speak to and resonate with the communities we serve.

ARC has permitted projects through countless local jurisdictions at the town, city, state, and federal levels.

DEMONSTRATED ABILITY TO PERFORM HIGH QUALITY WORK

ARC specializes in thoughtful, appropriate solutions with a commitment to sustainability and sensitivity to natural and historic contexts. At the same time, ARC consistently produces solutions that achieve design excellence within tight budgets.

Since its founding, the firm has consistently received recognition for its work. Our recent/relevant accolades include the 2023 American Institute of Architects (AIA) Washington Council Civic Design award for the Wenatchee City Hall Redevelopment project, 2021 AIA Washington Council Civic Design Honor Award for the William Shore Aquatic Center Renovation and Expansion, the 2019 AIA Washington Council Civic Design Merit Award for Rainier Beach Community Center, the 2019 AIA Washington Council Civic Design Merit Award for Eastside Tacoma Community Center, and the 2018 Infrastructure Assistance Coordinating Council Award for the Union Gap Civic Campus project.

With a clear understanding of your goals, we define each sub-consultant's scope of work and generate updated project schedules for everyone. We are always available for consultants and we make sure our team members meet all deadlines.

We take pride in the success of our projects and in helping public agencies make the most of every dollar. At ARC, we control for errors of omission and technical errors, while ensuring clear coordination among different disciplines. With this framework in mind, we are able to lead the design team towards meeting your schedule, budget, and vision.

PROJECT EXAMPLES

CATHLAMET CIVIC WATERFRONT PARK MASTER PLAN



PROJECT DETAILS

Owner: Town of Cathlamet
Location: Cathlamet, WA
Duration: 2022

The Town of Cathlamet's updated master plan identified priority park improvements alongside potential funding phases based on available grants. The overarching goal was to draw tourists to the Town to increase its economic base by providing opportunities to enjoy the river views, wildlife, walking, and gathering opportunities, and access to the river for non-motorized sports.

To support these activities, accessibility improvements were needed throughout the park to better accommodate users of all ages and abilities and additional parking accommodations are needed.

Modest improvements to the existing Town Hall were proposed to help identify the building's civic presence and enhance employee work environments.



COVINGTON COMMUNITY/AQUATIC CENTER MASTER PLAN



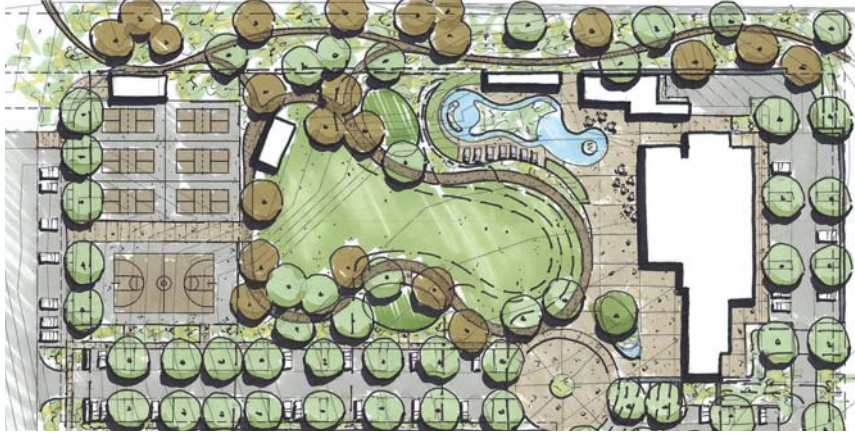
PROJECT DETAILS

Owner: City of Covington
Location: Covington, WA
Duration: 2023-2024

Having identified a growing need for aquatics and recreation services in the Covington community, which will soon outpace the existing aquatics facility's capacity, ARC Architects and the City of Covington undertook a feasibility study to determine the best path forward for increasing aquatics and recreation facilities to meet those upcoming needs.

At a high level, the team was tasked with an apples-to-apples comparative analysis between the expansion and renovation of the existing Covington Aquatics Center and a new City Hall, Aquatics & Recreation Facility located in the Civic town center.

POULSBO EVENTS & RECREATION CENTER MASTER PLAN



PROJECT DETAILS

Owner: City of Poulsbo
Location: Poulsbo, WA
Duration: 2021-2022

City of Poulsbo is studying how to best develop a large parcel of land and consider the market demand and financial feasibility for a new Poulsbo Events and Recreation Center (PERC). ARC Architects worked closely with the City and the large Steering Committee to review the recent community surveys, evaluate a large variety of programming options, and analyze the site.

Located adjacent to a new hotel and the Olympic College Campus, the feasibility study focused on providing recreation amenities not currently available in the community and expanding on those in popular demand. An outdoor pool is desired by the community as well as outdoor passive recreation, additional sports fields, pickle ball, and basketball. Poulsbo continues to consider the options for this property and potential funding implications.



EVERGREEN STATE FAIR REDEVELOPMENT PLAN



PROJECT DETAILS

Owner: Snohomish County
Parks, Rec. & Tourism
Location: Monroe, WA
Duration: 2021

In collaboration with Snohomish County Parks, Recreation & Tourism, this new master plan for the Evergreen State Fairgrounds is aimed at addressing its immediate needs, as well as planning for its future expansion and development.

Throughout its phased implementation, this master plan includes replacing several buildings in disrepair as well as the preservation of the historic buildings and fabric of the site. The proposed central pedestrian corridor would better accommodate fair functions, bring together the disparate structures, and make space for new community amenities, all in a thoughtfully-designed, park-like setting.

KENT CIVIC CAMPUS FEASIBILITY STUDY

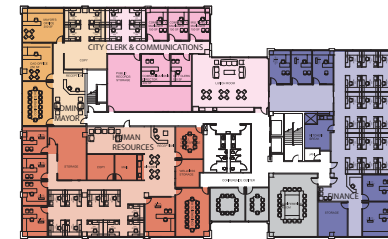
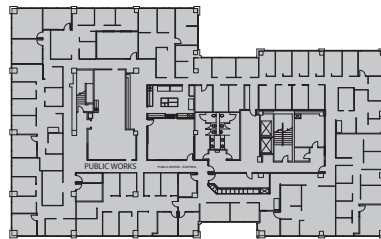
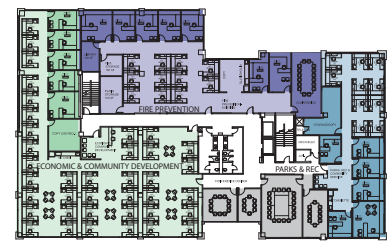
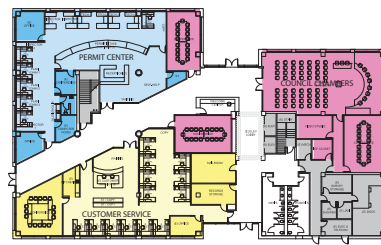


ARC Architects worked with City of Kent to analyze their City Hall Campus including City Hall, the Kent Police Department (KPD), Annex Building, and Centennial Center. KPD needed to increase the size of their existing space by 50% and to consolidate their decentralized staff teams into a mostly centralized location that is more effective and efficient in meeting their operational needs. After the failure of the \$34 million bond measure in 2014 to build a new facility, the City changed its approach to utilize existing spaces in an effort to identify current space efficiencies and better serve the public and provide improved space for staff and police.

The feasibility space planning study showed potential to use the existing space with a modest addition. Unfortunately, the potential construction cost of \$24M was more than the City desired to spend at the time.

PROJECT DETAILS

Owner: City of Kent
Location: Kent, WA
Duration: 2017-2018



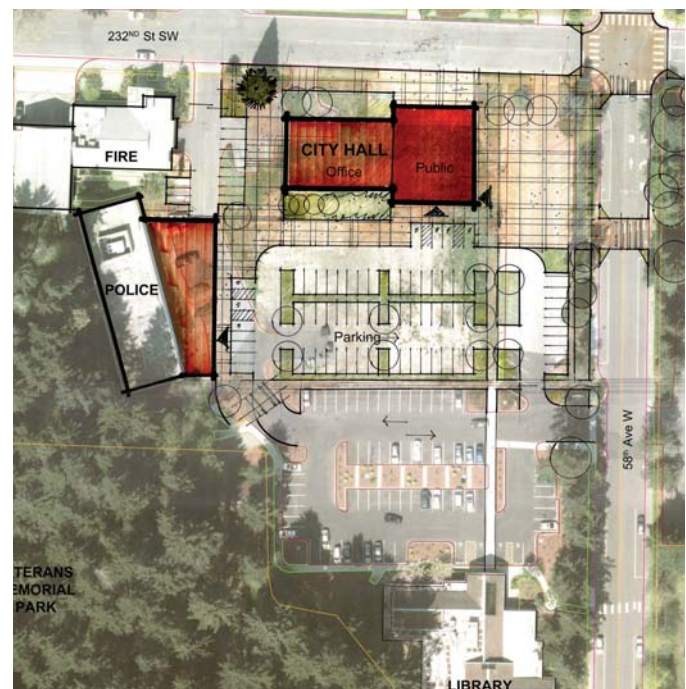
MOUNTLAKE TERRACE TOWN CENTER MASTER PLAN

PROJECT DETAILS

Owner: City of Mountlake Terrace
Location: Mountlake Terrace, WA
Duration: 2018

The City of Mountlake Terrace Town Center Master Plan captures the City's vision for a Civic Campus redevelopment project unites existing and new facilities on a single campus. The site is connected to the Mountlake Terrace Transit Center via Veterans Memorial Park, the newest hub in Sound Transit's expanding light rail system.

ARC's services included Public Outreach, Program Development, Concept Alternative Plans, a Preferred Design Concept, and Cost Estimates for a new Public Gathering and Event Space, integration of Public Art, Police Department expansion and renovation, construction of a new 18,000 sf City Hall, and staff / public parking.



CARNATION COMMUNITY SPACE (CITY HALL / EOC)



PROJECT DETAILS

Owner:	City of Carnation
Location:	Carnation, WA
Duration:	2022-2024

The Carnation Community Space provides several vital municipal needs within a single structure including: Carnation City Hall and Council Chambers, the City of Carnation Emergency Operations Center (EOC), and a community event space equipped with a kitchen. With the majority of the City being within the floodplain, the structure provides a suitable base for a second floor (ECO) where municipal services would co-habit.

ARC worked with a representative group of Council Members, City Staff, local business owners, and residents to produce a design that reflected the unique character and identity of the City of Carnation.

WENATCHEE CITY HALL IMPROVEMENTS

PROJECT DETAILS

Owner:	City of Wenatchee
Location:	Wenatchee WA
Duration:	2018-2022

AWARDS

AIA Civic - Award 2023

In collaboration with the City of Wenatchee and our consultant team, ARC Architects assessed the conditions of the existing four-story Wenatchee Federal Building building (circa 1972) and developed space planning and cost-benefit recommendations to adapt the building into their City Hall within their \$10 million construction budget.

The redevelopment of the City Hall brings all of the City’s departments under a single roof. With nearly 56,000 square feet of tenant improvements spanning multiple stories, this project includes a refined, public-facing customer service center and council chambers, while providing city staff with an industrial, yet modern and functional workspace, with a primary focus on natural daylight, technology, and unparalleled acoustics. The building program offers flexible modes of collaboration that encourage a lively, dynamic, and productive workspace while simultaneously accommodating the future growth needs of the City.



COMMUNITY ENGAGEMENT



Over **80%** of our projects include public outreach.

above: Public Meeting #1 (of 3) for Mountlake Terrace Town Center Master Plan (ARC)
below: Downtown Hawthorne Master Plan Community Engagement Meeting (MIG),
Complete Communities Interactive Tool (MIG),
Burlingame Master Plan Public Meeting (MIG)

OUTREACH & VISIONING

The cornerstone of ARC's projects is our facilitation of stakeholder participation. Our 45 years of practice has been largely defined by public projects that demand community and elected official approval.

Gaining guidance from those interested in or impacted by a project creates the setting for meaningful public comment. This participation invests the community in the process and the design and can foster their support for funding and other project needs. Most importantly, it results in a designs that fit well with a community's aesthetic and financial values.

The key to successful consensus building is a well thought out series of meetings, each clearly focused on issues and input needed at each phase of a project's design. Our responsibility is to make sure these meetings build upon earlier meetings and studies.

We will meet in-person with City Staff and the Community. At an initial public meeting we will explain the overall goals, the deliverables that are expected, and summarize the findings in a digestible and engaging manner with the public.

In subsequent meeting(s) ARC will present options that address site design, building design, phasing, and rough order of magnitude and costs. We will ask that those present reflect on the pros, cons, and merits (or de-merits) of each option.

At every milestone during the public outreach process, ARC supports your team in providing narratives and agenda documents for public posting, as well as electronic and printed material for brochures, website posting and presented material to increase public turnout.



TEAM MEMBER RESUMES

a|r|c ARCHITECTS TEAM LEAD / ARCHITECT



JEFF WANDASIEWICZ MANAGING PRINCIPAL

Jeff is a registered architect and principal with more than 20 years of experience. He began his career at ARC in 2001 and has been an owner since 2013. Specializing in Civic / Municipal projects, he has a keen ability to implement visual techniques to clearly express design intent to clients, builders and the general public. Recent comparable projects include Cathlamet, Carnation, and Monroe City/Town Halls.

Jeff is passionate about designing quality projects for smaller municipalities in Pacific Northwest and his work with ARC has recently been recognized by Washington's Infrastructure Assistance Coordinating Council (IACC).

EDUCATION

Arizona State University
Masters of Architecture, 2001
University of Florida
B.A. Architectural Design, 1999
summa cum laude

REGISTRATION

State of Washington, 2010

AWARDS / AFFILIATIONS

American Institute of Architects
(AIA)
AIA WA Civic Honorable Mention,
2023

RELEVANT EXPERIENCE

Carnation Community Space (City Hall / EOC)
Union Gap Civic Campus
Mountlake Terrace City Hall & Police
Sammamish Commons City Hall, Police, & EOC
Wenatchee City Hall Redevelopment
SeaTac City Hall & Police Feasibility Study
Redmond City Hall Renovations
Kent City Hall & Police Feasibility Study
Kirkland City Hall Renovations & EOC
Union Gap City Hall & Police
Monroe City Hall
Mukilteo City Hall
Cathlamet Civic Waterfront Master Plan
Leavenworth City Hall & Public Works Feasibility
Toppenish Police Department Feasibility

Union Gap Civic Campus Master Plan

KEY

(A) Playground



(B) Spray Ground



(C) Park Structure with Restrooms

(D) Landscape Berms for Screening Playground

(E) Play Lawn

(F) Plaza with Seat walls



TEAM MEMBER RESUMES

a|r|c ARCHITECTS

TEAM LEAD / ARCHITECT



DANIEL PODOLL

CONSULTING PRINCIPAL

Daniel Podoll brings 30 years of experience with a wide range of architectural projects and an extensive technical background in operations and maintenance facilities in the Pacific Northwest. As team leader, his ability to listen and translate a client's desires into reality is one of his strongest assets. He communicates well with consultants for participation in the design process which, in turn, draws due diligence from the entire team to meet the project costs and schedules, vision and goals. Dan has an overall goal of designing safe, affordable, functional, attractive, and responsive facilities that meet or exceed client expectations.

EDUCATION

Pennsylvania State University
Bachelor of Architecture, 1990

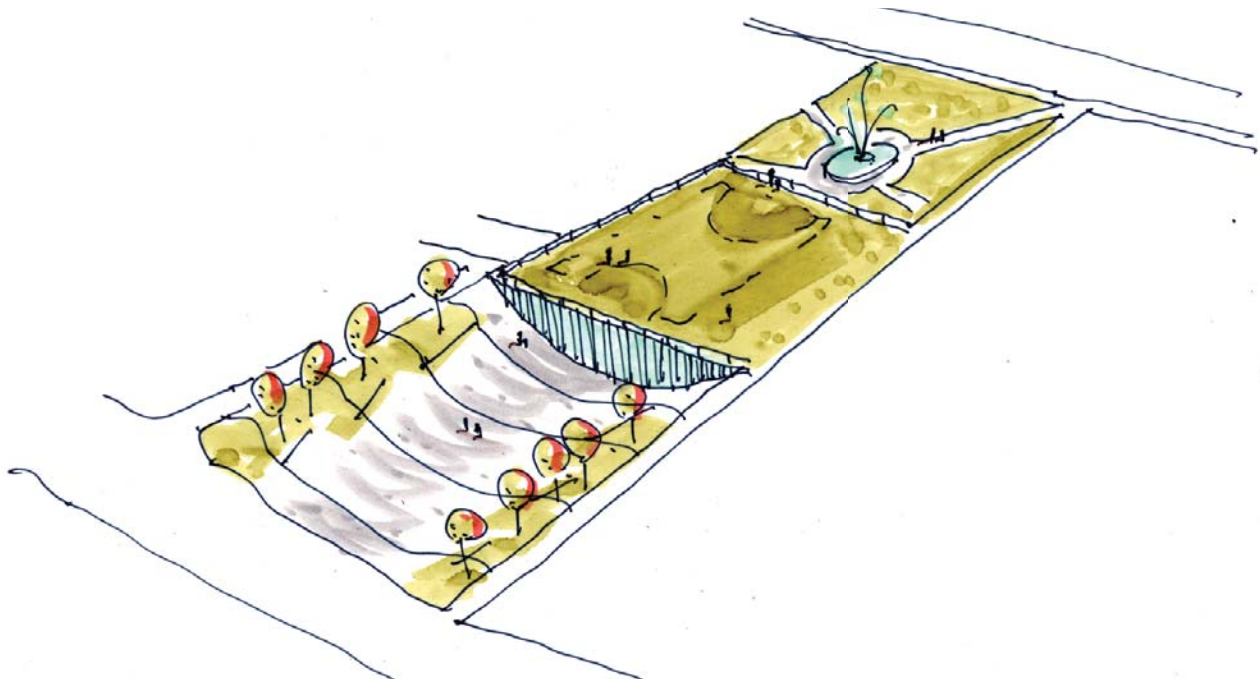
AWARDS / AFFILIATIONS

DBIA National Merit Award, 2019
WRPA Facility Spotlight Award,
2017
IESNA, Illumination Design Award,
2008
AIA Disaster Preparedness and
Response Committee

RELEVANT EXPERIENCE

Auburn Community & Youth Center
Bonney Lake Public Works Facility
East Wenatchee Public Works Facility
Leavenworth Public Works Feasibility
Issaquah Public Works Feasibility
SeaTac Public Works Facility Feasibility
City of Seattle, ADA Review of Fire Stations 11, 20, 26, and 29
Fire Station 32 Facility Assessment
2010 City of Seattle, DOJ ADA Citation Corrections
Center for Human Development Feasibility Study
Cowlitz Regional Community and Conference Center
Kittitas County Armory Remodel
Ashwood Park Master Plan

Ashwood Park Master Plan



TEAM MEMBER RESUMES

a|r|c ARCHITECTS

TEAM LEAD / ARCHITECT



LAUREN POWERS

PROJECT MANAGER

Lauren grew up in Portland, OR and after living in Seattle for 8 years relocated back to Oregon in 2021. She has dedicated her work towards cultivating equitable design. She is a project manager and licensed architect with more than 10 years of experience, focused on mixed-use and community-oriented design. She has a commitment to establishing a culture of engaged design, and leads projects that address the needs of a variety of users through a collaborative process with multiple stakeholders. Lauren brings extensive knowledge of regional land use codes, permitting processes, and public design review processes. She previously served as a board member on the City of Seattle's East Design Review Board.

EDUCATION

University of Oregon
Bachelor of Architecture, 2011
Minor in Business, 2011

REGISTRATION

State of Washington, 2016

AWARDS / AFFILIATIONS

AIA WA Civic Award of Honor, 2021
AIA WA Civic Honorable Mention,
2023
AIA Seattle Honorable Mention,
2017

RELEVANT EXPERIENCE

Carnation Community Space (City Hall / EOC)
East Wenatchee Public Works Center
East Wenatchee Police Department Programing
Graham Terry Apartments
King County Department of Defense Tenant Improvement
Kirkland City Hall Virtual Service Center and Exhibition
Marysville Public Works Programming and Facility Assessment
Mt. Baker Housing Renton Ave Apartments
Shore Aquatic Center Renovation and Addition
South Whidbey Aquatic & Recreation Center
Teatro ZinZanni World Headquarters
Wenatchee City Hall Redevelopment
White Salmon Community Center Masterplan Study

White Salmon Community Center Masterplan Study



TEAM MEMBER RESUMES

BECKWITH GROUP PROGRAMMING



EDUCATION

Graduate School of Design,
Continuing Education, Harvard
University
Masters in Urban Planning, University
of Washington

AWARDS / AFFILIATIONS

Assoc. of WA Cities Award for the Gig
Harbor Civic Center Plan
Governor's Smart Communities Award
for Edmonds Strategic Action Plan
Vision 2020 Award for the Downtown
Renton Redevelopment Plan

TOM BECKWITH, FAICP PRINCIPAL

Tom has over 35 years experience providing functional requirements, space plans, site and building assessments, design concepts, cost estimates, life cycle costs, financial strategies, design/bid/build documents, design/develop agreements, design/build competitions, and agency moving efforts for over 86 separate projects.

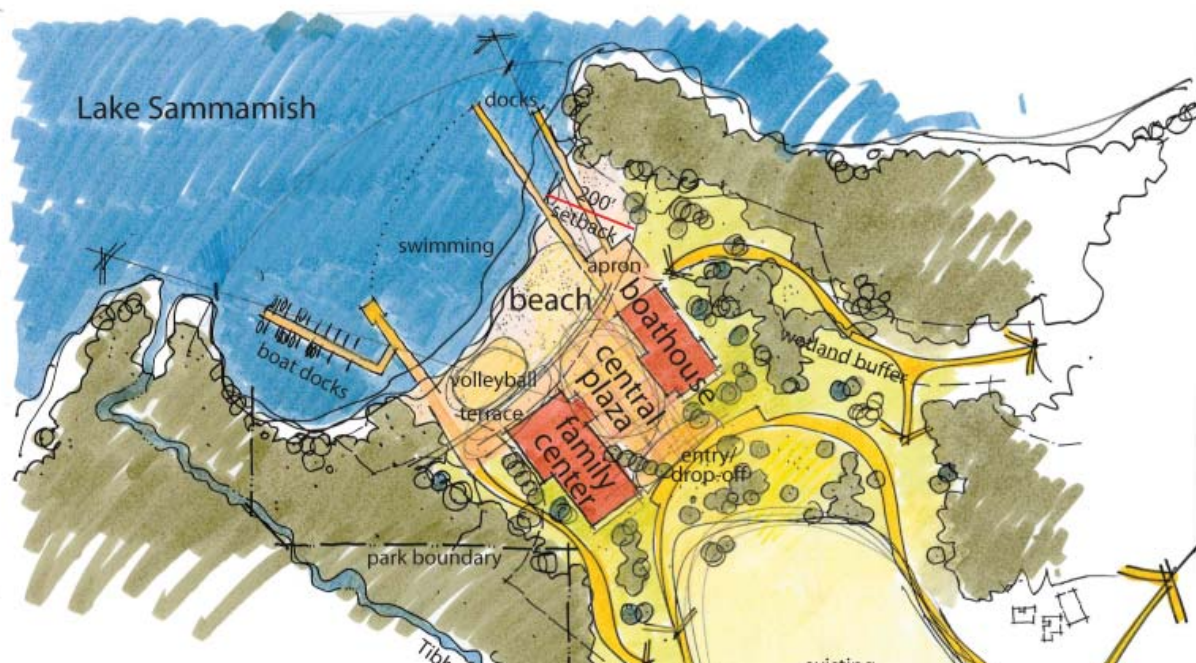
He has been directly involved in the subsequent design and development of over 50% of all of his programming projects - or provided the functional programs and design criteria with which subsequent design and build teams completed a significant number of the remainder. His plans and projects have one of the highest implementation rates in the consulting industry and have been recognized with 38 awards from a variety of civic and professional organizations.

Tom's level of involvement is continuous from contracting through acceptance of final deliverables of this study.

RELEVANT EXPERIENCE

Shoreline Public Works Yard
Chelan County Public Works Master Plan
San Juan Public Works Yard Master Plan
East Wenatchee Civic Master Plan
Bellingham Municipal Facilities Master Plan
Burlington Public Safety Building Planning/Design
Washington State Department of Natural Resources Compound Master Plan
Blaine Municipal Facilities Master Plan
Tukwila Municipal Facilities Master Plan
Olympia Municipal Facilities Master Plan
Kent Municipal Facilities Master Plan
SeaTac Public Works Facility Feasibility

Lake Sammamish State Park Master Plan



TEAM MEMBER RESUMES

MIG

LANDSCAPE ARCHITECT



AUDREY WEST, PLA, ASLA

PRINCIPAL / DIRECTOR OF LANDSCAPE ARCHITECTURE

A regional leader in the field, Audrey West relishes working with communities to translate their visions and ideas into environments—from civic, cultural, and educational campuses to housing and healthcare to streets, parks, and play areas—that are relevant and usable for all people. Her curiosity and empathy enable her to frame each project from multiple perspectives and communicate easily with multiple stakeholders.

A pacesetter by nature, Audrey seeks novel improvements to processes and systems that heighten efficiency, collaboration, and innovation. From concept to construction administration, Audrey offers each project her two decades of experience to ensure that client and community needs are addressed with lasting results. As Director of Landscape Architecture, Audrey offers her expertise in team building, participatory design, operations, and management to marshal the talents and skills of the firm's finest to bring clients and communities together in making better places for everyone.

EDUCATION

BLA, University of Washington,
Magna cum Laude
AA, Early Childhood Education,
Bellevue College

REGISTRATION

WA #1313, OR #LA910
ASLA #1093394
CLARB Council Certification
#37609

AWARDS / AFFILIATIONS

American Society of Landscape
Architects
Washington Recreation & Park
Association, Member

RELEVANT EXPERIENCE

Astoria Nordic Heritage Park, Astoria, OR*
Oregon Parks and Recreation Accessibility Design Standards for New Projects,
Statewide, OR
West Linn Recreation Center, West Linn, OR
Bagley Community Park Master Plan, Vancouver, WA
Carnation City Hall, Carnation, WA
White Salmon Community Center Feasibility Study, White Salmon, WA
Battle Ground Parks Master Plan, Battle Ground, WA
Arlington Youth Campus Crisis Residential Center, Tacoma, WA
Richmond Beach Saltwater Park, Seattle, WA
Centilia Cultural Center @ Plaza Roberto Maestas, Seattle, WA
Stillaguamish Village Community Park Salish Nature Playground, Arlington, WA

Astoria Nordic Heritage Park



TEAM MEMBER RESUMES

MIG

LANDSCAPE ARCHITECT



EDUCATION

MLA, University of Oregon
Bachelor of Journalism, University of Oregon

REGISTRATIONS/CERTIFICATIONS

School Garden Coordinator
Certification (Oregon State University), 2022

PROFESSIONAL AFFILIATIONS

American Society of
Landscape Architecture,
Member, 2009-present
Hardy Plant Society
of Oregon, Member
2019-present

RENEE WILKINSON

SENIOR LANDSCAPE DESIGNER

Renee Wilkinson combines the artistry of landscape architecture with the practicality of planning to envision, evaluate, design, and build outdoor spaces that stimulate senses, spark imaginations, heal divisions, and promote resilience and health. Renee left a well-established career in advertising and marketing to pursue a field that involves constant exploration, creativity, and interaction with people and nature. A sixth-generation Oregonian, she has deep respect for the stories, experiences, and resources that landscapes hold and preserve.

Renee's extensive North American portfolio includes nature-based play spaces, schools, parks, urban plazas, multiuse trails, alternative transportation facilities, housing, and gardens. With over a decade of experience, she deftly considers a site's surrounding context (physical, historical, cultural, etc.) with its specific components to bring form and function to client and community visions.

RELEVANT EXPERIENCE

The Heights Streetscape Plan, Hood River, OR
Frog Pond East and South Master Plan, Wilsonville, OR
Cloney Park Inclusive Playground, Longview, WA
Lewis & Clark Lower Gardens Rehabilitation, Portland, OR
The Look-Out on Cape Foulweather, Otter Crest, OR
West Linn Recreation Center, West Linn, OR
Play for All Raab Park, Poulsbo, WA
Battle Ground Parks Master Plan, Battle Ground, WA
Yaquina Bay Lighthouse Rehabilitation, Newport, OR
Champoeg State Park Nature Play Area, St Paul, OR*
Clatskanie Elementary School Playscape, Clatskanie, OR*
Image Elementary School, Vancouver, WA*
Sabin Elementary School Nature Playground, Portland, OR*
Downtown Elementary School, Vancouver, WA*

Bagley Community Park Master Plan



TEAM MEMBER RESUMES

MIG
CIVIL ENGINEER



MARK DAVIES, PE, LEED AP, ASSOCIATE DBIA
PRINCIPAL

Mark Davies became interested in construction early in his life working with his carpenter grandfather. This interest led to a career spanning over two decades in civil engineering. From large, multi-phased infrastructure projects to more intimate parks and trails, Mark uses his engineering expertise to address a range of issues that impact people's daily lives—from utilities and stormwater to accessibility and sustainability to rights-of-way and multimodal transportation.

He is inspired by the collaboration that comes from working with a diverse team of clients, colleagues, contractors, and community members to see a project through to successful construction. Mark enjoys diving deep into the details to develop a comprehensive understanding of client and project needs, enabling him to approach each project strategically and cost-effectively.

EDUCATION

BS, Civil Engineering, University of Washington

REGISTRATION

Professional Engineer, Civil
Engineering: WA #36022
Associate DBIA™, 2012
LEED AP v2.2, 2007
2014 Highway Runoff Manual
Training Certified, Certificate
#140423s

RELEVANT EXPERIENCE

Carnation City Hall, Carnation, WA
White Center HUB (Hope Unity Belonging), White Center, WA
Everett Housing Park District Phase 2 Mixed-Use Development, Everett, WA
Fort Worden Maker Square, Port Townsend, WA
Innis Arden Swim Club, Pool House Replacement, Shoreline, WA
PAWS New Campus Project, Snohomish County, WA
Everett Mall, Everett, WA
Everett Housing Authority Park District EIS, Everett, WA
Anna + Abby's Yard at Rogers Park, Forest Grove, OR
Winslow Way Planning and Design, Bainbridge Island, WA
Forest Grove 21st Ave Festival Street Study, Forest Grove, OR
Salt Water State Park/McSorley Creek Shoreline Restoration, Des Moines, WA
City of Shoreline Trail Along the Rail, Shoreline, WA

Vine Street Cistern Steps



TEAM MEMBER RESUMES

DCW
COST ESTIMATING



TRISH DREW, CPE, LEED AP
OWNER

Trish Drew, CPE, LEED AP brings 30+ years of construction industry experience to our team, with over 20 years in construction management. She has been an active member of the design team achieving maximum design to budget results. Beginning at the programmatic level, Trish works with the team to provide “live” budgetary feedback on design concepts, thus significantly reducing redesign. She has a thorough working knowledge of labor efficiencies, market fluctuations, project budgeting, competitive estimating, and contract negotiation.

Trish’s level of involvement is continuous from contracting through acceptance of final deliverables, and through any amended services for plan implementation, facility design up until the final cost estimate prior to bidding.

EDUCATION

Marketing and International Business
Studies, University of Washington,
1982

AWARDS / AFFILIATIONS

Certified Professional Estimator (CPE)
LEED Accredited Professional
Women Business Enterprise
Washington Women Business
Enterprise Oregon
King County Small Contractor /
Supplier
Women Owned Small Business
Amer. Association of Cost Engineering
Amer. Society of Professional
Estimators
American Institute of Architects

RELEVANT EXPERIENCE

Lincoln City Cultural Center Site Improvements – Lincoln City, OR
Coos Bay Library Option Study – Coos Bay, OR
Grants Pass Library – Grants Pass, OR
Illinois Valley Library – Cave Junction, OR
Astoria Public Library Option Study – Astoria OR
Longview Library Upgrades – Longview, WA
Redmond Pool – Redmond, WA
Auburn Community & Youth Center - Auburn, WA
Shore Aquatic Center – Port Angeles, WA
Squaxin Island Tribe Aquatic and Community Activity Center – Shelton, WA
Marysville Public Works Programming & Facility Assessment
Camp Korey Historic Renovation – Carnation, WA
Toppenish Police Master Plan - Toppenish, WA

Sammamish Commons Master Plan



REFERENCES

CITY OF DUVALL

FACILITIES NEEDS ASSESSMENT AND MASTER PLAN

Development of a sound, actionable and fiscally responsible, multiyear facilities maintenance and asset optimization plan that supports the entire city government organization by providing safe and inviting work environments that meet the varying operational needs of all City departments.

Assessments/Planning services included:

- City Hall
- Public Works Maintenance Operations Center
- Police Station
- PW / Building / Engineering Building
- Depot (old Railroad) Building
- Two buildings in Old Town used for interim staffing and community rentals/events
- Community Center (aka Youth Center, WRECK Center)
- Duvall Visitors Center
- Wastewater Treatment Plant (WWTP)
- Historic Dougherty Farmstead (1888)



Small Town. Real Life.

CONTACT

Steve Leniszewski, P.E.
Public Works Director /
Emergency Manager
425.939.8042
steven.leniszewski@duvallwa.gov

PROJECT DURATION

22 mons - MAY 2021 - FEB 2023

CITY OF LEAVENWORTH

SPACE NEEDS AND FACILITY ASSESSMENT

Space Needs & Facilities Assessment for the Department of Public Works and City Hall. Development of an action plan to address any identified existing deficiencies and meet future needs (30-plus years), future needs planning, initial concept designs.

Assessments/Planning services included:

- City Hall
- Library
- Public Works - 1440 Commercial Street Site
- Public Works - 1471 US Hwy 2 Site
- Public Works - NNA 14th Street Site
- Public Works - 1381 Commercial Street Site
- Front Street Park



CONTACT

Andi Zontek-Backstrum, PE
CIP Manager/Deputy Public
Works Director
509.548.5275 ext 134
azontek@cityofleavenworth.com

PROJECT DURATION

10 mons - MAR-DEC 2022

CITY OF SEATAC

CAPITAL NEEDS ASSESSMENT & PROJECT PLAN

Architectural/planning services for a detailed and thorough facility condition assessment and space plans for SeaTac City Hall and SeaTac Public Works Center with recommended corrective actions on all deficiencies and costs estimates for all corrections, and forecasting future maintenance and capital renewal needs and costs. Study included programming and conceptual design studies for the remodel and expansion of over 85,000 sf of municipal office space. All improvements are to increase customer service, increase employee safety, increase functionality of space for staff, and provide improvements to a facility to last another 40 years.



CONTACT

Michael Fitzpatrick
Parks Projects & Operations
Manager
206.973.4671
mfitzpatrick@seatacwa.gov

PROJECT DURATION

9 mons - JUL 2020 - FEB 2021

TEAM FEE PROPOSAL

ARC Architects is delighted to submit our proposal for this Civic Campus and Parks Master Plan. As illustrated below, we have structured the basic services portion of the design team fees on the City's current budget limit of \$120,000.

**Yachats Civic Campus and Parks Master Plan
TEAM FEE PROPOSAL
ARC Architects / Beckwith Group / MIG / DCW**

6/18/2024

FEE PROPOSAL													REMARKS		
Project Approach (Steps)	ARC Architects			Beckwith Group	MIG						DCW			Entity Title Hourly Rate (\$/hr) Consultant Markup Adjusted Rate	
	Consult. Principal	Principal / PM	PM	Principal	Principal	PM	Technical Consult.	Project Associate	Civil Engineer	Visual.	Director	Senior Project Leader	Cost Estimator		
	\$210.00	\$195.00	\$145.00	\$200.00	\$225.00	\$150.00	\$235.00	\$120.00	\$275.00	\$160.00	\$185.00	\$175.00	\$165.00		
	1.0	1.0	1.0	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1		
	\$210.00	\$195.00	\$145.00	\$220.00	\$247.50	\$165.00	\$258.50	\$132.00	\$302.50	\$176.00	\$203.50	\$192.50	\$181.50		
	Project Management	1	8			2	24								\$6,225
Community Engagement		24	24										\$8,160		
Project Schedule	1	2	8										\$1,760		
1 Immersion	1	3	12	4	1	24		16					\$7,623		
2 Programming	1	3	24	105									\$27,309		
3 Adjacencies	1	4	12	8									\$4,490		
4 Options	1	30	48		2	39	1	40	10				\$19,950		
5 Option Refinement	1	8	24		3	32	1	16		17			\$14,265		
6 Estimating	1	2	8								68		\$14,850		
7 Final Report	1	3	42										\$6,885		
Reimbursable Expenses													\$8,375		
	9	87	202	117	8	119	2	72	10	17	0	68	0	\$119,891	Total
	\$1,890	\$16,965	\$29,290	\$25,674	\$1,980	\$19,635	\$517	\$9,504	\$3,025	\$2,992	\$0	\$13,090	\$0		
	\$48,145			\$25,674	\$37,653						\$13,090				





*Thank you and the team for
your hard work. ARC has
provided us with excellent
service...again.*

Chris Dodd, Facilities Manager
City of Kirkland, Washington
Kirkland City Hall Renovations

THANK YOU FOR YOUR
TIME & CONSIDERATION



Proposal for Civic Campus and Parks Master Plan

City of Yachats

July 26, 2024



July 26, 2024

Yachats City Hall
PO Box 345
Yachats, Oregon
Attn: Yachats City Manager | citymanager@yachatsmail.org



Re: Response to Civic Master Plan RFP

Members of the Selection Committee:

We are pleased to submit our proposal to develop a 25-year civic master plan for the City of Yachats, Oregon. At FFA Architecture and Interiors, Inc. (FFA), we will be dedicated to crafting a plan that preserves the qualities that make Yachats the 'gem of the Oregon coast.'

A Community-Focused Approach

Our philosophy at FFA is rooted in a community-focused approach. We believe that the success of a civic master plan hinges on active and inclusive engagement with the residents and business owners it serves. To this end, our process will include:

Comprehensive Community Engagement: We will conduct workshops, surveys, and public forums to gather input from residents, city staff, and other stakeholders. This inclusive process ensures that the voices and aspirations of Yachats' community members are integral to the planning process.

Transparent Communication: We are committed to maintaining open lines of communication throughout the project, providing regular updates and opportunities for feedback to ensure the plan evolves in alignment with the community's needs and desires.

Practical Solutions

Our team understands that a successful master plan must be visionary and practical. Therefore, our approach will balance innovative ideas with feasible, actionable solutions. Key elements of our strategy include:

Sustainability and Resilience: We will prioritize environmentally sustainable practices and resilience strategies to protect Yachats' natural assets and prepare for future challenges, such as climate change and economic shifts.

Cultural and Recreational Amenities: Recognizing the importance of cultural and recreational activities, our plan will include the continued development and enhancement of parks, trails, and cultural venues, enriching the community's lifestyle and fostering a strong sense of place.

Our Commitment

FFA brings nearly seventy years of experience in architecture, community engagement, and planning to this project. Our team is passionate about creating and preserving spaces that reflect and celebrate the unique character of each community we serve. We are committed to delivering a master plan that not only meets the current needs of Yachats but also anticipates and prepares for future change.

We look forward to collaborating with the City of Yachats and its residents to shape this remarkable coastal community's vibrant and sustainable future. Thank you for considering FFA Architecture and Interiors for this vital project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ian Gelbrich'.

Ian Gelbrich, AIA

Partner
FFA Architecture and Interiors, Inc.
(503) 327-0330
igelbrich@ffadesign.com

A handwritten signature in black ink, appearing to read 'John Pete'.

John Pete, LEED AP BD+C and aDBIA

Senior Associate
FFA Architecture and Interiors, Inc.
(503) 327-0327
jpete@ffadesign.com





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Proposed Project Team	





Firm Introduction

Firm Introduction

FFA Architecture and Interiors
520 SW Yamhill, Suite 900
Portland, Oregon 97204

Firm Size:
25 full-time employees

Founded:
1956



FFA Architecture and Interiors, Inc. (FFA) is a Portland-based firm with a rich history of timeless, innovative, and resilient designs. Since our establishment in 1956, our team of 25 dedicated professionals has consistently delivered award-winning solutions in planning, architecture, and interior design. Our commitment to excellence, trust, and reliability has made us a preferred choice for clients across the Western United States and set us apart in the industry.

At FFA, we value our partnerships with public jurisdictions and agencies. Our portfolio includes public administrative offices, public safety and emergency services facilities, city halls, parks and recreation projects, and other civic work. The principles of transparency and integrity guide us in our work, and we are unwavering in our commitment to meeting and exceeding our client's expectations.

Our approach is not just a strategy; it's a philosophy. We combine consensus building, design creativity, and empirical data to provide planning solutions that are not just for the present but also future operational needs. This unique blend of skills and methods allows us to excel in delivering functional, efficient, low-maintenance, and environmentally and fiscally responsible planning solutions that are truly one of a kind.

Recent Municipal Clients

Beaverton Police Department

City of Astoria

City of Corvallis

City of Forest Grove

City of Kirkland

City of Lacey

City of Monmouth

City of Portland

City of Puyallup

City of Tillamook

City of Vancouver

City of Wilsonville

Gresham Police Department

Lincoln City Police Department

Metro

Milton-Freewater Police Department

Oregon City Police Department

Portland Bureau of Transportation

Redmond Police Department

Santa Barbara Police Department



Prior Governmental Agency Experience

Since our founding, we have served hundreds of municipalities and state and federal entities across the Western United States, including the Oregon coast. At FFA, we pride ourselves on our proven track record of successful collaboration with governmental agencies. Our dedicated team has worked with Astoria, Lincoln City, and Tillamook, bringing extensive planning, stakeholder engagement, sustainability, and design expertise to them and over thirty additional jurisdictions in the last decade. This wealth of experience enables us to understand and meet each agency's unique needs.

By focusing on understanding the people and the place each facility represents, we have earned a reputation for delivering customized, flexible plans that genuinely reflect their communities. Our commitment is to provide designs that cater to our clients' needs, culture, and the residents they serve. We recognize that the City of Yachats has distinct requirements, and we are dedicated to tailoring the Civic Campus and Parks Master Plan to meet these needs.

In addition to our broad experience, we bring specific expertise in coastal environments, including designing for saltwater conditions and understanding the unique construction economics of Yachats, where commercial contract labor often needs to travel from the Willamette Valley. This specialized knowledge ensures that our plans are innovative, resilient, practical, and economically viable for the unique context of Yachats. We are committed to providing exceptional service that addresses the unique challenges and opportunities of the coastal environment.

A woman with glasses, wearing a dark sweater, is pointing her right hand towards a wooden architectural model of city blocks. The model is made of light-colored wood and features several rectangular blocks of varying heights, some with small white structures on top. The background is slightly blurred, showing an indoor setting with other people and colorful wall decorations.

“The biggest success for us was that we are finally able to document and plan for how city facilities will grow over time... to give us an idea of what we need to focus on first. Going through this process gives us a more holistic understanding of our current and future needs and will ultimately allow for a more predictable process for facility improvements that have realistic cost estimates associated with them.

**Ryan Andrews, Planning Manager
Community Development and Economic
Development Department
City of Lacey**

The Lacey Capital Facilities Plan was completed with MAKERS architecture and urban design
FFA provided development scenario analysis for the city and public works facilities





Project Understanding and Approach

FFA interacted closely and well with City staff and took the time needed to fully understand our operations, work flow, and staff interactions. With that information, they designed appropriate and efficient work and public spaces.

Brett Estes, City Manager
City of Astoria

Project Understanding and Approach

Project Understanding

With incredible viewpoints of the Pacific Ocean and unique volcanic basalt supporting natural areas like Devil's Churn and Thor's Well, the City of Yachats is a beautiful place for residents and visitors alike. This planning effort will focus on preserving and enhancing the natural environment with the goal of benefiting the Yachats community and its future generations. We are committed to continuing this momentum and guiding you in developing your long-range facility plan.

We have summarized our approach to meet the outlined tasks.

Project Approach

PHASE 1: NEEDS ASSESSMENT

Kickoff

Key Team Members: Ian and John

Every project begins with a kickoff meeting – we meet each other and review the upcoming work plan and our proposed process to guide the project. For a master plan, it is important to start intentionally slow, creating a foundation of inclusion and engagement that will keep everyone informed as we build momentum toward our final recommendations. At the kickoff, we will share our insights from past work and create a plan that brings together your staff, stakeholders, and city leadership. We will also set up the tools to support our communication – the project schedule, engagement plan, and cloud-hosted file sharing.

Everyone will leave the kickoff meeting energized for the work to come, understanding the scope and schedule and what part they will play in the process in the future.

Kickoff Tasks

- Facilitate the project kickoff meeting
- Develop a detailed project schedule – include important milestones like stakeholder meetings, building assessments, work sessions, presentations, deliverable deadlines, and client reviews
- Identify Yachats' points of contact and internal and external stakeholders who will participate in work sessions and attend presentations
- Develop the engagement plan, which includes the structure, frequency, and duration of our interactions with City staff and stakeholders based on their role in the project
- Set up cloud-hosted file sharing for the FFA-managed issue-tracking and risk-management logs. FFA uses a combination of software, including Smartsheet, Microsoft Teams, SharePoint, and Bluebeam. The project management team will have complete access, giving them the latest information in real-time throughout the project. Additional team members will be given select access, as decided in the kickoff meeting

Kickoff Deliverables

Project Goals Summary

Project Schedule

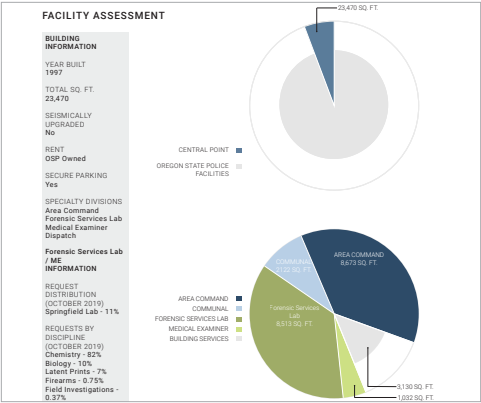
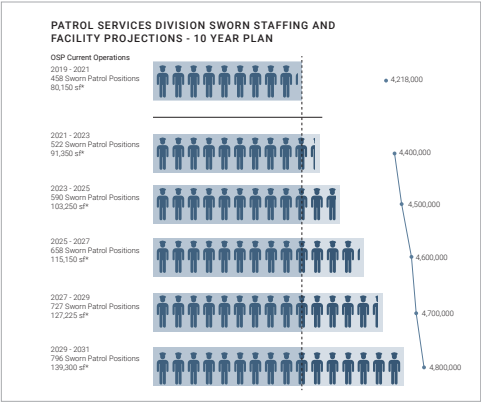
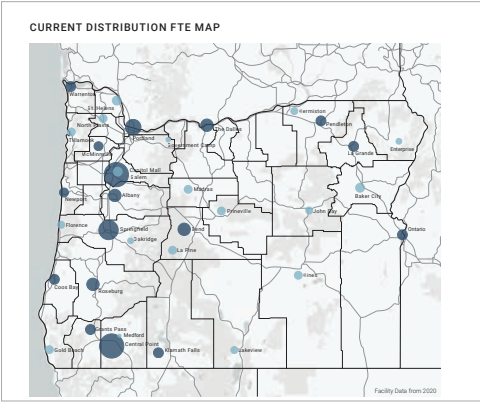
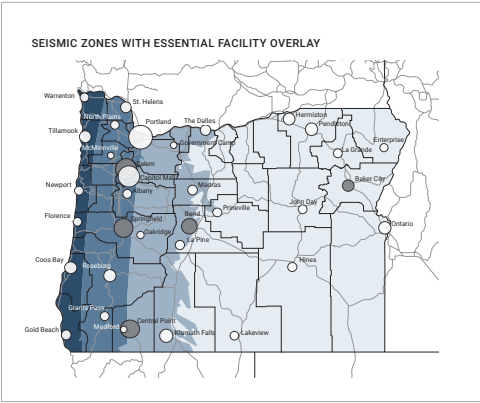
Engagement Plan

Cloud-hosted file-sharing tools

Facilities Planning: Oregon State Police

To maximize long-term value and effectively use state funds, FFA developed a strategic state-wide facilities master plan in 2020 for the Oregon State Police (OSP). We worked with state representatives and OSP for two years to perform operational assessments of 44 existing facilities, facilitate staffing and prototyping workshops, conceptual planning, lease vs. buy analysis, and operations and maintenance planning. The assessments and recommended future needs were clearly identified in the report to state representatives and covered various functions, including command centers, forensic laboratories, and medical examiner offices.

FFA identified initial investment opportunities and phasing plans for new construction and renovation projects. The highest priority projects for Central Point and Springfield were successfully funded in the 2021-2023 biennium budget and are in design and construction.



Existing Portfolio Review and Space Needs

Key Team Members: Ian, John, Laura, Rachel

We will evaluate the existing buildings and parks and document our findings in a report that we will share with the core leadership team. This report will cover the opportunities and deficiencies in your facilities and parks.

We want to gain a complete understanding of your existing conditions. Our proposed team members have extensive experience with all the building types found in the City of Yachats's portfolio and understand when to make the informed decision to adapt, reuse, or maintain instead of constructing new ones. We will use this experience to provide a practical approach to the City of Yachats—we will give financially feasible recommendations based on existing and future needs.

Our conversations with staff and end-users will focus on operations, customer service, security, and collaboration so that each department is right-sized to be efficient and effective today and in the future.

Portfolio Review and Space Needs Tasks

- Review relevant background information, including existing facility condition assessment reports, existing drawings, and previous strategic planning
- Tour the City of Yachats's existing facilities and document any deviations from the existing drawings discovered in a report so that the design team has a clear understanding of the current conditions
- Document and deliver the existing facilities' data for each of the buildings:
 - The square footage and space utilized, building age, seismic category, and department use
 - Opportunities and constraints
 - Clear and consistent graphics for easy review and comparison
- Facilitate interviews with City departments. We will focus on understanding the existing organization and each department's functional space requirements. Throughout these meetings, we will listen for efficiencies, security needs, operational challenges, and opportunities to optimize shared resources
- Develop a space list for each department and generate diagrams showing key adjacencies between spaces. We will provide preliminary drafts to confirm the underlying staffing data has been documented correctly before issuing the final report
- Create the Needs Assessment Report. The summary will include existing conditions by facility and department, current space needs, and projected space needs based on staffing. We will review this with the City Manager and integrate feedback before updating the City Council and other stakeholders

Portfolio Review Deliverables

Existing Facilities and Needs Assessment Report

Phase 1 summary presentation to City Council

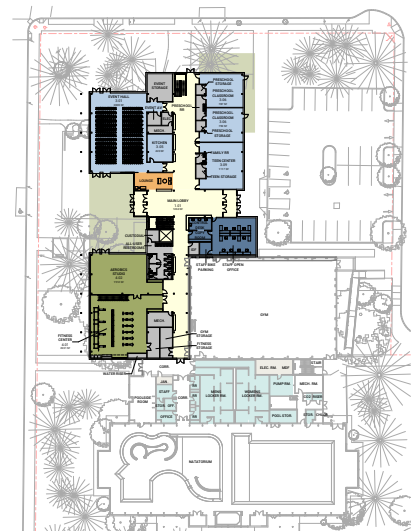
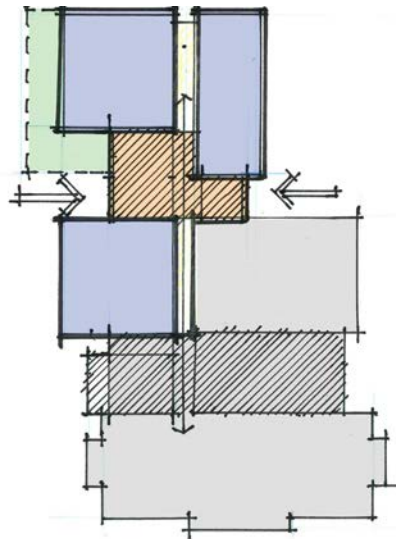
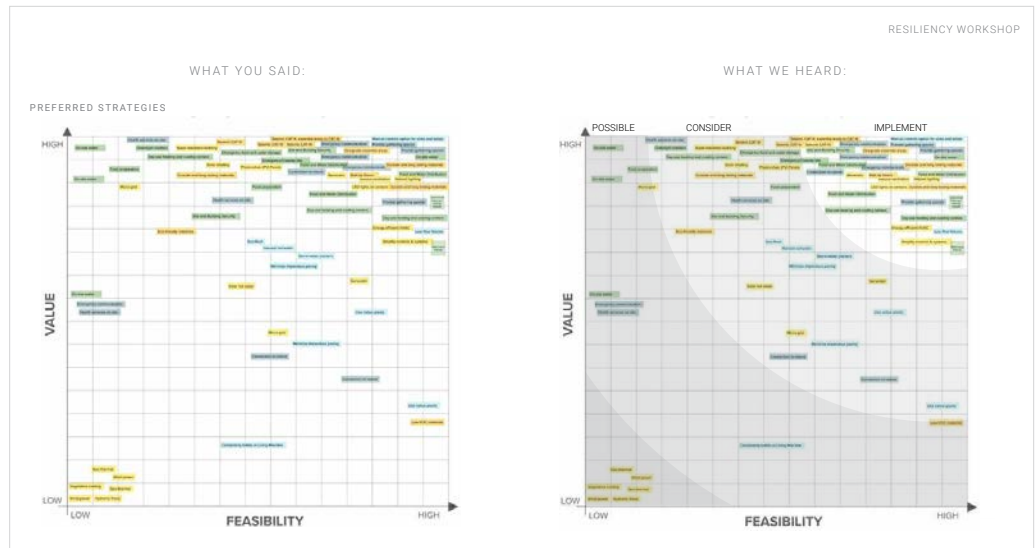
Assessing Existing Facilities: Portland Parks & Recreation

This spring, Portland Parks & Recreation (PP&R) broke ground on the 39,000 SF seismic renovation and 31,000 SF expansion of the Mt. Scott Community Center, estimated to reopen in 2025. This project began many years ago with initial planning and stakeholder engagement, followed by a rigorous design process.

It is immensely satisfying to have the project under construction and watch it come to life.

PP&R faces a severe budget shortfall, with more than \$600 million in deferred maintenance on their facilities. To continue to serve the public long-term, they needed to assess their existing facilities and how they align with the needs of different communities, consider operations and maintenance staffing, and align with the City's climate goals. FFA's team worked with PP&R to assess five existing facilities, including Mt. Scott, Charles Jordan Community Center, Columbia Pool, and the Interstate Firehouse Cultural Center. The team's plan engaged the City of Portland and PP&R leadership and parks department staff to assess existing conditions, anticipate future needs, and explore potential improvements to each facility. Armed with this information, PP&R was able to prioritize an investment in the Mt. Scott project.

In 2021, FFA was selected to develop the design for the major renovation and expansion project, answering a community need and meeting PP&R's goals for a more sustainable and resilient community facility.



PHASE 2: IMPLEMENTATION PLAN

FFA was very well organized and thoughtful in the way they included our staff and citizens as stakeholders in the vision portion of the project.

Kelly Dilbeck, Business Manager
City of Oregon City

Community Visioning

Key Team Members: Ian, John, and Rachel

At this point, we will engage the community in a visioning process for the facility improvements. Our process is focused on learning the nuances of each community and how citizens feel about the development of the place where they live. We have extensive experience facilitating public engagement and have developed methods that allow all voices to be heard. When the process is done correctly, these voices are reflected in the final recommendations.

This open communication style sets the project up for a smoother funding process; when the public feels involved and invested, they are primed for approval. The community engagement process can include:

- Community events
- Open house workshops
- Online surveys
- Social media outreach
- Stakeholder interviews

Ian and John will work with you at the project kickoff meeting to determine the right engagement strategy for your community. We understand that you know your community best, so we work closely with you to tailor these activities to obtain the most feedback. We have based our fee in the proposal on two community meetings. Prior to the public meetings, we will collaborate with you to determine the most appropriate materials to present.

Community Visioning Tasks

- Conduct preliminary research of Yachats and the surrounding region, including history, culture, and natural systems
- Prepare material for a workshop-style community meeting, including boards, graphics, and slideshow
- Facilitate visioning workshops with the community
- Prepare deliverables for distribution to stakeholders

Community Meeting Deliverable

Community Goals and Vision Summary

Development Scenarios and Recommendations

Key Team Members: Ian, John, Laura, Daniel, and Rachel

This task is about creating an accurate and compelling case for the proposed projects that aligns with the City's goals; the projects should reinforce the city's vision and resonate with the City Council and the community.

We will lead a multi-step process to propose, review, analyze, and finalize development scenarios with you. The process is built on the goals we established in the visioning process and will test the concepts and design ideas with stakeholder groups – we find that the most successful projects result from including individuals with unique perspectives and observations from all levels of the organization. We will explore a range of scenarios, including renovations, new construction, alternative sites, or a combination of all three; we will compare costs and look for opportunities to meet multiple department and city goals with each decision.

Development Scenarios Tasks

- Create development scenarios for each department that meet their space needs. Concept development and analysis will be at a high level that is appropriate to support master planning and decision-making.
- Evaluate the options with department directors and internal stakeholders in design workshops to confirm a preferred direction
- Integrate the feedback from the workshops into more refined final recommendations

Development Scenarios Deliverable

Development Scenario Summary and Recommendations Report

Final Report and Presentation

Key Team Members: Ian and John

Following our process, the City of Yachats Civic Master Plan will have no surprises – the collaborative effort will result in a comprehensive document that reflects your culture, operational needs, and budget. From kickoff forward, we host inclusive discussions and consistently refine our proposed results with your input. We will integrate our planning and design knowledge of civic building needs to give you a data-informed, flexible plan for the next 25 years.

Final Deliverable

Final presentation to City Council summarizing Phase Two and next steps

Financing and Funding:
City of North Plains

In developing finance options for the City of North Plains Long-Range Facilities Plan, FFA worked with city staff to thoroughly explore project funding options that included public works. Library, public safety, and city hall projects. Various funding mechanisms were analyzed, including current reserves, property tax segmentation, special operating levies, grant opportunities, debt financing, and urban renewal resources. The team also reviewed public-private partnership (P3) alternatives to achieve the City's goals and spur economic development in the downtown core area. The resulting implantation plan prioritized short-term goals to immediately pursue and a phased strategy for accomplishing long-term objectives.



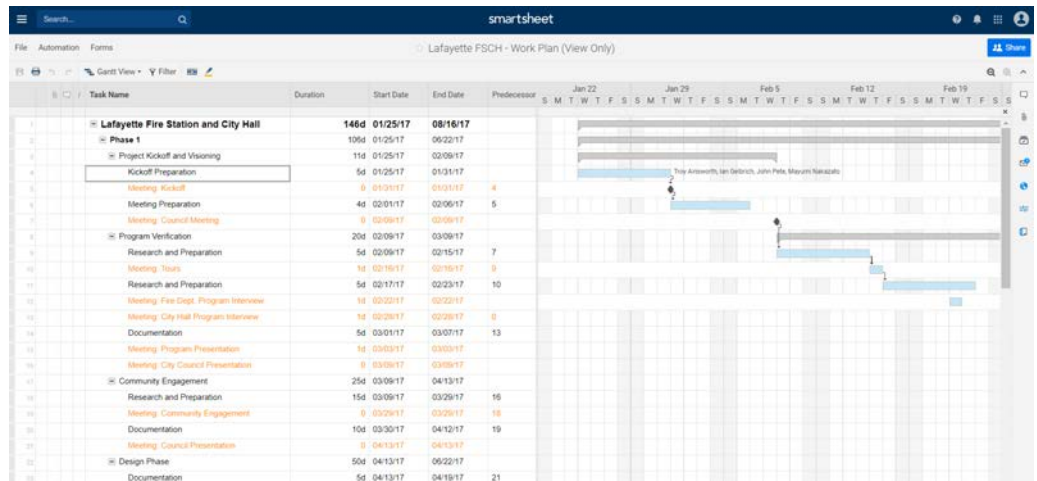
Project Management

RESPONSIBLE PROJECT MANAGEMENT

At the onset, John Pete, our Project Manager, will collaborate with the project and project management teams to refine the schedule, manage deliverable milestones, and lead decision-making. Ian will provide executive leadership, and together, they bear the responsibility for the project's success. They will be responsible for the flow of information and communication paths to the core leadership team, internal and external stakeholders, and the city council.

John will be the 'hub' of communication around this project, coordinating all tasks and deliverables and staffing to accomplish each activity. At our weekly staffing meetings, he will communicate what staff members' time will be needed and what support staff members are needed based on their availability and skills. As needed, John will coordinate the integration of FFA team members with subject matter expertise, landscape architects Mayer/Reed, and the Rider Levett Bucknall cost estimation team.

One of John's core strengths is discipline – he provides routine and structure and is relied upon by his clients, colleagues, and project teams. He communicates consistently and can be counted on to deliver as promised. This foundational strength is fundamental in his role as project manager.



Priority	Status	Title	Description	Discipline	Assigned To Person	Assigned To	Notes	Date Assigned
High	Open	Confirm deliverables for Oct. 5th	Confirm the deliverables for October 5th programming workshop.	00-Project Management	Ian Gelbreich	FFA		09/28/17
High	Open	Draft Program	Send draft program to EDC and Francesca for review	00-Project Management	Ian Gelbreich	FFA		
High	Open	Track Grant Opportunities for Sustainable	See comments for description	08-Mechanical				
High	Open	Moving Utilities Underground Along SR 1	City is requesting utilities along SR 1 to be moved underground. EDC needs information to present a case to council that outlines these expenses. Full scope of moving utilities underground. Phased approach for after the gas station is removed, and do nothing (the other way).	09-Electrical	Francesca Gambetta	SOJ		
High	Open	Determine Comcast Overhead Wires	Identify contact at Comcast and determine number and class of lines overhead.	09-Electrical	Mark Reuland	KPFF Civil		01/30/18
High	Open	Confirm Code Requirement for Pole to	Confirm that the code requires utilities to be placed underground even if the design team doesn't alter them.	09-Electrical	Anna Stalinsky	City of Beaverton		01/30/18
High	Open	Confirm actual City scope with PGE	Jim Duggan told Mark and Ian that due to pre-Enron franchise agreements the city is only required to pay for vaults and conduit. All other work is for PGE and Comcast.	09-Electrical	Mark Reuland	KPFF Civil		01/30/18
High	Open	Provide cost breakdown	Skanska needs to provide a rough breakdown of the costs for the underground utility scope.	09-Electrical	David Standley	Skanska		01/30/18
High	Open	Vapor Barrier System	We have conflicting input from GeoDesign Mod Foster regarding the vapor barrier system. EDC will have the final say.	06-Architectural				
High	Open	Stormwater Confirmation	Nathan from KPFF is confirming the Stormwater Approach with Mark Boguslawski with the C & B.	03-Civil	Nathan Patterson	KPFF Civil		
High	Open	Potential Rose Garden Location	Neighbor has proposed adding a Rose Garden to the property Design team to see if this is appropriate for the design.	04-Landscape	Marilee Hanks	Anderson Kyrieger		
High	Open	Battery Backup Pilot Program	PGE has a pilot program for the battery backup systems. Team is to identify if this would be something to explore for this project.	09-Electrical	Ian Gelbreich	FFA		01/07/18
High	Open	Additional Survey Requirements	The electric water rendering is unrelated with the city team contracted survey that set outside the area of the survey. Additional survey information.	00-Project Management	Francesca Gambetta	SOJ		01/26/18
High	Open	1/24/2018 Plan Review	FFA to pick up plan comments from EDC	06-Architectural	John Pete	FFA		01/26/18
High	Open	2018 01 29 Updated Architectural Render	Renderings from 1/24/2018 SD Package	06-Architectural	Ian Gelbreich	FFA		01/26/18
High	Open	Resubmit structural grid		05-Structural	John Pete	FFA		01/26/18

Smartsheet, FFA's project management tool of choice. John will manage the project's schedule and issue tracking through the cloud-based software.

PROACTIVE APPROACH

The proposed team will lean on their decades of experience to identify potential problems and propose solutions for review before they impact the assessment and planning efforts. As designers and planners, we have seen the delays that problems can cause or the impact of decisions made without careful consideration. We will use Smartsheet as our project management tool to schedule all tasks and deliverable deadlines and be able to flag any potential delays before they negatively impact the project.

One way we proactively prevent issues is by having clear communication paths. We believe that by having an inclusive set of workshops involving department heads as a larger group, we will reduce silos of information. With open and transparent communication, we reduce future roadblocks to efficient decision-making.

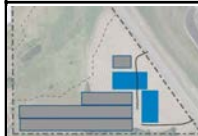
Ultimately, the Civic Master Plan sets the City of Yachats up for future success across all departments. The successful plan will build consensus on the recommendations and subsequent decisions and craft a shared vision for city investments.

BEST PRACTICES

Long-range planning projects involve complex programs with a diverse team of city stakeholders. In Phase 1, we will develop a list of goals and priorities to create a matrix to evaluate critical project decisions. The matrix focuses on areas where the city wants to excel: resiliency, wellness, customer service, equity, and accessibility. By clearly articulating the high-level guiding principles - to deliver economically viable, socially just, and environmentally sound solutions - we can make decisions based on how various scenarios offer trade-offs.

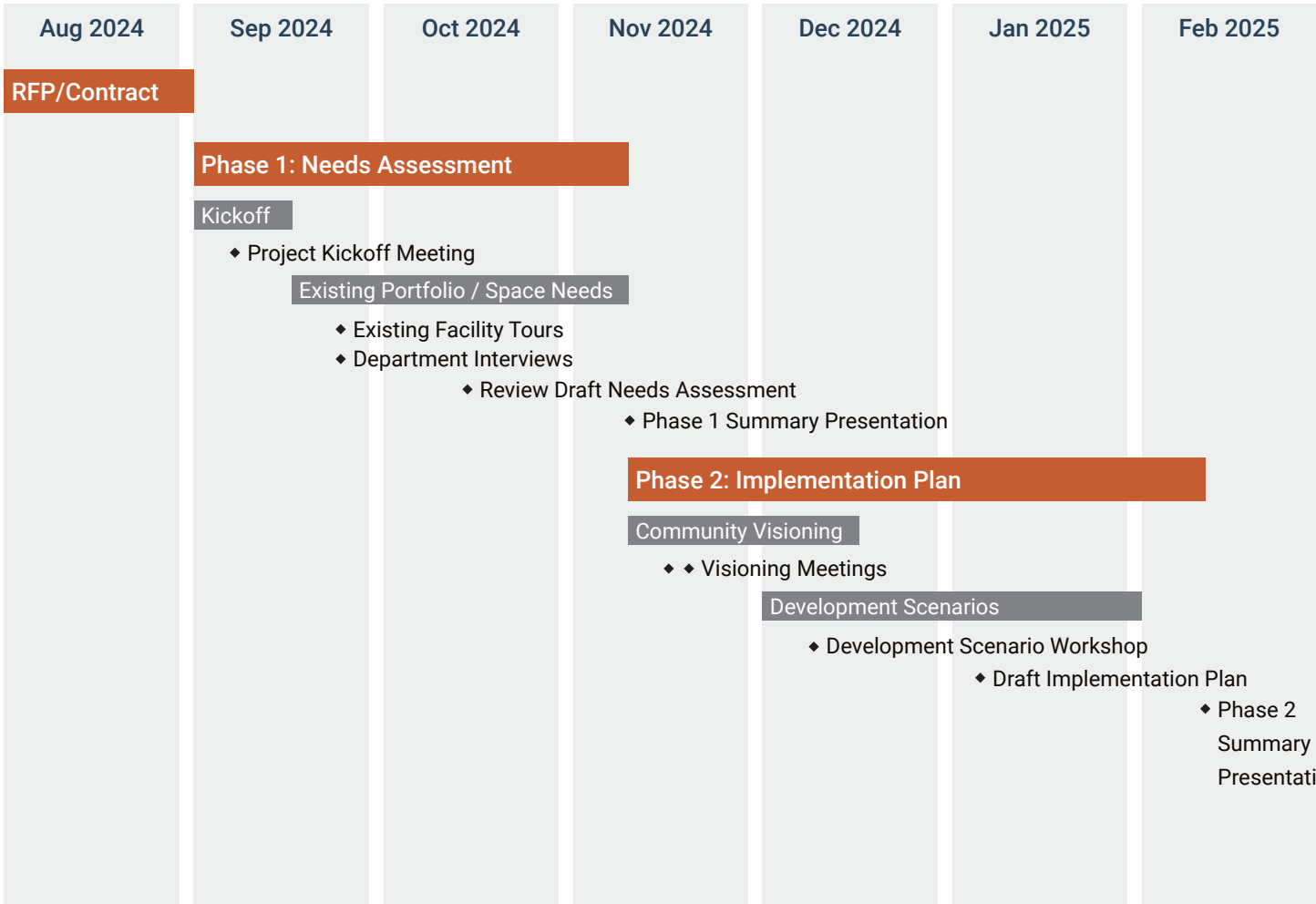
We will create a selection and ranking process based on each scenario's relative advantages and costs in accomplishing the goals and objectives. This process is called "Choosing by Advantages" (CBA). During the CBA process, we ask, "What and how large are the advantages in each project opportunity?" proposed for consideration, "How important are the advantages?" and finally, "Are those advantages worth their associated cost?".

CBA does not "weigh" factors in advance, so some aspects are automatically more important than others. Instead, CBA focuses on the differences between alternatives and determines how important those advantages are. The process establishes a single scale that compares the importance or benefits of all the submitted line items to the client. The results reflect the total benefits of each line item toward achieving the client's mission. Cost, a crucial consideration, is then introduced to the priority-setting process, establishing an importance-to-cost ratio. The resulting priorities represent those components that provide the greatest benefit to the client for each dollar spent.

		"RECOMMENDED" / "UNDER CONSIDERATION" - TITLE AS APPROPRIATE			"NOT RECOMMENDED"		DOES NOT MEET MIN. REQ'S	
								
		ROM: Baseline LIFECYCLE/OPERATING COST:	ROM: Baseline LIFECYCLE/OPERATING COST:	ROM: LIFECYCLE/OPERATING COST:	ROM: LIFECYCLE/OPERATING COST:		ROM: 20% more expensive LIFECYCLE/OPERATING COST:	
DIFFERENTIATING FACTORS								
Safety and Security	Safety and Security	Uses building as a buffer	Uses wetland and building as a buffer to create a clear delineation between public and private	Uses wetland and building as a buffer to create a clear delineation between public and private	Uses building as a buffer		Uses building as a buffer	
	Need:							
Welcoming to Community	Welcoming to community		Building is more visible from southern approach. Public Plaza is in clear and approachable					
	Need:	Baseline						
Solar Orientation	Solar Orientation	Optimal East West Orientation	Orientation is more north south oriented	Some is north south orientation and some east west orientation	Some is north south orientation and some east west orientation			
	Need: Maximize access to daylight, control glare & heat gain East-West orientation preferred							
Access to Views	Access to Views	Views of wetland and mountains to the east from raised floors	Views of wetland and mountains to the east from raised floors	Views of wetland and mountains to the east from raised floors	Views of wetland and mountains to the east from raised floors		Views of wetland and mountains to the east from raised floors	
	Need:							
Connections to Wetlands	Connection to Wetland	Loop road separates the building from the wetland	Building location provides direct access to the wetland on the lower floor	Building location provides direct access to the wetland on the lower floor	Loop road separates the building from the wetland		Building location provides direct access to the wetland on the lower floor	
	Need:							
Minimize Earthwork	Minimize earthwork							
	Need:							
Expansion Capability	Expansion Capability	Expansion to the west limited by loop road						
	Need:							
Parking	Cost	Surface Parking	Surface Parking	Surface Parking	Surface Parking		Parking Garage	
	Need to minimize site costs \$\$\$ Cost savings over baseline	Baseline	Baseline	Baseline	Baseline		500% more cost with garage stall	
LEED	LEED Points	Second highest energy credits. Get refrigerant credits. 10-14 total.	Tied with Alternative 4 for third highest energy credits. Get refrigerant credits. 9-11 total.	Highest energy points due to most helpful "Baseline building." We lose refrigeration credits. 12-16 total.	Tied with Alternative 2 for third highest energy credits. Get refrigerant credits. 9-11 total		Fewest energy credits. Get refrigerant credits. 5-7 LEED credits	
	Need: Minimum 8 credits More LEED points is better Total LEED Points LEED Points over baseline alternative	1-3 additional LEED credits	Baseline	3-5 additional LEED credits	Baseline		<8. Does not meet min req's	
NON-DIFFERENTIATING FACTORS								
Access to Views	Access to Views							
	Need:							
LEED								

Choosing by Advantages sample documentation
Color and saturation indicate recommendation levels

Proposed Project Schedule



Fee Summary

Our fee proposal is based on the July 5th, 2024, Request for Proposal and the tasks outlined in our approach. Significant changes to the assumptions may result in revisions to the proposed fee. If any assumptions are incorrect, we request that you notify FFA prior to finalizing the contract for this work.

Basic Services	Kickoff	Portfolio Review and Space Needs	Community Visioning	Development Scenarios and Remmendation	Total by Service
Architecture FFA	\$ 5,500	\$ 34,000	\$ 9,500	\$ 38,000	\$ 87,000
Landscape Architecture Mayer/Reed		\$ 5,010	\$ 5,040	\$ 2,420	\$ 12,470
Cost Estimating RLB				\$ 11,000	\$ 11,000
				Fee Total	\$ 110,470
				Estimated Reimbursables	\$ 4,530
				TOTAL	\$ 115,000





Proposer Qualifications



Wilsonville Community Services Block Master Plan

Wilsonville, Oregon

FFA is working with the City of Wilsonville to create a vision for the future development of their Community Service Block. The planning effort focuses on programming, concept design, and cost estimates for new facilities for the Police Department and the Parks and Recreation Department. It utilizes a 20-30 year planning horizon and considers the potential for future expansion to improve site use, access, and building layout efficiency.

The FFA team is working with the City's Facilities Project Team, the Police Department, and the Parks and Recreation Department, along with other stakeholders to determine the most appropriate recommendations for future development.

FFA has conducted Visioning and Sustainability/Resilience workshops with City staff and stakeholders in order to establish comprehensive big-picture goals and expectations.

The Master Plan recommendations will comply with Oregon's Green Energy Technology requirements, and will follow all City, State, and Federal guidelines. FFA's deliverables from this project will establish overall guidance for the development of the Community Service Block and assist the City in determining next steps to fund, design, and build the new facilities.

CLIENT
City of Wilsonville

COMPLETION
Ongoing

SIZE
72,000 SF

SERVICES PROVIDED
Master Planning
Space Planning
Concept Design
Cost Estimation Collaboration



Corvallis Facilities Civic Master Plan

Corvallis, Oregon

In 2021, the City of Corvallis initiated a comprehensive Facility Needs Assessment (FNA) to address the deficiencies within its municipal buildings and improve city operations' efficiency and safety. Engaging FFA Architecture and Interiors and Makers Architecture and Urban Design, the project aimed to enhance public service delivery, foster inter-departmental collaboration, and strengthen the connection between the community and the city administration. This assessment encompassed 17 sites and staff from all ten city departments.

Key stakeholders in the project, including the Corvallis Mayor, City Council, and Department Directors, were all part of a collaborative effort. Their needs and perspectives were integral to the process, gathered through interviews, facility tours, a visioning workshop, and feedback sessions.

The analysis revealed that the city's facilities had not been evaluated comprehensively in over 50 years, resulting in buildings that were 77% undersized and lacking modern energy efficiency and green building practices. Community involvement was a critical component, with the project aligning with the values outlined in Imagine Corvallis 2040. Engagement activities included City Council briefings and an annotated virtual tour of the facilities.

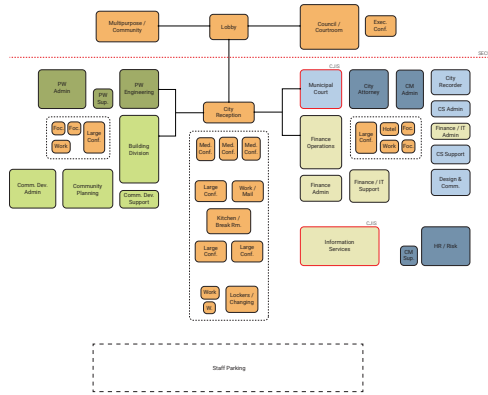
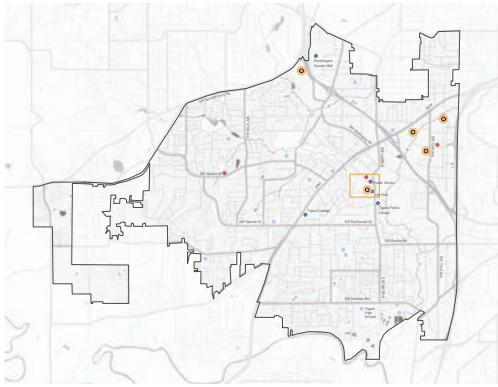
The project culminated in a 20-year strategic plan, a forward-looking roadmap that recommends 11 projects totaling \$255 million. These projects, with their initial priorities including relocating and rebuilding the parks and recreation maintenance facility, creating a new civic campus, and remodeling fire station one, are designed to have a lasting impact on the city's future. This strategic approach aims to revitalize the city's infrastructure, ensuring efficient and sustainable operations for years to come.

CLIENT
City of Corvallis

COMPLETION
Ongoing

SIZE
Multiple Buildings

SERVICES PROVIDED
Facility Assessments
Space Planning and Programming
Client and Community Engagement
Concept Designs
Bond Passage Support
Cost Estimation Collaboration



CLIENT
City of Tigard

COMPLETION
2020

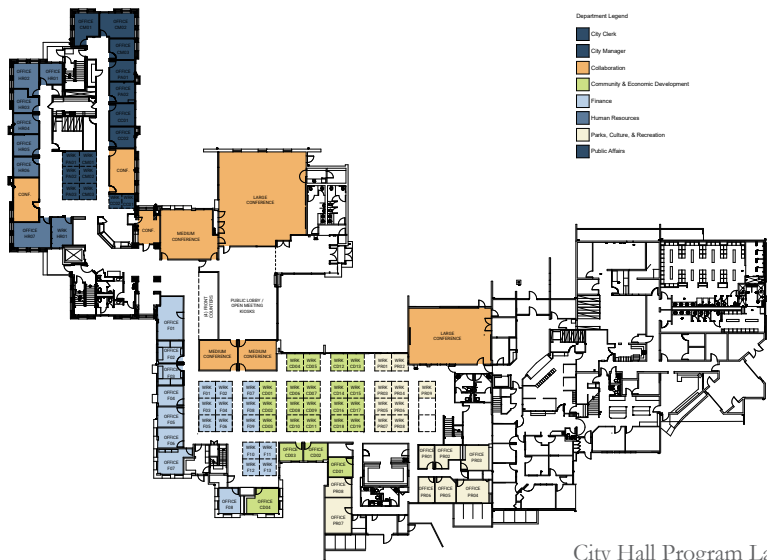
SIZE
Multiple Buildings

SERVICES PROVIDED
Facility Assessments
Site Analysis and Planning
Client and Community Engagement
Cost Estimation Collaboration

City of Tigard Facilities Master Plan Tigard, Oregon

The team evaluated multiple potential sites because of the city's current and projected growth, identifying and validating a new operational model for an "all in one" facility concept that would co-locate multiple city departments and services on a centralized site.

FFA worked closely with the City of Tigard leadership and staff, including Community Development, City Management, Police, Emergency Management, Public Works, Finance/IT, and Central Services to create detailed program documents and prototypes.



City Hall Program Layout Option One

CLIENT
City of Lacey

COMPLETION
2023

SIZE
Multiple Buildings

SERVICES PROVIDED
Facilities Assessments
Site Analysis and Planning
Programming & Space Planning
Client Engagement
Community Engagement
Cost Estimation Collaboration

City of Lacey, Facilities Needs Assessment & Master Plan Lacey, Washington

Working with MAKERS Architecture and Urban Design, FFA performed a facilities assessment that included the City of Lacey's city hall, public works campus, parks administration, and animal services. During the needs assessment phase, we performed detailed evaluations of the conditions and layouts of each existing building to develop programming and space planning before an interactive visioning work session with city staff.



Sweet Home Library Facility Study & Needs Assessment

Sweet Home, Oregon

FFA was contracted by the City of Sweet Home to develop a building report which reviewed their existing library infrastructure and operations, including an in-depth analysis of systems, seismic performance, and the feasibility of renovating their current building.

Additionally, the design team orchestrated a community outreach strategy to solicit feedback from key groups and demographics, which included focus groups comprised seniors, teens, and residents with and without families including children. Working with our library planning consultant, we looked at the anticipated future growth as well as the evolving role libraries play in their communities to determine the optimal size and infrastructure that would be needed should the building be expanded, or a new facility built on another site.

The team then conducted test fits for three (3) potential library sites. These included reviews of several factors such as community accessibility, parking, infrastructure, site resiliency, and comparability with development standards. From here, cost estimates were developed to inform future bond planning.

CLIENT
City of Sweet Home

COMPLETION
2021

SIZE
13,300 SF

SERVICES PROVIDED
Facility Assessments
Site Analysis and Planning
Client Engagement
Concept Design
Cost Estimation Collaboration



Forest Grove City Hall Renovation and Expansion

Forest Grove, Oregon

For the City of Forest Grove, our design team focused on remodeling and merging their City Hall and the engineering building next door to develop a new 2-story facility as the Development Service Annex (DSA). The renovation and addition allowed us to combine the two structures to create a single cohesive facility with better connectivity between the two services which had been disjointed when the buildings were separate.

Through strategic use of skylights, window systems, and sunshades, FFA designed a façade that reflects the cadence, proportions, and depth of nearby historic structures and allows for deep daylight penetration for the workplace and maximized views for the building's users. The glazing simultaneously activates and engages the street by providing visibility of the activity inside the building. The new glazed entry to city hall is designed to be more welcoming to the public, create a better sense of arrival, while visually and physically uniting the existing building with the new. The composition of transparency, blending of new and old materiality, and contextual scale complements the surrounding architecture while still providing a contemporary design.

The design included the development of new administrative offices, courts, court offices, utility billing departments, meeting rooms, and two public entries which ensure equitable access to all occupants and visitors. The expansion provided opportunities to enhance the City Hall lobby allowing for the city's staff members to interface with the community while introducing centralized collaboration and amenity spaces for the entire staff.

CLIENT
City of Forest Grove

COMPLETION
2023

SIZE
15,500 SF

SERVICES PROVIDED
Facility Assessment
Site Analysis and Planning
Building Code Review
Client Engagement
Community Engagement
Concept Design
Cost Estimation Collaboration
Full A/E Design
Construction Administration



Hidden Creek West Inclusive Playground

Hillsboro, Oregon

In collaboration with landscape architects, MIG, we developed inclusive restroom, picnic, and shade structures to enhance playground design and park use for families of all ages, identities, and abilities. Drawing inspiration from the site’s forested tree grove, the building forms reflect the imagery of tree trunks and forest shade canopies. The picnic pavilion features ADA-accessible picnic tables and expanded maneuvering space, ensuring that families of all ages and abilities can enjoy the park comfortably. Restrooms are thoughtfully planned for inclusivity, offering four individual restrooms, each fully ADA accessible with increased maneuvering room. These restrooms are equipped with family-friendly features such as child protection seats for waiting toddlers, infant and adult changing tables, ensuring convenience and accessibility for all visitors.

The rooflines engage visitors with nature’s water cycle, channeling rainwater to one end and cascading it back into the ground through a feature planter. This biophilic design emphasizes sustainability and creates an interactive experience with the natural environment.

CLIENT
Hillsboro Parks and Recreation

COMPLETION
2023

SIZE
11 acres

SERVICES PROVIDED
Concept Design
Schematic Design
Design Development
Construction Documents



Lincoln City Police Station

Lincoln City, Oregon

The former Lincoln Police Station was located within an old ambulance building on a heavily wooded and sloped site. In 2017, the City selected FFA Architecture and Interiors to design a new 18,500 SF facility. The project presented several challenges to be addressed. The first was the site itself. With steep topography, it is pinched at the location of the building and backs up to a future city park. This created limited access points and difficulty in separating the public and secure zones of the site. Another challenge was that the existing building housed dispatch and needed to remain in place during construction. This limited the buildable area of the site.

After a robust programming effort with the Lincoln City Police and our emergency services consulting architects, MWL, the FFA team engaged in a research phase. The team worked closely with City Council and police staff to identify the goals for the project and key metrics for its success. The team also conducted in-depth research into the history and culture of Lincoln City, working with citizens to determine an “origin story” that would influence the representation of the final project.

The design team worked diligently to incorporate all these factors into a successful, lasting design solution. The building’s material choices meet the resiliency requirements of Lincoln City’s coastal environment as well as the safety and security requirements that law enforcement facilities demand. Its relationship to the public park, community spaces, and use of local building materials also help foster its connection to the public and identity as a welcoming civic building.

CLIENT

City of Lincoln City / Lincoln City Police Department

COMPLETION

2020

SIZE

18,500 SF

SERVICES PROVIDED

Master Planning
Stakeholder Engagement
Space Planning
Full A/E Design Services
Construction Administration

References

- 1 **Project:** Corvallis Facilities' Needs Assessments
Client: City of Corvallis
Location: Corvallis, Oregon
Contact Phone: (541) 766-6717
Contact: Mary Steckel
Contact Role: Special Projects Manager
Email: mary.steckel@corvallisoregon.gov
- 2 **Project:** Wilsonville Community Services Block Master Plan
Client: The City of Wilsonville
Location: Wilsonville, Oregon
Contact Phone: (503) 570-1542
Contact: Delora Kerber
Contact Role: Director of Public Works
Email: kerber@ci.wilsonville.or.us
- 3 **Project:** Portland Parks & Recreation, Mt. Scott Community Center
Client: City of Portland Parks & Recreation
Location: Portland, Oregon
Contact Phone: (971) 940-5731
Contact: Robin Johnson-Craig
Contact Role: Capital PM, Assessment & Development
Email: Robin.JohnsonCraig@portlandoregon.gov
- 4 **Project:** Lincoln City Police Department
Client: Lincoln City Police Department
Location: Lincoln City, Oregon
Contact Phone: (541) 994-1446
Contact: Chief Dave Broderick
Contact Role: Police Chief
Email: dbroderick@lincolncity.org



EDUCATION

University of Oregon,
Bachelor of Architecture

LICENSURE

Registered Architect in Oregon
and Idaho

MEMBERSHIPS

American Institute of Architects
(AIA)

THOUGHT LEADERSHIP

*'It Depends' Isn't Cutting It:
Establishing Cost Parameters for
Mass Timber Construction,*
International Mass Timber, 2023

Security in Public Buildings,
Association for Washington
Cities, 2017

Welcoming City Halls,
League of Oregon Cities, 2016

CLIFTON STRENGTHS

Ideation

Strategic

Intellection

Individualization

Futuristic

Ian Gelbrich

Partner in Charge | FFA Architecture and Interiors

A licensed architect with over 25 years of experience, Ian leads FFA's civic facilities market sector. With an extensive background in municipal design, his portfolio includes planning and design for city halls, community centers, and libraries. Ian's strategic thinking and collaborative nature make him an invaluable asset in navigating the intricate landscape of civic architecture; he uses his experience to deliver designs that resonate with communities across the Pacific Northwest. Ian is committed to ensuring the staff, city council, and the public feel included and heard in the design process; he facilitates stakeholder and community engagement, channeling the findings into spaces that will serve the community effectively.

Ian continues to leave a lasting impact through his architectural endeavors, shaping environments that foster connectivity, functionality, and inclusivity.

RELEVANT EXPERIENCE

Corvallis Civic Facilities Master Plan

Corvallis, Oregon

Wilsonville Community Block Master Plan

Wilsonville, Oregon

Oregon State Police Strategic Facilities Master Plan

Statewide, Oregon

Library! at Bown Crossing

Boise, Idaho

City of North Plains Civic Facilities Master Plan

North Plains, Oregon

Vancouver City Hall Tenant Improvements

Vancouver, Washington

Redmond City Hall Adaptive Re-use

Redmond, Oregon

Eugene Town Square - City Hall and Farmers' Market

Eugene, Oregon

City of Troutdale City Hall Space Planning

Troutdale, Oregon

Carlton City Hall and Police Station Study

Carlton, Oregon

City of Lafayette, City Hall & Municipal Court Concept Design

Lafayette, Oregon

McMinnville Civic Hall *

McMinnville, Oregon

Lincoln City Police Department

Lincoln City, Oregon

Redmond Public Safety Center

Redmond, Oregon

Robert Libke Public Safety and Municipal Courts Building

Oregon City, Oregon

* project completed prior to FFA



John Pete

Project Manager | FFA Architecture and Interiors

EDUCATION

University of Oregon,
Bachelor of Architecture, Minor
in Architectural History

LICENSURE

Registered Architect in Oregon

CERTIFICATIONS AND CREDENTIALS

LEED Accredited Professional,
Building Design + Construction

Associate Design-Build
Professional

CJIS Security Awareness
Training, 2020

CLIFTON STRENGTHS

Analytical

Strategic

Context

Learner

Achiever

As a seasoned project manager, John uses his nearly two decades of experience to orchestrate complex architectural and planning projects across the West Coast. He understands how various city departments relate and the complexities of municipal dynamics; he uses this knowledge to guide the planning and design process successfully. John's holistic approach to project management integrates the aesthetic vision with pragmatic considerations, resulting in spaces that resonate with functionality and purpose. John's passion for civic architecture is matched only by his unwavering commitment to advancing the collective welfare of the communities he serves.

John will work to understand project needs as well as the culture and goals of the Department. He has built an extensive skill set around cost trade-off analysis, technology integration, and creative team leadership specifically in how they relate to civic facility design. He has a strong understanding of how different city departments relate to one another and will bring his experience with facilitating and leading the planning efforts.

RELEVANT EXPERIENCE

Corvallis Civic Facilities Master Plan

Corvallis, Oregon

Oregon State Police Strategic Facilities Master Plan

Statewide, Oregon

Wilsonville Community Services Block Master Plan

Wilsonville, Oregon

City of North Plains Civic Facilities Master Plan

North Plains, Oregon

City of Tigard Civic Facilities Master Plan

Tigard, Oregon

Lacey Capital Facilities Planning

Lacey, Washington

Lafayette Fire Station

Lafayette, Oregon

Pleasant Hill Fire Station Concept Design

Pleasant Hill, Oregon

Aumsville Fire District Concept Design

Aumsville, Oregon

City of Troutdale City Hall Space Planning

Troutdale, Oregon

Lincoln City Police Department

Lincoln City, Oregon

Beaverton Public Safety Center

Beaverton, Oregon

Redmond City Hall Adaptive Re-use

Redmond, Oregon

Robert Libke Public Safety and Municipal Courts Building

Oregon City, Oregon

Milton-Freewater Police and Dispatch Facility

Milton-Freewater, Oregon

** project completed prior to FFA*



Laura Roark

Parks & Recreation Lead | FFA Architecture and Interiors

EDUCATION

University of Oklahoma,
Bachelor of Architecture

LICENSURE

Registered Architect in Oregon

MEMBERSHIPS

American Institute of Architects
(AIA)

Oregon Recreation and Parks
Association (ORPA), Planning
and Design Sector, board
member

Association for Learning
Environments (A4LE), Oregon
and SW Washington Chapter,
at-large board member and JEDI
committee member

FFA INVOLVEMENT

Equity Committee, member

Best Practices Committee, chair

CLIFTON STRENGTHS

Restorative

Includer

Individualization

Ideation

Learner

Laura brings 24 years' experience in architecture, designing and managing diverse project types including, but not limited to, community and aquatic centers, operations/public works facilities, and K-12 schools. She balances functional and operational needs with occupant health and wellness to create inviting spaces that are designed to support all who use them. Laura is adept at integrating modern functional needs into existing spaces to create engaging environments.

As Recreation and Public Works Architectural Lead, Laura will leverage her background in community center and operations facility design to work with clients and stakeholders in determining the long-term needs and optimal, universally-welcoming solutions to support every occupant of these civic amenities, including staff and residents of all backgrounds, ages, and abilities.

RELEVANT EXPERIENCE

Portland Parks & Recreation (PP&R) Mt. Scott Community Center Renovation and Expansion
Portland, Oregon

PP&R Peninsular Park Community Center Pool Replacement
Portland, Oregon

PP&R Charles Jordan Community Center, Aquatics Center Addition Test-Fit
Portland, Oregon

PP&R Columbia Pool, Aquatics Center Expansion Test-Fit
Portland, Oregon

PP&R Interstate Firehouse Cultural Center, Space Needs Assessment
Portland, Oregon

Esther Short Park Improvements
Vancouver, Washington

Wilsonville Community Block Master Plan
Wilsonville, Oregon

Blue Lake Park Operations and Maintenance Campus
Fairview, Oregon

Hidden Creek Park West Inclusive Playground
Hillsboro, Oregon

Beaverton Public School District Maintenance Campus Master Plan
Beaverton, Oregon

Beaverton Public School District Maintenance Facilities Campus Renovation and Expansion
Beaverton, Oregon

Regional Utility Provider, Service Center Campus Renovation and Expansion
Portland, Oregon

New Urban High School Facility Planning & Upgrades
Milwaukie, Oregon

Rowe Middle School Facility Planning
Milwaukie, Oregon



Christine Rumi

QA/QC Lead | FFA Architecture and Interiors

Christine has over 27 years of experience. Clients and project teams enjoy working with her and respect her clear communication style and pragmatic approach. She balances functional and operational needs with occupant health, wellness, and safety to create inviting, highly functional spaces that are designed to last and be flexible as organizational needs evolve.

As the Public Works and Operations Facilities Lead, Christine will leverage her rich background in public works and operational facility design. She will create highly functional spaces, designed to last with flexibility as organizational needs evolve.

EDUCATION

University of Oregon,
Bachelor of Architecture

LICENSURE

Registered Architect in Oregon

CERTIFICATIONS AND CREDENTIALS

LEED Associated Professional

MEMBERSHIPS

American Institute of Architects
(AIA)

CLIFTON STRENGTHS

Harmony

Relator

Input

Intellection

Learner

RELEVANT EXPERIENCE

Lacey Capital Facilities Planning

Lacey, Washington

Skamania County Public Utility District No. 1 Assessment

Carson, Washington

Regional Utility Provider, Service Center Campus Renovation and Expansion

Portland, Oregon

Regional Utility Provider Hydroelectric Campus Expansion

Estacada, Oregon

Sunrise Water Authority Administrative and Operations Campus

Happy Valley, Oregon

County Emergency Operations Center Conceptual Designs

Portland, Oregon

Monmouth City Hall

Monmouth, Oregon

Eugene Town Square - City Hall and Farmers' Market

Eugene, Oregon

Department of Administrative Services, State Library of Oregon Elected Officials Relocation

Salem, Oregon

Kirkland Maintenance Operations Center Master Plan

Kirkland, Washington



Edward Running

Resiliency Lead | FFA Architecture and Interiors

EDUCATION

University of Oregon,
Master of Architecture
Pacific Lutheran University,
Bachelor of Fine Arts and
Business

LICENSURE

Registered Architect in Oregon

CERTIFICATIONS AND CREDENTIALS

LEED AP BD+C

MEMBERSHIPS

American Institute of Architects
(AIA)

FFA INVOLVEMENT

Sustainability Committee,
partner liason
Equity Committee

CLIFTON STRENGTHS

Ideation
Woo
Context
Input
Strategic

Edward is a visionary design professional with over 25 years of experience in the industry. He is passionate about designing sustainable, universally-welcoming environments where agencies and communities can thrive. Edward's approach supports project teams through a truly-collaborative design process. A LEED-Accredited Professional, Edward is one of FFA's staunchest advocates of the firm's commitment to sustainable design as the basis of good design in every project.

As Resiliency Lead, he will moderate a workshop with project stakeholders to review appropriate building strategies, identify stakeholder priorities, and create guiding principles for your projects that align with a tailored, practical, and holistic approach to resilient development.

RELEVANT EXPERIENCE

Astoria Waterfront Master Plan

Astoria, Oregon

Linn-Benton Community College, Master Plan

Linn and Benton Counties, Oregon

Tillamook Bay Community College Master Plan

Tillamook, Oregon

Lakedale Resort Master Plan

Friday Harbor, Washington

Chemeketa Community College, Energy Resiliency Projects

Salem and Brooks, Oregon

Chemeketa Community College Agriculture Complex (NET ZERO ENERGY)

Salem, Oregon

Chemeketa Community College, Wine Studies and Tasting Room

Salem, Oregon

Western Oregon University, Natural Science Building Renovations

Monmouth, Oregon

Linn-Benton Community College, Chinook Hall

Corvallis, Oregon

PBOT 10th and Yamhill SmartPark Garage and Retain Renovations (LEED GOLD, PARKSMART)

Portland, Oregon

University of Oregon, White Stag Block (LEED GOLD) Tenant Improvements

Portland, Oregon

Corvallis Police Department and City Hall Concept Designs

Corvallis, Oregon

Oregon Department of Public Safety Standards and Training Emergency Personnel Training Campus (DPSST) *

Salem, Oregon

State of Oregon North Mall Office Building *

Salem, Oregon

Chemeketa Community College, Applied Technology Programming *

Salem, Oregon

* project completed prior to FFA



EDUCATION

University of Oregon,
Coursework in Political Science

LICENSING AND CERTIFICATIONS

Certified Estimating Professional
(CEP)

Certified Cost Technician (CCT)

Daniel Junge

Lead Cost Estimator | Rider Levett Bucknall

Dan Junge, the Managing Principal at RLB, brings 18 years of construction industry experience with a strong focus on enhancing public safety. Specializing in cost estimation, value engineering, and meticulous project documentation, he is well-versed in estimating software and scheduling tools.

Dan's background in construction and project management enhances his skills, especially in Guaranteed Maximum Price (GMP) Review, where he excels in evaluating Sub-Contractor GMP bids for precise scope and pricing. His commitment to this project ensures that stakeholders will collaboratively work towards the effective execution of the project, prioritizing safety and cost control within sustainable limits.

By bringing Dan in early in the process, we will set the City of Yachats up for success with early cost-benefit analysis.

RELEVANT EXPERIENCE

Wilsonville Community Services Block Master Plan *

Wilsonville, Oregon

Corvallis Police Department and City Hall Concept *

Corvallis, Oregon

Oregon State Police Facilities Strategic Master Plan *

Salem, Oregon

Redmond Public Safety Facility *

Redmond, Oregon

Milton-Freewater Police and Dispatch *

Milton-Freewater, Oregon

Tillamook Utility District Facilities Master Plan

Tillamook, Oregon

Ankeny Hill Nature Center

Salem, Oregon

City of Tualatin Veterans Plaza

Tualatin, Oregon

Monmouth Police Department Impound, Large Evidence, and Storage

Monmouth, Oregon

Oregon State Police Portland Crime Lab Remodel *

Clackamas, Oregon

Pleasant Hill Fire Station *

Pleasant Hill, Oregon

Aumsville Fire Station *

Aumsville, Oregon

Colonel Summers Park Picnic Pavilion

Portland, Oregon

North Bethany Nature Park Development

North Bethany, Oregon

North Clackamas Parks and Recreation District

Milwaukie, Oregon

North Plains Public Works Facility

North Plains, Oregon

Port of Portland Facilities Master Plan

Portland, Oregon

** project completed with FFA*



Rachel Spencer, ASLA

Landscape Project Manager | Mayer/Reed

As a project manager and landscape designer at Mayer/Reed, Rachel works comprehensively across scales, considering the forces shaping the natural environment and the complexities of urban spaces and the human experience. She aims to create sustainable, functional and culturally responsive places that meet the needs of diverse communities.

RELEVANT EXPERIENCE

Frog Pond Neighborhood Park

Wilsonville, Oregon

West Linn Waterfront Development

West Linn, Oregon

Pettigrove Library

Portland, Oregon

PDX Landscape Master Plan

Portland, Oregon

Veteran's Memorial Coliseum Improvements

Portland, Oregon

Street Plazas & Outdoor Dining Program

Portland, Oregon

North Portland Aquatic Center

Portland, Oregon

South Wilmington Riverfront Phase 1 & 2,

Wilmington, Delaware

Arts Walk Pocket Park

Allentown, Pennsylvania

Bozeman Downtown Plan

Bozeman, Montana

EDUCATION

University of Oregon,
MA, Landscape Architecture

University of Oregon,
BA, Environmental Studies

MEMBERSHIPS

American Society of Landscape
Architects (ASLA)



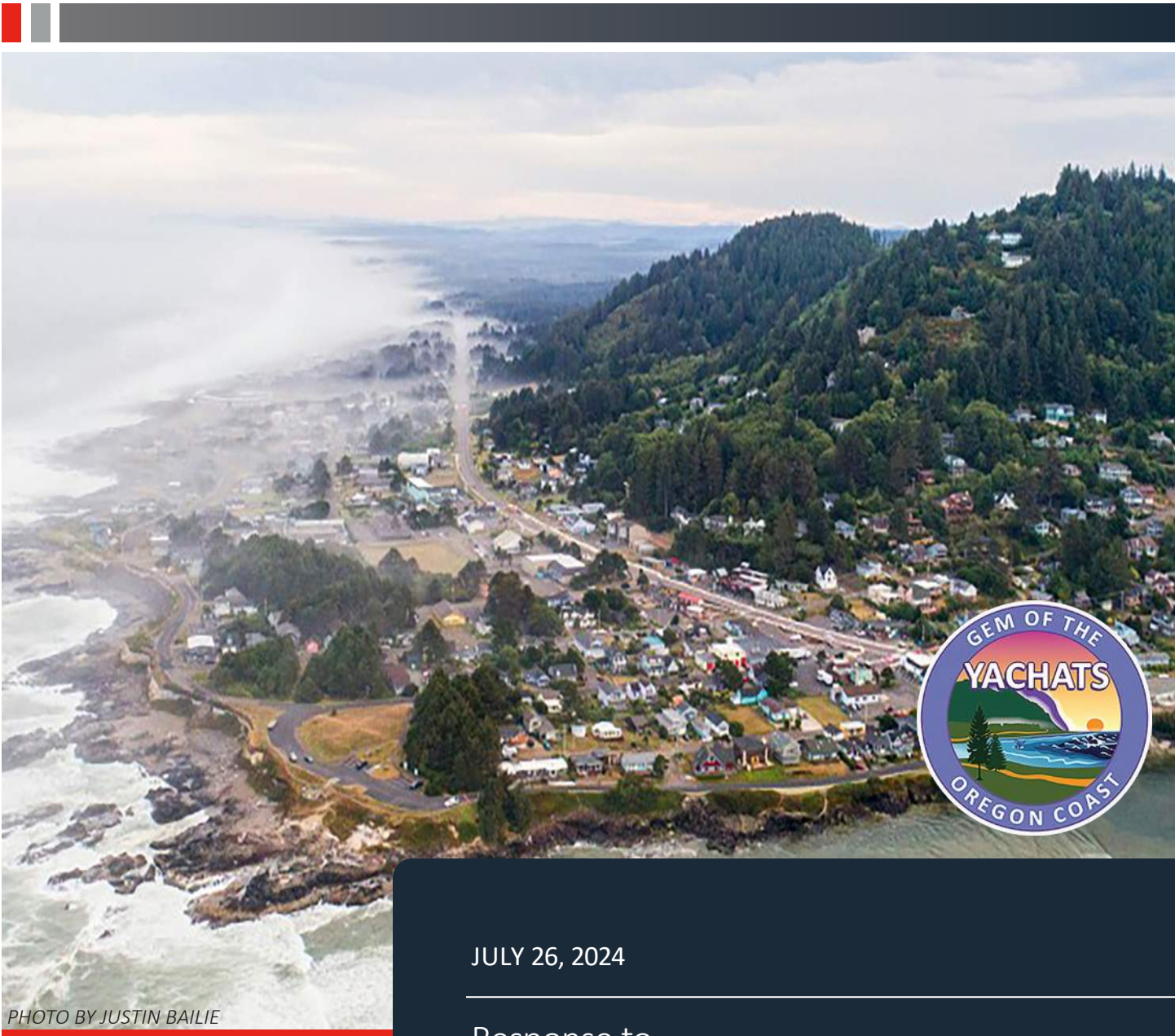


PHOTO BY JUSTIN BAILIE

JULY 26, 2024

Response to

Civic Master Plan RFP

OPEN CONCEPT
ARCHITECTURE +  **ZCS**

July 26, 2024

City of Yachats

Attn: Yachats
City Manager

Yachats City Hall
PO Box 345
Yachats OR

Re: Response to
Civic Master Plan RFP

OPEN CONCEPT
ARCHITECTURE

208 NW 21st Ave, Suite 201
Portland, OR 97209

☎ 512.938.2597

✉ s.young@openconceptarchitecture.com

www.openconceptarchitecture.com



524 Main Street, Ste 2
Oregon City, OR 97045

☎ 503.659.2205

☎ 503.659.2433

✉ zachs@zcsea.com

www.zcsea.com

Dear Members of the Selection Committee,

We appreciate the opportunity to provide our proposal for the master planning of the City of Yachats buildings and parks and to potentially further our collaboration with the Yachats community. Our aim is to provide clarity for the capital improvements plan and enable the city to see farther into the future. Our combined team from Open Concept Architecture (OCA) and ZCS has extensive experience working throughout Oregon on various master plan and construction projects. Between our two companies, we have performed work along the coast from Astoria to Brookings, taking pride in our contributions to local communities. We are committed to providing Yachats with a master plan that strategically informs decisions regarding capital improvement projects and enhances the City's public spaces.

Our partnership brings together complementary strengths, ensuring that expertise is brought in at the right time to provide foresight and seamless team integration.

At OCA and ZCS, we've had the opportunity to collaborate with numerous public agencies and feel a strong connection to smaller and more rural communities. We've found the need to listen is paramount, along with a design process that consistently weighs a variety of factors including cost to maximize investments. Our team excels in navigating these constraints and incorporating feedback to present the best solutions, demonstrating our ability to manage resources effectively and foster community involvement.

We think in relationships and not transactions. This sets us apart in the industry and often leads to ongoing work within the communities we serve. Executing a broad vision needs to be broken into incremental steps; An example of this can be found in John Day, which began with the Innovation Gateway project to revitalize the mills and imagine the next set of economic engines, and stretched into a farmers market and event space, public plaza with food stalls, trails and bridges to improve interconnectivity, along with a variety of expansion projects with the local brewery. Our team of project managers, architects, and engineers are more than designers; they are your partners who are here to listen.

The city of Yachats clearly takes great pride in its parks and public spaces, from regular skateboard sessions behind City Hall to events like the Celtic festival. We have experienced this firsthand through our work on upgrading the current Pavilion. Sharing this passion, our team finds joy in seeing areas of gathering come to life.

We're excited about the potential to be a part of the city's ongoing evolution, and please don't hesitate to reach out with questions.

Thanks for your consideration,

Jeremy Cogdill, AIA, LEED AP BD+C
OCA Managing Principal

& Zach Stokes, PE
ZCS Principal, Vice President, COO



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Section 1: Firm Profiles

Section 1: Firm Profiles

Open Concept Architecture

At Open Concept Architecture (OCA), we believe the status quo isn't enough. We are dedicated to reimagining planning and design through integrated teams, leveraging our architectural expertise to shape healthier, safer, more diverse, and sustainable communities.

The Pacific Northwest inspires us with its diverse regions and unique local characteristics. We seek to understand these differences, as they impact everything from building construction details to the circulation of city streets.

Our portfolio spans various project types, providing us with a unique perspective and approach. Our focus on integrated design project delivery has embedded a collaborative mindset throughout the company. Through our varied experience, we know when to bring in external partners to provide specialized knowledge and expertise. Early identification of critical elements allows us to offer insights that help our clients make more informed decisions.

Being part of small communities, we embrace a unique blend of innovation and pragmatism. Collaborating with other small communities around the region, we are often amazed at the ingenuity and ability to maximize the value of their resources. A deep understanding of local needs and priorities enables informed decision-making that balances immediate necessities with long-term goals. The smaller scale facilitates efficient communication and decision-making, ensuring practical and cost-effective project execution. Furthermore, the successes of small communities set a powerful example for larger ones, demonstrating that thoughtful, community-focused growth can lead to widespread, positive change.

By carefully listening to each community's needs, we can break projects into incremental steps that align with a broader vision. This approach allows us to address immediate concerns while keeping long-term goals in sight. We consider construction costs and available resources at every stage, ensuring efficient use of resources and maximizing benefits to the community. Our method not only optimizes project outcomes but also fosters community trust and engagement throughout the development process.

ZCS

We work on projects across all sectors of the building design industry. We strive to expose all our staff to different types of construction for different types of user groups. This helps us to create well rounded engineers and architects that are up to speed with current construction techniques but also have specialized knowledge of what it takes to rehabilitate an existing structure. To our clients this means that we are nimble and resourceful. When partnering with ZCS our clients get a team that has seen a lot over the years and can pull from experiences on different project types to ensure that we provide the best consultation possible.

We like to work collaboratively. We believe collaboration can improve a project and strengthen the communication and ownership of a project's success. ZCS has integrated the disciplines of architecture, civil engineering, and structural engineering in our firm in order to establish a cohesive and collaborative project team right at the start of a project.

We believe strongly that this approach creates more seamless and efficient design solutions. Communication is a critical component to our collaborative approach and to successful projects. At ZCS, we operate as one unified office in four different locations in Oregon and are networked to work and communicate seamlessly. We carry this philosophy into our project management style to keep the project team including the client representatives, consultants, and our in-house staff up to date with access to current documents, apprised of the design schedule and milestones, and key action items to reach the project goals.

During the design process we'll check in with the Client regularly to report on progress and review the design approach to ensure that our planning aligns with the Client's needs. We start with a design kick off meeting to introduce the team, identify stakeholders, and outline expectations. We then meet with the Client regularly and at every phase of the project to present our designs to ensure we are meeting the Client's goals.

We encourage our clients to participate in the design process and to understand the reasons that we approach design challenges with a given solution. This provides them with the opportunity to offer suggestions, comment on long term usability, and helps to ensure that the end user is aware of the reasons behind the design.

Section 2: Project Team

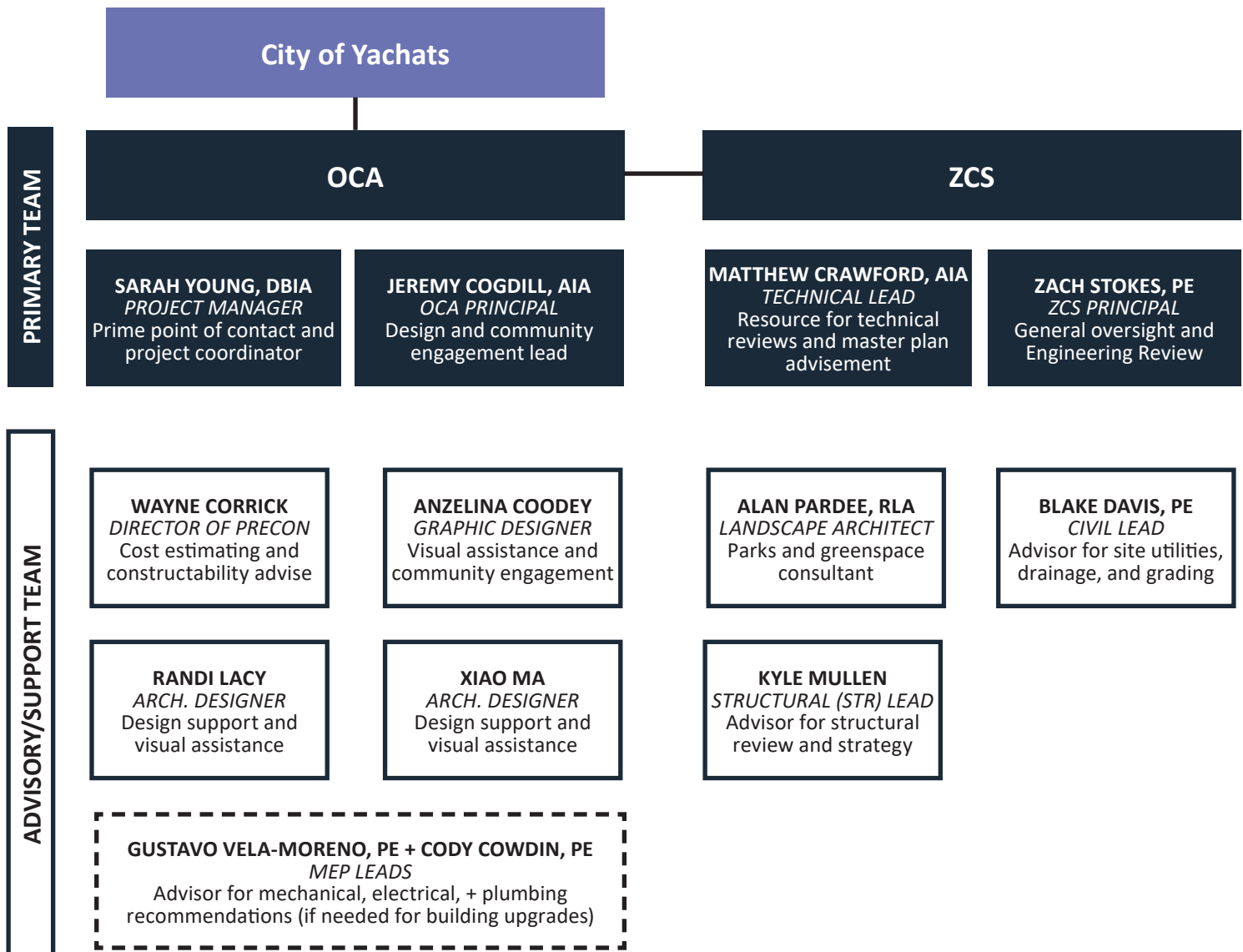
Section 2: Project Team

Project Staffing Strategy

Our partnering strategy focuses on structuring the project efficiently. We have carefully selected a team that leverages strengths while considering the overall budget. Our primary team will be heavily involved, guiding the project from start to finish, with advisory members providing internal expertise as needed. This strategy ensures a strong framework, making the right resources available for successful delivery.

This team was chosen based on their qualifications, immediate availability, and ability to remain focused throughout the project. ZCS's technical planning capabilities and OCA's design proficiency with integrated construction knowledge, creates a complementary partnership and well-rounded approach. We pride ourselves on our commitment to exceeding expectations and ensuring project success. Each endeavor is an opportunity to continue our relationship and collaborate well into the future.

Organizational Chart



Section 2: Project Team (Continued)

Primary Team Roles

ZCS and OCA are confident in our ability to deliver The City of Yachats' Civic Campus and Parks Master Plan with our partnered consulting services. The following describes the assigned Primary team members and their role in this project.

Sarah Young, Assoc. AIA, CDT, DBIA

Role: Project Manager

The Project Manager is the primary point of contact for the Yachats' team, and ensures that the project is meeting expectations, and tracks deliverables. The Project manager is a hub for collaboration and facilitates coordination through maintaining a comprehensive knowledge of the project without neglecting granular details. They ensure that all members of the team, both internal and external, are up to speed with project developments, tracks project health, manages risk, and resolves issues as they arise.

Jeremy Cogdill, AIA, LEED AP BD+C

Role: Principal Architect

The Design Architect leads the team in community engagement and provides direction for all aspects of the design. They identify opportunities to meet and exceed project objectives to maximize the functionality, appeal, durability, and cost-effectiveness of the final product. By integrating community feedback and innovative solutions, the Design Architect ensures the design aligns with both the project's goals and the community's vision.

Matthew Crawford, AIA

Role: Technical Lead

The technical lead is responsible for interim reviews and coordinating with the internal consultant team to incorporate expertise and ensure information is adequately distributed. They are also tasked with coordinating detailed elements, reviewing documentation, and providing guidance for maintenance plans and implementation strategies. Additionally, they ensure that all technical aspects align with the project's overall goals and standards.

Advisory Team Roles

As outlined in the project staffing strategy, advisory team members will be activated at key points during project development. Their areas of expertise are detailed in the organizational chart. The landscape, civil, and structural engineering leads will provide targeted guidance for specific project elements as outlined in the scope breakdown in Section 4. We have also selected a graphic designer to support community engagement meetings and assist with public outreach materials. Additionally, a pre-construction director has been assigned to handle cost reviews, final analysis, and constructability advisement. Mechanical, Electrical, and Plumbing (MEP) engineers are on standby if required for reviewing the existing building conditions and providing advisement on upgrades needed. The primary team, with the support of the advisory members, will ensure a successful project completion.

Please see Section 6 for additional qualifications of the project team.

REFERENCES

ZCS:

Oregon Department of Forestry

Joe Pfau, Statewide Construction Manager
503-507-1527 • joseph.j.pfau@odf.oregon.gov

City of Reedsport

Deanna Schafer, City Manager
541-271-1984 • dschafer@cityofreedsport.org

City of Coquille

Forrest H. Neuerburg, Coquille City Manager
541-396-2115 Ext. 201 • fneuerburg@cityofcoquille.org

OCA:

John Day Master plan - Contact

Nick Green, John Day City Consultant (Previous Manager)
541-620-2809 • greenn@grantcounty-or.gov

Shannon Adair, John Day City Council Member
541-620-1357 • shannon.adair@1188brewing.com

Torre Morgal, CEO Lincoln Asset Management
503-887-0280 • torrem@lamhotels.com

Section 3: Project Approach

Section 3: Project Approach



The ZCS team presenting the Colver Fields Master Plan with stakeholders and the local community.

Listening

In our experience, the best way to identify development opportunities for long term growth is to listen. For a project like this, it's crucial to have a team with a keen design sense, facility planning background, and understanding of the City of Yachats' specific needs. Our approach focuses on listening and understanding the requirements of the facility's users to create design solutions that serve the City of Yachats long into the future while being financially responsible.

The ZCS and Open Concept Architecture (OCA) partnership is focused on delivering a comprehensive Capital Improvement and Maintenance Plan that takes into consideration input from the community. Our references and project examples highlight our commitment to listening and acting on stakeholder input. We look to develop solutions that complement the surrounding areas, site conditions, regional aesthetics, and local character.

Listening involves multiple facets: considering the City of Yachats' budget and site use requirements, engaging with the local community as primary users, and respecting the regional architectural context, while adhering to building codes, life safety requirements, and energy efficiency standards. The scope of work is designed to ensure our project team listens and acts on received information, creating a Master Plan that fits the community values and needs.

Review - Assess - Create

The general process we aim to follow for this development involves reviewing, assessing, and then creating. The scope and schedule outlined in Section 4 are built around this approach, aligning with the summarized intention below:

Visioning:

- Review history
- Gather ideas
- Outline existing program spaces,
- Meet with community

Discovery / Investigation:

- Identify areas of potential improvements for existing program (work with community to assign priorities)
- Assess conditions and opportunities
- Outline areas of potential land acquisition

Synthesize & Document

- Collect all data together
- Assign costs
- Outline implementation plan
- Present capital improvement and 25 year long range vision to City

**ANALYZE
CURRENT
CONDITIONS**

**ENVISION FUTURE
NEEDS**

**MAP OUT LOCATIONS
OF SPACES**

SELECT DIRECTION

**FINALIZE PREFERRED
OPTIONS**

**PRESENT TO CITY
COUNCIL**

ENGAGE WITH COMMUNITY

Section 4: Scope, Schedule, and Breakdown of Cost

Section 4: Scope, Schedule, and Breakdown of Cost

PROJECT DELIVERABLE:

25 Year plan for facilities maintenance, utilization of space, configuration, and capital improvements needed.

Background Projects:

A non-exhaustive list provided by the City of Yachats in the RFP to be included in 25 year plan. It is our understanding that Yachats wants input on how best to approach each project and what else should be included. Identify potential costs, schedule, and assign a timeline, analyze the impacts to the other projects.

- Library - being demolished, larger library to be built (in process). Identify the long term impacts for the new building.
- Little log museum - refurbished, exterior and foundation (in process - permitting) then will renovate interior.
- City Hall - relocated a few years ago, needs maintenance and lobby renovation. Review entry sequence and lobby.
- Commons - lots of different activities, is it laid out the best way to support the variety and events?
- Pavilion upgrades - in process (OCA)
- New stairs at Commons - in process (OCA)
- Commons Park - wetlands boardwalk needs to be upgraded
- The park - grass field green space, community would like to see it improved (conflicting opinions)
- Pocket parks - 2 added along Ocean view drive
- Potential solar panels and battery storage added to Commons building (dependent on grant)
- New estuary boardwalk on Ocean view drive (dependent on grant)

Existing Spaces (buildings) - Suggestions for Improvement:

- Review & Assess existing documents for buildings
- Review history of facility use and community ideas
- Examine existing programming and give recommendations for improvement
- Meet with City staff to discuss potential areas and outline agenda for community meetings
- Meet with community to listen about how they use the spaces and what they would like to see
- Confer with Advisory team on any necessary upgrades to structure or utilities
- Review commentary and determine potential direction
- Meet again with community to review proposed suggestions
- Outline implementation plan to address existing deficiencies with understanding of costs and permit/jurisdiction processes
- Meet and review draft ideas and costs with city staff
- Incorporate into final presentation (Cost detail breakdown for different capital improvement projects needed to meet goals for buildings)

STR
(ADVISORY)

MEP
(ADVISORY)

CIVIL
(ADVISORY)

Parks and Green Spaces:

- Review existing park documents
- Meet with community to listen about how they use the space and what they would like to see
- Understand how spaces are used (access, circulation, intention, capacity)
- Identify areas for improvement
- Explore potential areas for additional greenspace (acquiring new land)
- Meet again with community to review suggestions for new spaces and upgrades to existing
- Map out and connect to existing spaces
- Outline implementation plan including schedule and costs

LANDSCAPE

CIVIL

STR
(ADVISORY)

Public Restrooms:

- Review existing facilities locations
- Meet with community to discuss desired location, use and capacity
- Meet with community to review proposed locations, access, and count
- Construction plan including considerations for overall implementation plan including schedule and costs. (include light description for potential materials and construction type)

STR

CIVIL

MEP
(ADVISORY)

Section 4: Scope, Schedule, and Breakdown of Cost



We have provided the anticipated fee breakdown and associated level of effort appropriate to meet the City's budget for the proposed master planning services. The scope of the master planning services has been derived from our knowledge of the project based on the Request for Proposals issued.

The scope of services follows the strategies outlined in Section 3 (Review, Assess, Create), breaking out areas of focus to distribute resources efficiently. Scope requested in the RFP from the City is for Architectural and Estimating services.

To review and obtain information from the community, we have outlined and included 4 community meetings in our fee breakdown:

Community Meeting #1 will be used as an introductory discussion to review overall goals, schedule and expectations. The design team will ask questions regarding the existing conditions for the buildings listed in the background information and gather information.

Community Meeting #2 will be used to gather the community's ideas and provide the design team with an initial direction for the park spaces and inform community of direction and outline for existing building spaces.

Community Meeting #3 (Virtual) will be used to gather the community's ideas and provide the design team with an initial direction for the new public restrooms and inform community of direction and outline for green spaces.

Community Meeting #4 will be used to present a final direction for the overall Master Plan and review priority areas of focus.

Meetings with City Staff will take place before the initial community meeting to prepare the agenda and focus items for discussion. Regular check in's with the City leadership team will occur to ensure alignment to the community goals and maintenance of project schedule.

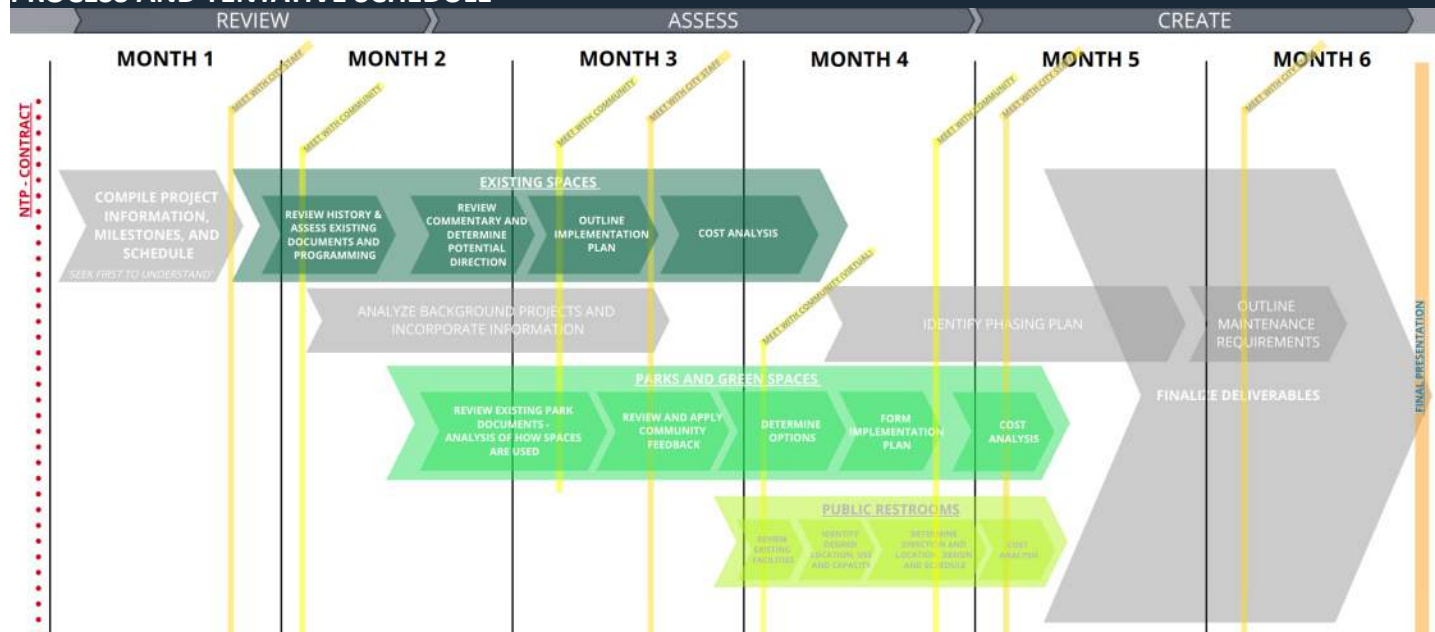
Existing facility assessments are proposed to be performed on the Log Museum, City Hall and Commons Building. The purpose of the facility assessments is to document the deficiencies of the buildings to create a 25-year plan for facility maintenance and capital improvements. ROM Cost Estimates will be performed for the items identified in the facility maintenance plan and for proposed areas of focus listed in the scope breakout.

"If you are looking for an Architect/Engineering firm that provides exemplary services, is customer oriented, professional, and puts the customer first, then I recommend ZCS."

—Shannon Farrier, Former Finance Director
Tillamook School District

Section 4: Scope, Schedule, and Breakdown of Cost

PROCESS AND TENTATIVE SCHEDULE



TASK BREAKOUT AND FEE * note - refer to scope diagram for team staffing at each focus area

Project kickoff and research

Project setup and kickoff (prepare schedule, outline work plan and deliverables)	\$5,950.00
Research and analyze current conditions (2 site visits for review of existing, gather research)	\$12,550.00

Meetings and Project management

Meetings with City staff (1 in person, 4 virtual)	\$8,475.00
Community meetings and workshops (3 in person, 1 virtual + material preparation)	\$23,450.00
Project Management - 24 weeks (schedule maintenance, oversight, QA/QC, technical advisement)	\$4,250.00
Allowance for travel reimburseables (and printing)	\$2,800.00

Focus areas 1-3: Research and Development

Review, gather information, and assess history, program, and use (+ Advisory team)	\$10,150.00
Data analysis and distillation	\$14,600.00
Cost analysis (+ Advisory team)	\$4,500.00
Finalize Direction (create implementation plan for each area of focus)	\$12,650.00

Formulate Master Plan with Capital Improvement outline

Documentation development (+ Advisory team)	\$7,750.00
Cost Estimate breakdown (Rough Order of Magnitude)	\$7,500.00

Final Presentation (In person)

	\$4,800.00
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Total \$119,425.00

Section 5: Project Experience

Section 5: Project Experience



Master Plan and Innovation Gateway • City of John Day

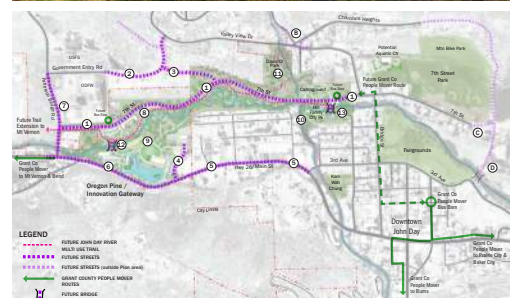
Location: John Day, OR

Function: City Plan, Hotel, Event Center, Community Pavilion, Greenhouse

Owner Contact: Nick Green, previous City Manager, green@grantcounty-or.com

Project Team: OCA: Jeremy Cogdill, AIA, Project Principal; Walker Macy

Description: This award-winning project honors the history of John Day while helping to create new economic engines for the future. OCA worked with the City of John Day and community members on a comprehensive community development and design plan called the Innovation Gateway Project. We coordinated with the team at Walker Macy to identify areas for infrastructure upgrades, economic improvements, and development opportunities. Jeremy Cogdill co-led the community engagement efforts, ensuring local input was central to the plan. Our work on the project aimed to recognize the ranching, mining, and timber industry history while planning for the future growth of the city. We achieved this through the effective convergence of creativity and vision with community involvement, creating an actionable and detailed plan to move forward into reality.



Section 5: Project Experience (Continued)

ODF Forest Grove Master Plan
Oregon Department of Forestry

Location:
Forest Grove, OR and Columbia City, OR

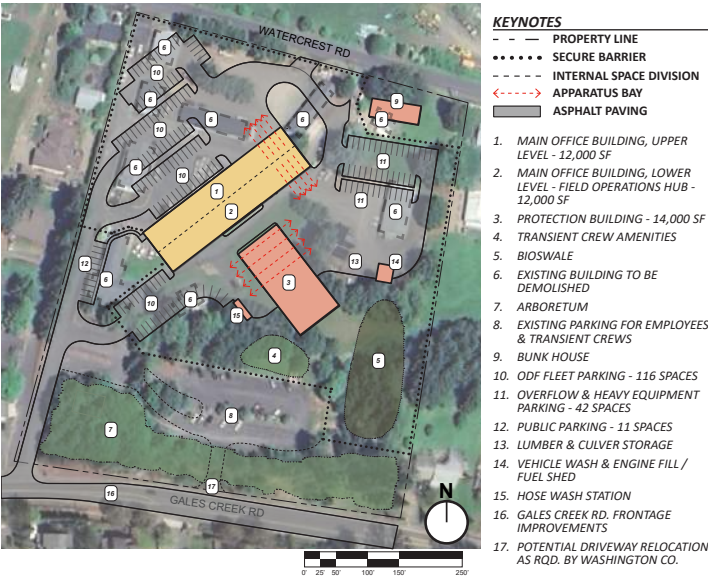
Function:
Forestry and Wildfire Protection

Owner Contact:
Mike Caffereta, Forest Grove District Forester;
mike.j.cafferata@odf.oregon.gov; 503-961-2022

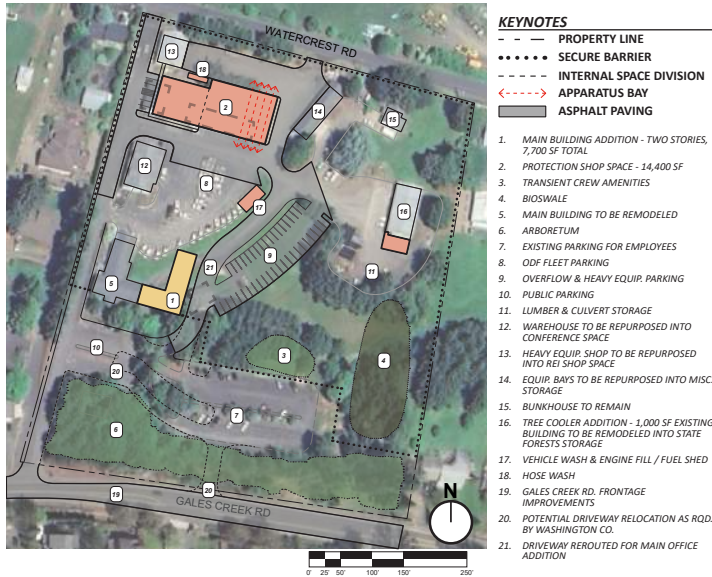
Project Team:
ZCS: Zach Stokes, PE, Project Principal; Matthew Crawford, AIA, Project Manager; Blake Davis, PE, Civil Design Lead; Kyle Mullen, Structural Design Lead; Alan Pardee, RLA, Lead Landscape Architect

Description:
The master planning process led by ZCS was performed from June 2023 to May 2024 and involved key management personnel from the Forest Grove District and Oregon Department of Forestry’s facilities management team. Information for the process was gathered through on-site observations, interviews with ODF personnel, and review of existing drawings and facility assessments. At the conclusion of the master planning process, we provided a comprehensive master plan that summarized the findings of the existing facilities assessment, an additional needs assessment, programming guidelines, a series of conceptual design options for each relevant site, and ROM Cost Estimates for each design option.

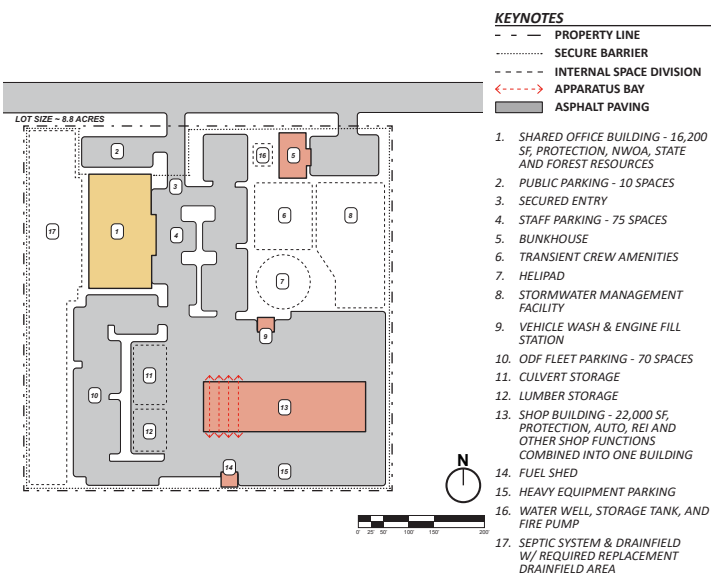
Option 1 - Forest Grove



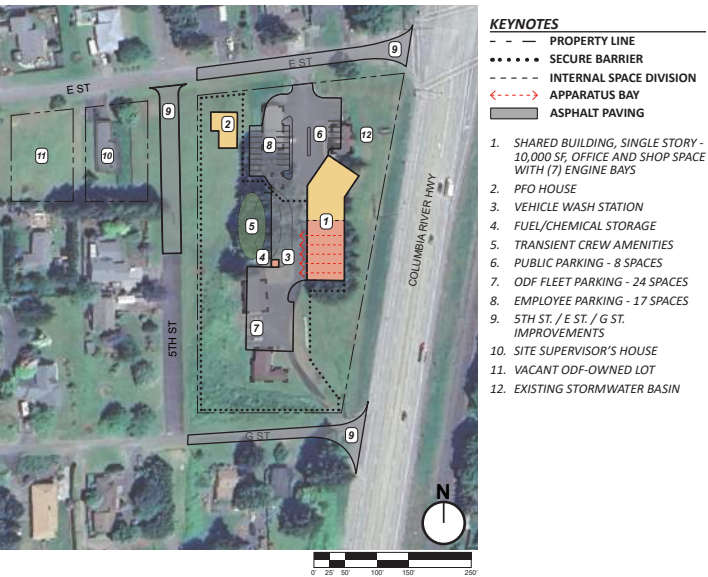
Option 2 - Forest Grove



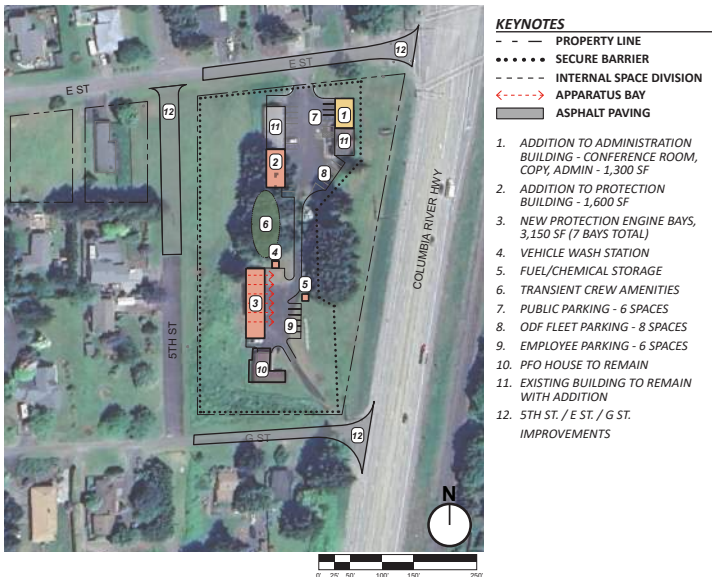
Option 3 - Forest Grove



Option 1 - Columbia City



Option 2 - Columbia City



Section 5: Project Experience (Continued)



Residential Care Facility Master Plan • Klamath Hospice and Palliative Care

Location:

Klamath Falls, OR

Function:

Healthcare Facility

Owner Contact:

Rachel Throne, Executive Director; rthrone@klamathhospice.org; 541-882-2902

Project Team:

Zach Stokes, PE, Project Principal; Alan Pardee, RLA, Lead Landscape Architect

Description:

In collaboration with Klamath Hospice and Palliative Care, ZCS developed a comprehensive master plan outlining proposed improvements to their 2751 Washburn Way site. The long-term vision for the site was to develop an all-encompassing campus that meets the needs of the Klamath Basin in the palliative care arena. This included a new residential care facility, site improvements, and gardens associated with the new construction, and planning for a future grief center. Our work involved listening to the needs of the Hospice, researching similar residential care facilities, and marrying the needs of Hospice to the site. In the end, we provided the Hospice with a document that outlined a building program, a vision of a built-out project, initial cost estimates, and the creation of marketing visuals tailored for a capital campaign.

The plan was comprised of the below major site components and facilitated strategic site development.

- Hospice Residential Care Center
- Tranquility Garden
- Chapel Garden
- Memorial Garden
- Serenity Garden

- Dedicated Patient Drop Off
- Interior Site Vehicular Circulation and Parking
- Existing Hospice Administration
- Future Location for Grief Center



Key

1 Memorial Garden	4 Tranquility Garden	7 Drop Off	10 Grief Center
2 Staff Parking	5 Chapel Garden	8 Healing Garden	11 Hospice Administration
3 Service Court	6 Serenity Garden	9 Visitor Parking	12 Hospice Care Center

Section 5: Project Experience (Continued)



Hayden Homes Amphitheater • *City of Bend Old Mill District*

Location:	Bend, OR
Function:	Ampitheater and Gathering space
Owner Contact:	Marney Smith, General Manager, Marney@theoldmill.com
Project Team:	OCA: Jeremy Cogdill, AIA, Project Principal
Description:	In partnership with Live Nation and the Old Mill District, our team designed phases I-III of the Hayden Homes Amphitheater renovation. This project included expanding the stage by 1,840 square feet to accommodate larger productions and enhancing accessibility throughout the venue. We focused on incorporating more accessibility features, box seating, and improved sightlines for guests, as well as upgrading food and beverage options. The final product has been enthusiastically embraced by the community and has become a staple for events in the city of Bend.



Section 5: Project Experience (Continued)



Colver Fields Master Plan • *Phoenix-Talent School District*

Location:	Cave Junction, OR
Function:	Athletic Fields Complex
Owner Contact:	Brent Barry, Superintendent; brent.barry@phoenix.k12.or.us; 541-535-1511
Project Team:	Zach Stokes, PE, Project Principal; Alan Pardee, RLA, Lead Landscape Architect
Description:	Phoenix-Talent School District selected ZCS in March 2023 to begin the planning and design process, and we presented the final master plan document to the School Board in the fall of 2023. Through consultation with District leadership, the District's agent for the annexation process, and multiple public involvement meetings with key stakeholder groups, ZCS developed a master plan and associated cost assumptions for proposed improvements. The plan consisted of the below major site components, and facilitated strategic site development. • Colver Road • Wagner Creek Road Extension • Varsity and Junior Varsity Baseball and Softball Fields • Little League Baseball and Softball • Soccer Fields • Multi-purpose Recreational Building • Cross Country Course • Transportation Facilities (Bus Yard) and Public Utility Extensions • Interior Site Vehicular Circulation and Parking • Boys & Girls Club of the Rogue Valley • Outdoor Discovery Program Facility • Phoenix High School Farm

Section 5: Project Experience (Continued)



Lincoln Sands Resort • *Lincoln Asset Management*

Location:	Lincoln City, OR
Function:	Ocean front resort (Multi-phased)
Owner Contact:	Torre Morgal, CEO Lincoln Asset Management, 503-887-0280, torrem@lamhotels.com
Project Team:	OCA: Jeremy Cogdill, AIA, Project Principal, Xiao Ma Project designer
Description:	Lincoln City is a major Oregon Coast destination, known for its vibrant arts scene, outdoor recreation, and glass work. The Lincoln Sands Oceanfront Resort functions as an economic engine for a community where tourism is the primary industry. Our work on this project is to create an exceptional guest experience while being mindful of the local context and community. Our approach blends new techniques and aesthetics with existing local context. The site features a craftsman beach house, built in a style emblematic of the Oregon Coast. By renovating this building into a new food & beverage hub, this design uses what is already there and breathes new life into it. The new courtyard patio offers opportunities for guests to gather, transforming this place into a cohesive, interconnected resort. Out here you'll find outdoor games, an infinity pool, and ocean views. Sustainable designs emerge naturally when we focus on guest experience and bringing out the beauty of the site. Repurposing the existing structure means fewer materials, greater cost savings, and a lower environmental impact. The new hotel structure is built primarily of mass timber, an emerging industry in Oregon that is tied to the region's forestry heritage. This innovative building material supports local industry while enhancing guests' connection to the natural environment.

Section 6: Resumes



JEREMY COGDILL AIA, LEED AP

PRINCIPAL ARCHITECT

As an architect with two decades of experience in a wide array of project types, Jeremy brings a balanced perspective to building construction and a passion for environmentally conscious practices. Known for being engaging and a deep listener, he often uncovers critical information that might otherwise be missed. Jeremy's focus on quality, strong technical skills, and commitment to an integrated team process make him a people-first designer who highly values his client and team relationships. Since joining OCA in 2019, Jeremy has built a culture of collaboration and ingenuity, fostering an environment where innovative ideas and teamwork thrive. Jeremy's leadership has not only driven the success of numerous projects but has also strengthened the firm's reputation for excellence in design and client satisfaction. Before OCA, Jeremy spent 10 years at ZGF Architects, working on impactful projects such as the Port of Portland Headquarters, a US Embassy compound in Sri Lanka, and new residence halls and dining facilities at Whitman College.

EDUCATION

BS - Architecture,
University of Oregon
(Cum Laude)

CREDENTIALS

Registered Architect in
Oregon, Washington.

LEED, AP, BD+C

National Council
of Architectural
Registration Boards
Certification

American Institute of
Architects, Member

INDUSTRY EXPERIENCE

21 Years

SELECT OCA PROJECTS

John Day Innovation Gateway

John Day, OR

Hayden Homes Amphitheater

Bend, OR

Lincoln Sands Resort

Lincoln Sands, OR

Fresh Foods Cannon Beach Addition

Cannon Beach, OR

Depoe Bay Townhomes, Housing Authority of Lincoln County

Depoe Bay, OR

**Lighthouse Village Clinic and Mental Health Housing, Housing
Authority of Lincoln County**

Lincoln City, OR

OPEN CONCEPT
ARCHITECTURE



SARAH YOUNG CDT, DBIA

PROJECT MANAGER

Sarah has been managing projects from concept through construction for nearly a decade. In this role, she focuses on driving the team to meet client and project performance goals. An exceptional communicator, Sarah effectively engages with all stakeholders, fostering positive relationships while holding the team accountable for action items, schedules, budget management, and deliverables. Pragmatic and attentive, she listens to all sides and prides herself on her ability to translate fluently between design and construction. She has a proven track record of leading complex projects to success and has shared her strategies on a national stage. Her diverse experience includes interior renovations in New York City, large-scale multi-family developments in San Francisco, and highly sustainable boutique wineries in Oregon, giving her a unique understanding of various perspectives and local dynamics.

EDUCATION

MArch, Pratt Institute
(Magna Cum Laude)

BS - Interior Design,
Texas State University
(Magna Cum Laude)

INDUSTRY EXPERIENCE

11 Years

SELECT OCA PROJECTS

Lighthouse Village Clinic and Mental Health Housing, Housing Authority of Lincoln County
Lincoln City, OR

Depoe Bay Townhomes, Housing Authority of Lincoln County
Depoe Bay, OR

The Giving Plate Store Vision and Warehouse
Bend, OR

Redmond Multi-Family Affordable Housing, Rooted Homes
Redmond, OR

Abbey Road Farm Expansion and Addition
Carlton, OR

Cho Wines Tasting Room and Production Facility
Gaston, OR



Zachary Stokes, PE • Principal, COO

After interning at ZCS for two years, Zach graduated from Oregon Institute of Technology with a Bachelor of Science in Civil Engineering in 2008 and was hired on full-time. Showing strong skills as a project manager and communicator early in his career Zach became the branch manager of the Oregon City office in 2012. Since that time the office and clientele in the northern portion of the state have grown immensely and continues to expand. ZCS prioritizes relationships with its staff and clients and Zach believes that is key to being a good consultant. Now principal and COO at ZCS, Zach works on both individual projects and client and corporate development. Zach enjoys working on community projects and is eager to be a part of continuing ZCS's advancement.

Project Principal

REGISTERED CIVIL ENGINEER
Oregon 81129

EDUCATION
BS Civil Engineering
Oregon Institute of Technology

TENURE
18 Years

Relevant Experience

Oregon Department of Forestry

Forest Grove District Master Plan | Budget – \$150K

ZCS identified the facilities and programming needs of the ODF Forest Grove District as a part of our Master Planning process. We proposed new conceptual site plan options for two sites based on the programming, needs assessment, and existing conditions phases. Through an iterative process, we refined the conceptual recommendations based on feedback from key ODF personnel. We delivered our final report and Rough Order of Magnitude (ROM) cost estimate in June 2024.

Oregon Department of Forestry

Klamath / Lake District Master Plan | Budget – \$100K

We worked alongside the Klamath/Lakeview District and led a Master Planning effort for two sites. ZCS completed facilities and programming needs assessments and generated a final report and Rough Order of Magnitude (ROM) cost estimate, wrapping up the Master Planning process in December 2023.

Nestucca Valley Athletic Supporters

Community Ball-field Complex Master Plan and Design | \$6M | 700,000 sf

ZCS provided master plan and design services for a new ball-field complex that included stakeholder outreach and design charrettes. Master plan included, Baseball Field #1, Softball Field #1, Little League Field #1, Soccer/Multiuse Field #1, Mountain Bike Course, Walking Paths (All projects implemented from Master Plan).

City of Reedsport

City Shops Master Plan | Budget – \$15K

ZCS worked with the City of Reedsport to identify the needs of their existing city shops. Currently spread across multiple sites around town, the City decided to consolidate facilities onto one site. Existing storage facilities are inadequate for the City's needs, and larger, enclosed facilities are necessary to protect equipment and provide an adequate working space. Aside from more storage space, we identified a need for additional office space, breakrooms, and locker facilities to accommodate their growing workforce.





Matthew Crawford, AIA · Associate, Technical Lead

Matthew is uniquely qualified to design and manage master plan projects. He has a diverse background including architecture, structural engineering and experience working in the construction industry. After graduating from the University of Oregon in 2008, Matthew went on to work for a general contractor before going on to pursue his civil engineering degree from the University of Portland.

Since joining ZCS's architecture department in 2017, he has led master plan projects with large state government agencies and small City governments. His experience with design and project management from master planning through construction gives him the tools needed to take on a wide range of projects.

Architectural Design

EDUCATION

Bachelors of Architecture
University of Oregon

Bachelors of Civil Engineering
Portland State University

INDUSTRY EXPERIENCE

8 Years

Relevant Experience

Oregon Department of Forestry

Forest Grove District Master Plan | Budget – \$150K

ZCS identified the facilities and programming needs of the ODF Forest Grove District as a part of our Master Planning process. We proposed new conceptual site plan options for two sites based on the programming, needs assessment, and existing conditions phases. Through an iterative process, we refined the conceptual recommendations based on feedback from key ODF personnel. We delivered our final report and Rough Order of Magnitude (ROM) cost estimate in June 2024.

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City of Coquille

Fire Station Master Plan | \$19K (master plan only)

Coquille Fire Department received a seismic retrofit grant with the assistance of ZCS. The City wanted to use the grant in conjunction with City funds to improve deferred maintenance and operational deficiencies within the existing fire department. ZCS presented three schematic design options and ROM Cost Estimates for the district based on various levels of owner provided funding. The options were presented to the City Council to procure funding for the project.

City of Reedsport

Station 2 Seismic Retrofit and Master Plan (in-design) | Est \$3.6M | 6,000 sf

ZCS provided the master planning effort for a two-story 6,000 sf addition to the existing fire station. The master planning effort involved identifying current deficiencies and planning for future growth of the fire department. The master plan includes space for additional apparatus bays, training facilities, an emergency operation center and dormitories.



Civil Design Lead

REGISTERED CIVIL ENGINEER
Oregon 96050

EDUCATION
B.S. Civil Engineering,
University of Colorado at Denver

INDUSTRY EXPERIENCE
9 Years

Blake Davis, PE • Associate, Lead Designer

Blake has over 9 years of experience in land development and is familiar with all phases of the development process from planning to design to construction administration. He has experience providing a wide range of civil engineering services, including site design, ADA/PROWAG accessibility, grading, erosion control, roadways, water, wastewater, and stormwater systems. Blake is responsible for developing planning/land use applications, coordinating with regulators and jurisdictions, utility and stormwater reports and design including hydrological and hydraulic modeling, site and grading design, construction permit plans, construction administration, and construction inspection.

Relevant Experience

Oregon Department of Forestry

Forest Grove District Master Plan | Budget – \$150K

ZCS identified the facilities and programming needs of the ODF Forest Grove District as a part of our Master Planning process. We proposed new conceptual site plan options for two sites based on the programming, needs assessment, and existing conditions phases. Through an iterative process, we refined the conceptual recommendations based on feedback from key ODF personnel. We delivered our final report and Rough Order of Magnitude (ROM) cost estimate in June 2024.

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City of Medford w/ Perkins + Will

Rogue Credit Union Community Complex | \$75M | 106,000 sf

This facility will house 71,000sf of event space and 35,000sf of indoor pool facilities. ZCS is serving as the engineer of record for civil and structural.



Structural Design Lead

EDUCATION

BS Civil Engineering
Portland State University

INDUSTRY EXPERIENCE

8 Years

Kyle Mullen, PE • Associate, Lead Designer

After obtaining his Bachelors of Science in Engineering from Portland State University in 2016, Kyle began working for ZCS at the Oregon City office. While at ZCS he has worked on the drafting, design, and construction administration for several fire station new construction and seismic rehabilitation projects.

Relevant Experience

Oregon Department of Forestry

Forest Grove District Master Plan | Budget – \$150K

ZCS identified the facilities and programming needs of the ODF Forest Grove District as a part of our Master Planning process. We proposed new conceptual site plan options for two sites based on the programming, needs assessment, and existing conditions phases. Through an iterative process, we refined the conceptual recommendations based on feedback from key ODF personnel. We delivered our final report and Rough Order of Magnitude (ROM) cost estimate in June 2024.

City of Reedsport

Station 2 Master Plan | Budget – \$20K

ZCS provided the master planning effort for a two-story 6,000 sf addition to the existing fire station. The master planning effort involved identifying current deficiencies and planning for future growth of the fire department. The master plan includes space for additional apparatus bays, training facilities, an emergency operation center and dormitories.

Gaston Rural Fire Protection District

Gaston Fire Station Seismic Retrofit | \$1.84M | 9,650Msf

In Gaston, the fire station needed to be seismically retrofit and there was nowhere else for the fire fighters and apparatus to go during construction. Phasing of construction became a key item in the development of the design and the execution of the construction.

City of Jacksonville

Fire Station Seismic Retrofit and 2nd Story Addition | Est. \$2.2M | 6,500sf

This project included the seismic rehabilitation of an existing single story brick veneered masonry building and the full remodel and addition of a second story to expand the space for the fire personnel.



Lead Landscape Architect

REGISTRATION

Registered Landscape Architect:
OR 435

EDUCATION

Bachelor of Landscape Architecture
University of Oregon

INDUSTRY EXPERIENCE

30 Years

Alan Pardee, RLA • Landscape Architect

Alan Pardee has forty years of experience providing site planning and design, public outreach, project management, and construction documentation services for public and private clients. Alan has designed and implemented a broad array of project types including public parks and plazas, private estates, streetscapes, public schools, institutions, corporate and industrial campuses, and commercial facilities.

Relevant Experience

Oregon Department of Forestry

Forest Grove District Master Plan | Budget – \$150K

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City of Medford w/ Perkins + Will

Rogue Credit Union Community Complex | \$75M | 106,000 sf

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EDUCATION

Portland State
University – Bachelor
of Science in Civil
Engineering

WAYNE CORRICK SENIOR PRECONSTRUCTION MANAGER

Wayne has worked for over 25 years in Design and Construction on both the contractor and client sides. His experience across a broad range of projects including K-12 schools, higher education, multi-unit housing, and multi-faceted commercial allows him a broad perspective to help clients understand and make decisions through the preconstruction process.

The most senior member of O’Brien’s Preconstruction Team, Wayne regularly advises and guides other team members to proactively lay the groundwork with early planning to understand and mitigate potential issues.

RELEVANT PROJECTS

Depoe Bay Townhomes, Housing Authority of Lincoln County | Depoe Bay, OR

Lighthouse Village Clinic and Mental health housing, Housing Authority of Lincoln County | Lincoln City, OR

Astoria Library Renovation | Astoria, OR

Alder Creek Middle School Renovation | Milwaukie, OR

Alder Creek Technology Information Services Building | Milwaukie, OR

Sam Barlow High School Reconstruction/Modernization | Gresham, OR

Roosevelt High School Modernization | Portland, OR

University of Oregon Erb Memorial Union Renovation and Expansion | Eugene, OR

Westmead Catholic Community Primary School Redevelopment |



ANZELINA COODEY

Portland, Oregon
503 679 8506
contact@anzelina.com

Education

Bachelor of Fine Arts
Major in Communication
Design (Magna Cum Laude),
University of Connecticut

Awards

New York ASLA Merit
Award for Planning,
Analysis, Research, and
Communication

Publications

Landscape Architecture
Magazine, "Good Work"

Years of Experience

20

Anzelina is an accomplished designer with deep experience in community engagement. She excels in developing engaging design solutions that bridge physical, digital, and virtual environments. Anzelina's expertise includes creating effective public outreach materials and organizing stakeholder engagement processes, as demonstrated by her management of 85 agencies for Metro and her development of award-winning communication documents for Times Square's Second Century Workshop.

RELEVANT EXPERIENCE

City of Hillsboro Equity-Based Parks System Plan, Hillsboro, OR

Client: City of Hillsboro

Bond Refinement Urban Target Area Stakeholder Engagement, Portland Metro, OR

Client: Metro

East 4th Street Cultural District Streetscape, New York, NY

Client: Fourth Arts Block

Times Square Second Century Urban Design Study, Briefing and Results Books

Client: Times Square Alliance

Parkpulse.io – Safe Access to Parks and Nature, State of OR

Client: Oregon Office of Outdoor Recreation

Oregon Coast Trail Alignment Mapping, Oregon Coast

Client: Oregon Coast Visitors Association

Bybee Lakes Hope Center, Portland, OR

Client: Helping Hands Re-entry Outreach Centers





EDUCATION

MArch, Portland State University

BS - Human Environmental Studies (emphasis in Architectural Studies), University of Missouri

RANDI LACY

PROJECT DESIGNER

Passionate about using architecture and sustainability to help build stronger communities, Randi is a talented Project Designer at OCA. Randi's multifaceted education emphasizing her integrated approach to planning and design. Her consistent focus on proactive processes and constructive communication underpins a collaborative, team-based approach to designing and building impactful projects that meet client goals and contribute to thriving spaces for people and the environment.

SELECT PROJECTS

North Plains Fresh Foods and Wine Collective Concept design
North Plains, OR

Ford Idaho Ampitheater
Nampa, ID



EDUCATION

MArch, Portland State University

BA - Architecture, Portland State University

XIAO MA

PROJECT DESIGNER

Xiao brings over 4 years of experience preparing designs for mixed-use, commercial, hospitality, office, entertainment, and residential projects. Prior to joining our team, she worked on the Oregon Convention Center renovations with Merryman Barnes Architects. Xiao is currently assisting with design, permitting, and design documenting on a variety of unique projects throughout Oregon and Washington including a couple of residences, an apartment complex, and a distillery.

SELECT PROJECTS

Hayden Homes Amphitheater
Bend, OR

Lincoln Sands Resort
Lincoln Sands, OR

OPEN CONCEPT
ARCHITECTURE



PHOTO BY JUSTIN BAILIE

OPEN CONCEPT

ARCHITECTURE

Portland

208 NW 21st Ave

Newport

208 NW 12th St

Cannon Beach

139 W 2nd Ave

Bend

1777 SW Chandler Ave

Dundee

249 SW 9th



Klamath Falls

541.884.7421

Grants Pass

541.479.3865

Medford

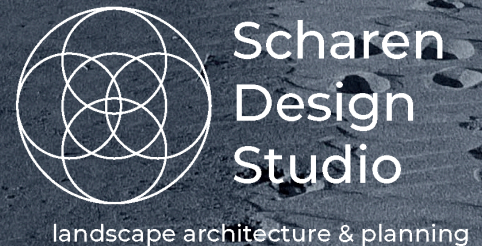
541.500.8588

Oregon City

503.659.2205

CIVIC CAMPUS AND PARKS MASTER PLAN

City of Yachats, Oregon



PROPOSAL

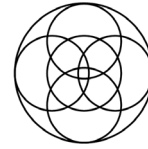
26 July 2024

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2. Project Approach
3. Team Organization
4. Project Experience
5. Team Qualifications
6. Timeline
7. Cost of Services

July 26, 2024

Bobbi Price
Yachats City Manager
Yachats City Hall
PO Box 345
Yachats, Oregon 97498



landscape architecture & planning

shelby@scharendesignstudio.com
541.215.4464

Dear Bobbi,

We are happy to submit Arkitek and Scharen Design Studio's response to the Civic Campus and Parks Master Plan RFP.

For this project we have put together a wonderfully creative and insightful team of experts who are leaders and innovators in their respective fields, who love the Oregon Coast and Yachats at the heart of it. As Oregonians, we are deeply connected to the coastal landscape with its deep mist, salt, grit, lush forests and massive trees, and summers of pure brilliant sunshine. Our respective firms focus on projects that make positive impacts in the places we love most, and we have extensive experience working in small, active communities — we have world-class experience and small town souls. Our collective of designers, strategists, dreamers and realists positions the project in a way that will find solutions for the myriad of issues facing the City's facilities and public spaces while simultaneously revealing the essence of Yachats's unique personality.

Included in this document is our project approach, descriptions of our firms and resumes for key staff, samples of past projects, a breakdown of fee, and draft project schedule. Please note that our proposal aligns with our understanding of the work to be done and that once the project commences, we see there may be a desire to adjust the timeline and scope. We are eager to work with you to develop an approach that fits the project needs and your budget.

We appreciate your consideration of our proposal. The team is excited to work on this project and looks forward to working with you, the City of Yachats, and the community.

Respectfully,

Chris Brown, AIA
Shelby Scharen, ASLA, RLA

Project Approach

Using a collaborative approach that integrates the expert knowledge of the project consulting team, City of Yachats staff, and members of the community, we will develop a balanced and cohesive master plan for City owned buildings and parks. We propose the following tasks to accomplish the scope of work, with regular check-ins with the project manager throughout all phases of work.

task 1: project kick-off, community engagement and visioning

In this task, the design team will coordinate with the City to initiate the project, confirm project objectives and scope, refine the project schedule, review background data, conduct fieldwork and investigations, and establish communication protocols. The design team will spend time on-site to immerse ourselves in the existing civic spaces to become familiar how they are used and will identify needs, constraints, and evaluate opportunities for improvement.

During Task 1, we propose collaborating with the City and community on developing a shared vision for the City owned buildings and parks, which will inform and direct the master plan. The visioning process will include an exercise of words and images that start to get at the essence of desired changes. We will put together an outline for the master plan document to review with staff and stakeholders.

task 1 deliverables:

- Summary of group discussions, investigations and assessment
- Outline of identified strengths, constraints, deficiencies, and opportunities
- Refined project schedule
- Master plan outline document

task 2: master plan options

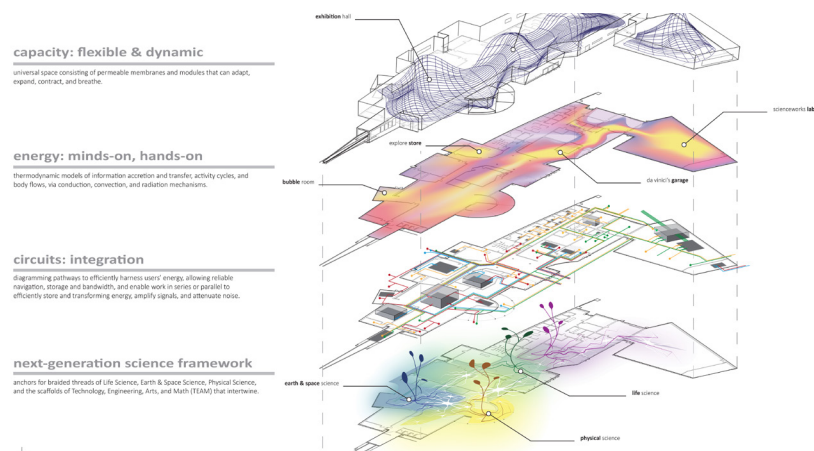
Following investigations and feedback from Task 1, we will develop up to 3 concept-level master plans. Each concept plan will illustrate an overall approach and will explore a range of options for care of existing facilities, expanded programming, options for expanding parks, and options for building capital improvements.

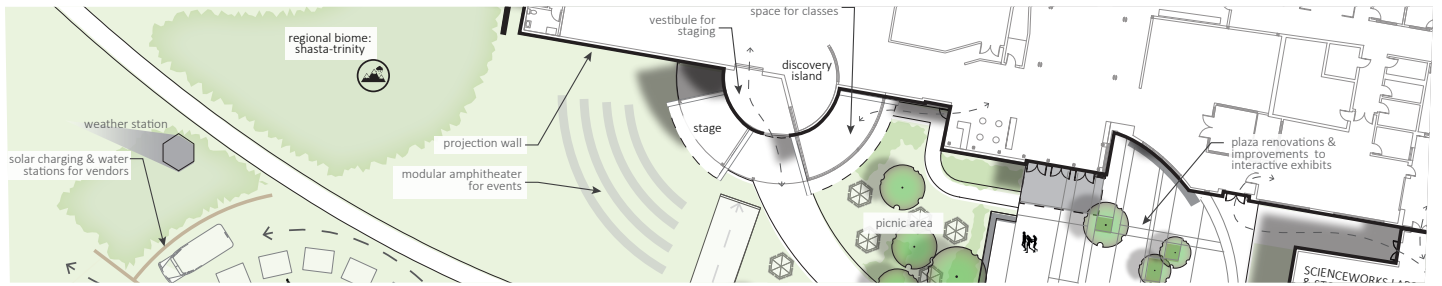
We will review these options with the City, and following any feedback, share these with the community in during a community open house to solicit input.

At the conclusion of this Task, the group will have identified the preferred master plan concept.

task 2 deliverables:

- Conceptual master plan options (up to 3)
- Presentation materials and attendance at community meeting





task 3: draft master plan

We will prepare a draft Master Plan to include the project vision, summary of background research, summary of community involvement and feedback, and divided into sections covering both landscape, architecture, and associated cost estimate. The draft master plan will include recommendations for facilities maintenance and how to address existing deficiencies. The plan will provide guidance on utilization of space, configuration, and capital improvements. Cost breakdown will be included for capital improvement projects. The draft master plan will include drawings, narrative, and associated costs.

We will have a meeting with staff and stakeholders to review the draft master plan and cost estimate. We will then share the draft master plan with members of the public, prior to finalizing the plan.

task 3 deliverables:

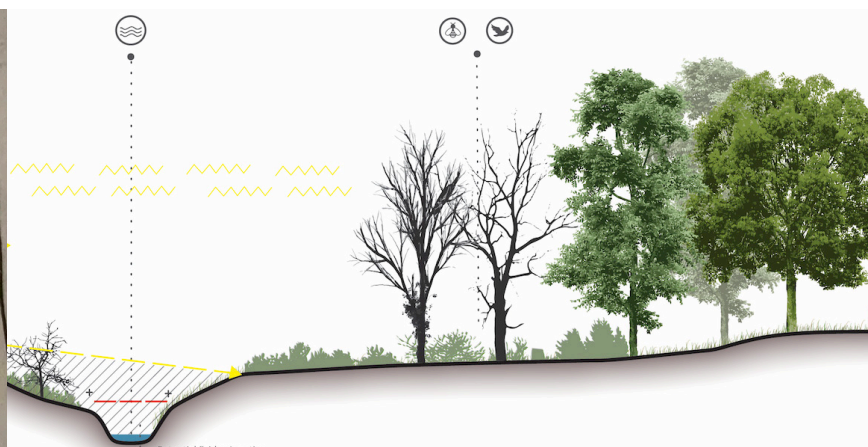
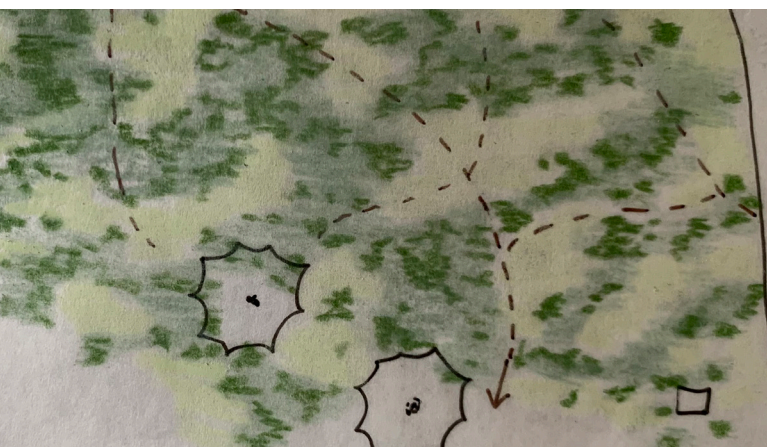
- Draft master plan as written and graphic document with cost estimate
- Presentation materials and attendance at public open house

task 4: final master plan

Following any feedback on the draft master plan, we will revise the master plan to create the final document, and discuss phasing options. The final master plan will be reviewed and approved by City Council.

task 4 deliverables:

- Attendance at the council meeting to present final master plan
- Final master plan documents



Project Approach

Our approach is grounded in the notion that a visionary master plan enlivens the sense of place, furthering connection and meaning. We will begin our work by discovering what those connections and meanings are currently, where they are lacking, and how we can care for existing resources while planning for the future. Our process includes four key concepts: Landing, Grounding, Finding, Founding. It is our team's collective expertise to discover the complexities and unique characteristics of the places in which we work, and from there identify a plan for facilities maintenance, utilization of space, configuration, and capital improvements necessary to implement solutions.

LANDING

We will begin the project by **listening, learning, and absorbing**. We begin with conversations with staff and stakeholders, evaluating existing facilities to identify needs and desires. How do people interact with and move about these spaces? What elements are missing that we incorporate into the master plan vision? What needs attention immediately versus what can postpone? What natural elements exist that could use our help? What is the ideal vision? This diving into the space is what churns out the essence of master planning; it provides the inspiration for what will follow.

GROUNDING

We choose to honor of the land and sea, plants and wildlife that have occupied this space for millenia. Yachats is a vital ecological and cultural resource, a hub for people and wildlife. **Our approach recognizes the relationship between natural and constructed environments to provide solutions that benefit the entire system—water, atmosphere, plants, animals, and people.** As part of our process, we will determine the inherent ecology and culture of this place, how we must care for the land and our place within it.

FINDING

Our approach is grounded by the notion that meaningful places must reflect our culture and environment — engage with it and elevate it. The master plan must allow for diverse identities to thrive — where each individual can see themselves as belonging in this place — and thus multiplies the number of people who interact with and engage with the space. We will ask, how can the City owned facilities reflect the desires of the local community and to deepen the connection to this place?

FOUNDING

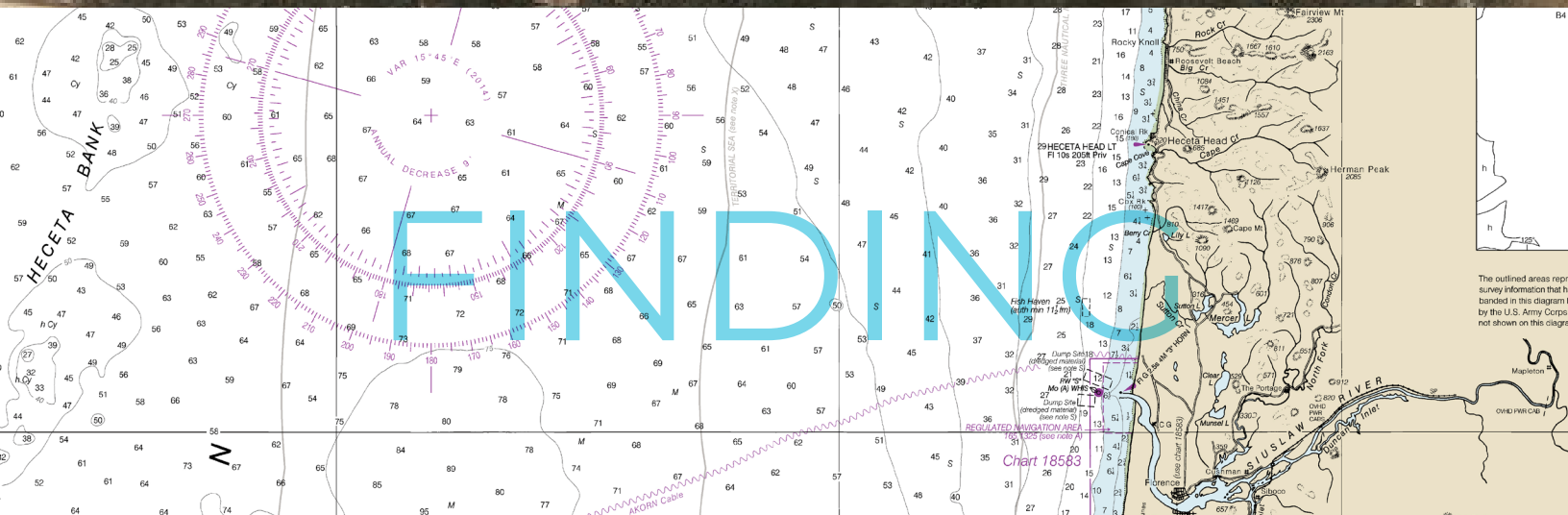
Finally, **our approach will celebrate the essence of Yachats—how being in this place is unique and motivating and how living here can be an act of joy.** At the core of our master planning process will be combining the disparate factors of maintenance, new use, needed repairs, and multiplying them into something new that founds a place that offers joy, excitement, and unexpected gifts.



LANDING



GROUNDING



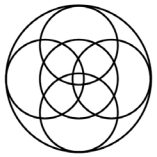
FOUNDRY

Team Organization

We are a group of forward-looking practitioners who are engaged, optimistic and critical thinkers. We are widely recognized for our commitment to design, equity, and sustainability. Our team pairs visionary perspective from working on similar projects, with local passion and knowledge.

SCHAREN DESIGN STUDIO

landscape
architecture + planning



Scharen
Design
Studio

landscape architecture & planning

Scharen Design Studio is a landscape architecture and planning firm that creates places that are culturally relevant, environmentally responsible, and a delight to inhabit. Successful landscape architecture is a combination of art, ecology, and culture - something that is integrated into each of our projects. Our designs are grounded in discovery, research, and collaboration. The success of a project is in its ability to connect people to the land, to promote ecological health, and to provide enduring beauty. From large-scale master plans to intimate gardens, the firm's designs emphasize the integration of art, culture and ecology into vibrant landscapes that work as living systems. The company draws on a broad range of experience that allows for a flexible and nuanced approach to a variety of site design contexts and constraints. Scharen Design Studio is an Oregon Certified Woman Business Enterprise (WBE), No.: 14398.

Project Role: Scharen Design Studio will provide the guidance and thought leadership for the master planning effort, including all facets of landscape, urban design, and planning.

SHELBY SCHAREN // RLA, Principal
shelby@scharendesignstudio.com // www.scharendesignstudio.com
548 c street, ashland, oregon 97520 // 541.215.4464



ARKITEK: DESIGN & ARCHITECTURE

architecture + design



arkitek
design & architecture

541.591.9988
info @ arkitek.us

Arkitek: Design & Architecture is an award-winning firm located in Southern Oregon and rural Northern California that focuses on sustainable architecture and universal accessibility. Established in 2012 by principal architect Christopher Brown, the group is now made up of 13 multi-disciplinary professionals. The firm values collaboration within its diverse global team, and its approach centers on cost-effective design, aiming to integrate regional context into the built environment.

Project Role: Arkitek's role will be to provide master planning and guidance needed for care of existing buildings and structures, and identify opportunities for additional improvements.

CHRIS BROWN // AIA, NCARB, Principal
arkitek@arkitek.us
426 a street suite 101, ashland, OR 97520 // 541.591.9988

CONSTRUCTION FOCUS

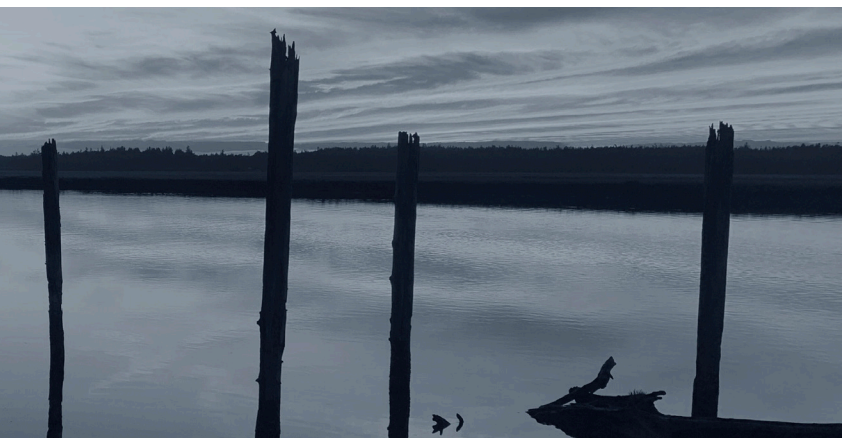
cost estimating



Construction Focus, Inc. started business in 1994 as a one-person office and has been in continuous operation since that time with headquarters in Eugene, Oregon. The company has grown over the years, and now provides cost estimating and consulting services throughout the state of Oregon. They have an extensive track record of working within the public sector.

STEVE GUNN // CSI, CDT, President
sgunn@constructionfocus.com
740 almaden street, eugene, OR 97402 // 541.686.2031

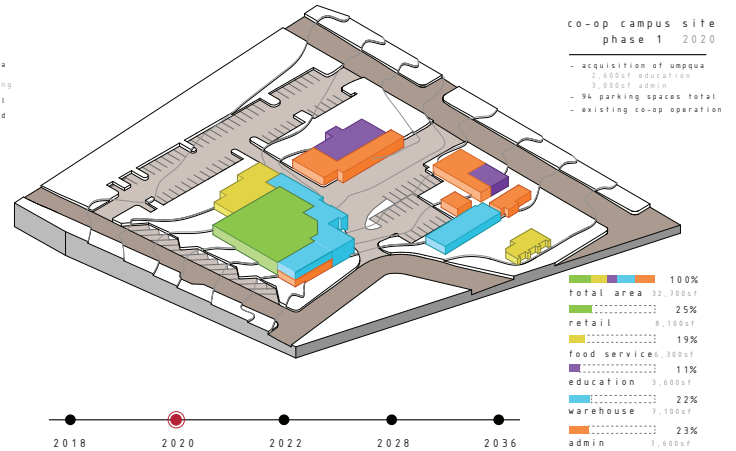
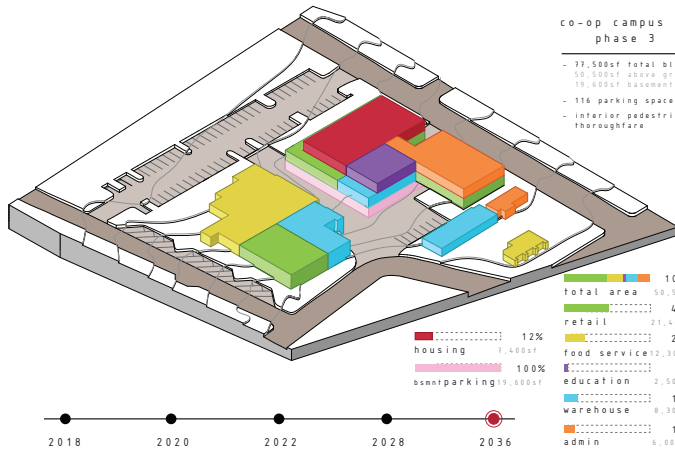
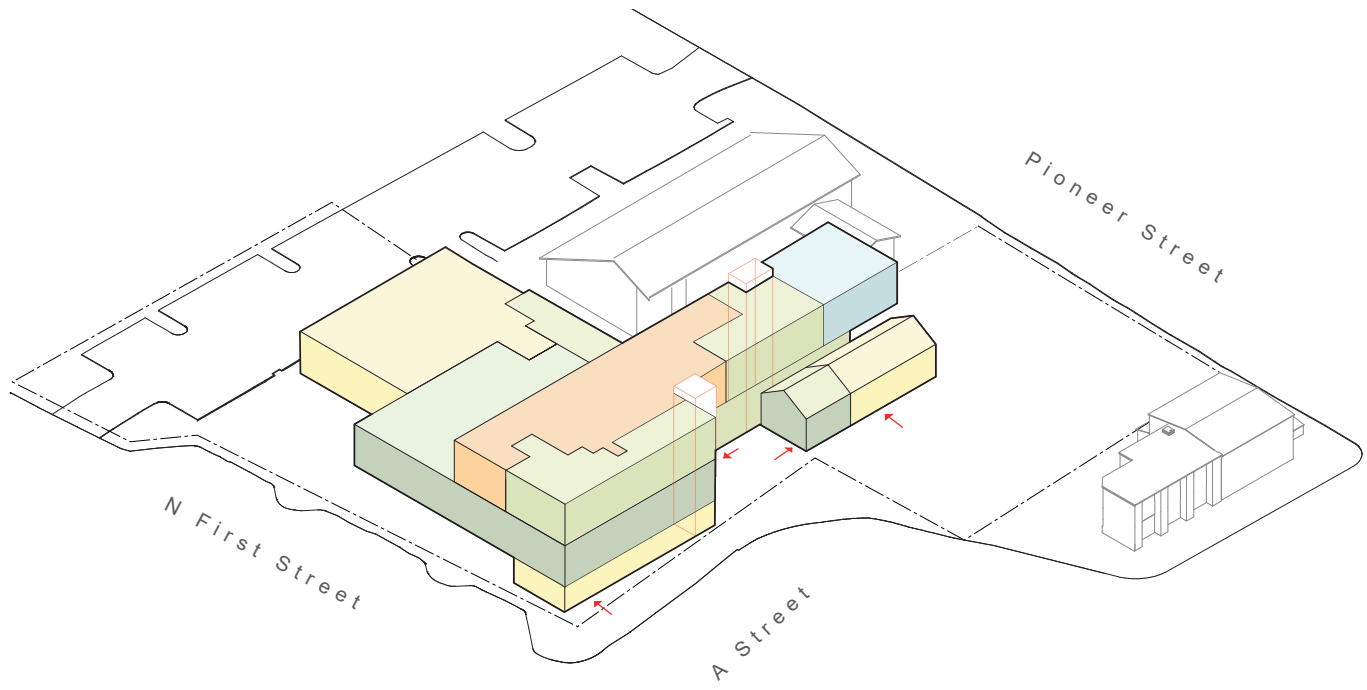
We love Yachats - the beaches and ocean are where we commune with life. Our connection to this place grants us a unique sensitivity and intuition, yet we approach this project with an openness and curiosity necessary to create and actualize a visionary master plan.



Project Experience

Our past work includes master planning and design for city and regional parks, schools, gardens, pavilions, performing arts venues, and civic campuses. Our team has shepherded the development of long-range master plans that have guided subsequent execution of construction projects. Our work is widely recognized for its ability to create inspirational designs that meet project goals while adhering to financial and temporal constraints.





ASHLAND FOOD COOP

Ashland, OR

The Ashland Food Co-op first began exploring options for campus redesign in 2016 with the assistance of Ausland Group. Subsequently, a follow-up design study was performed in 2018 as a collaborative effort between Arkitek, KSW, and Carlos Delgado. The current design phase began in March 2023 with the design team and the supporting consultant team working on the Co-Op renovation and expansion project. The project evaluates existing facilities, assessing needs for expansion, and identifies improvements campus-wide that would include an expanded store, educational space, room for staff and offices, as well as improved exterior gathering areas. The total value of the construction budget is anticipated to be approximately \$8 to \$10 million.

Project Details

Type: Commercial; Academic; Civil
Status: Ongoing

Client

Ashland Food Co+Op

Reference

Barry Haynes
237 N. First Street Ashland, OR 97520
bhaynes@ashlandfood.coop |
541.552.5444

CREEKSIDE NATURAL AREA CONCEPTUAL PLAN

Central Point, Oregon

The conceptual design for the Creekside Natural Area creates a place that focuses on providing outdoor passive recreation and hands-on environmental education. Design elements include a new pavilion that would provide classroom space, restroom, drinking water, and greenhouse. Immediately adjacent is a native plant research nursery and outdoor classroom.

Project Details

35 acres
(work in progress)

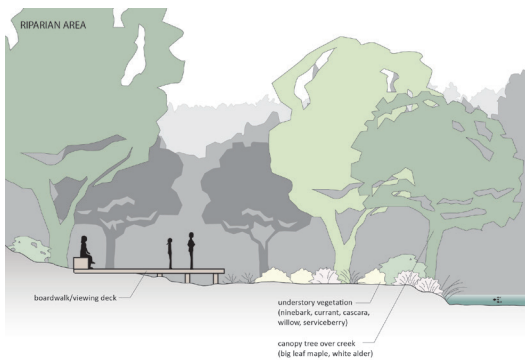
Client

City of Central Point

Reference

Dave Jacob, Park Planner
Central Point Parks & Recreation
dave.jacob@centralpointoregon.gov
541-423-1012

Access to the riparian area would be formalized with new soft-surface walking paths, overlooks, and places to interact with the creek. New trails throughout the property will provide accessible access and multiple options to explore the area. Throughout the Natural Area, a series of “magical spots” will serve as learning stations, for kids and adults to learn about various aspects of the natural environment. Wayfinding, educational signs, and artwork would be incorporated throughout the property. Opportunities exist to involve indigenous community members in placemaking throughout the property.



SOESD

Phoenix, Oregon

The project at 5465 S Pacific Highway involves complete reconstruction of the former SOESD Phoenix Campus that was lost during the Almeda fire of 2020. The new building is being designed for a mixture of educational and office uses, and will serve as a replacement of the former cluster of buildings that were destroyed. The main intent of the project is to replace what SOESD lost in 2020 but also with focus on providing a facility that better meets the current and future needs of the organization. This includes a new building, parking for staff, visitors and educators, and outdoor recreation, gardening and maintenance facilities.

Project Details

Type: New Construction/Renovation

Area: 36,897 sqft

Budget: \$21 m

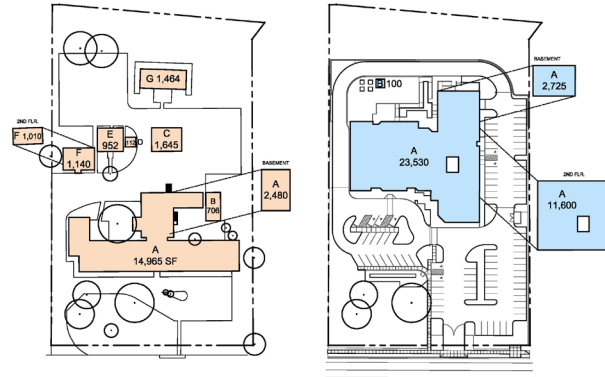
Status: Ongoing

Client

Southern Oregon Education Service District

Reference

Scott Beveridge|Superintendent
Southern Oregon Education Service Dis.
scott_beveridge@soesd.k12.or.us
(541) 776-8590



FLOOR LEVEL	2020 HISTORIC	2023 MODERN ECONOMIC REPLACEMENT
BASEMENT	2,480 SF	2,725 SF
1	20,984 SF	23,630 SF (13%+)
2	1,010 SF	11,600 SF
TOTALS	24,474 SF	37,955 SF



CITY PARK MASTER PLAN UPDATE

Denver, Colorado

Denver's City Park is one of the jewels of the city's park system, created as part of the City Beautiful Movement in the late 1800s. Today the park includes a winding system of paths, meadows, playgrounds, tennis courts, ponds, and pavilions, in addition to containing the Denver Zoo and Colorado Natural History Museum.

The Master Plan Update addressed expansion of active uses, preservation strategies for historic structures and vegetation patterns and incorporating diverse plants to expand biodiversity within the park. A number of working groups advised the project team, as well as a series of outside public meetings. The master plan project lead to construction of two expanded promenades through the park that accommodate bicyclists and pedestrians, with improved wayfinding, signage, and safe road crossings. A new children's playground and picnic area, recommended as part of the master plan, have since been incorporated into the park.

Project Details

300 acres
Completed 2019

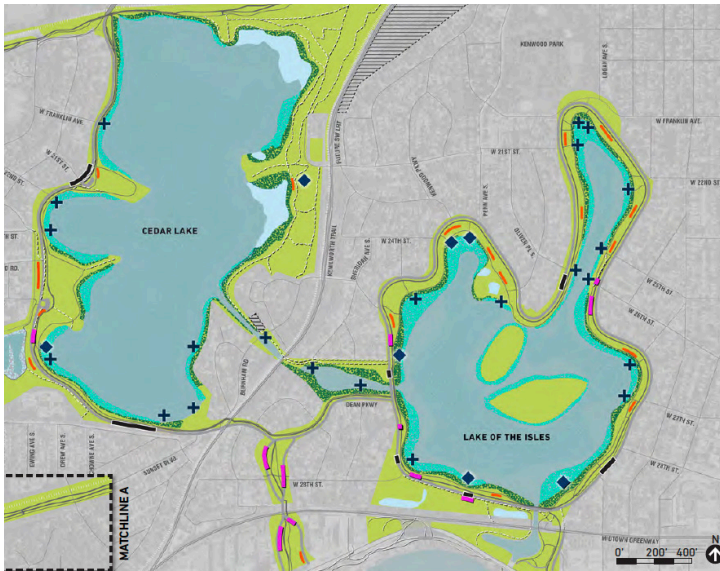
Client

City of Denver

Reference

Tina Bishop, Principal, RLA
Mundus Bishop
tina@mundusbishop.com
303.477.5244





CEDAR LAKE - LAKE OF THE ISLES MASTER PLAN, MINNEAPOLIS, MN

Minneapolis, MN

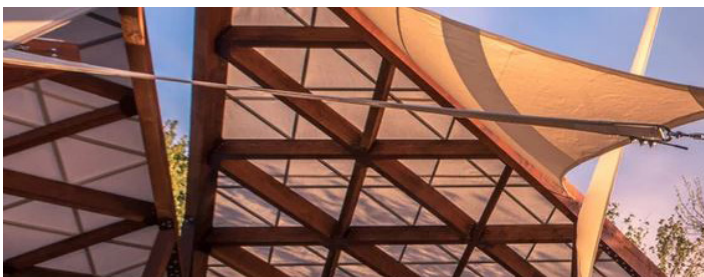
Cedar Lake and Lake of the Isles are within the Minneapolis Chain of Lakes Regional Park that snakes through the heart of Minneapolis. Widespread public outreach was conducted to create a vision and design guidance for the two lakes. Recommendations include methods to improve water quality and the ecological vitality by decreasing the amount of mown areas and rehabilitating marshland; improve accessibility and safety with raised and signaled street crossings, and methods to interpret the lakes' history, including integrating site-wide messaging.



CRESTED BUTTE CENTER FOR THE ARTS & TOWN PARK MASTER PLAN

Crested Butte, CO

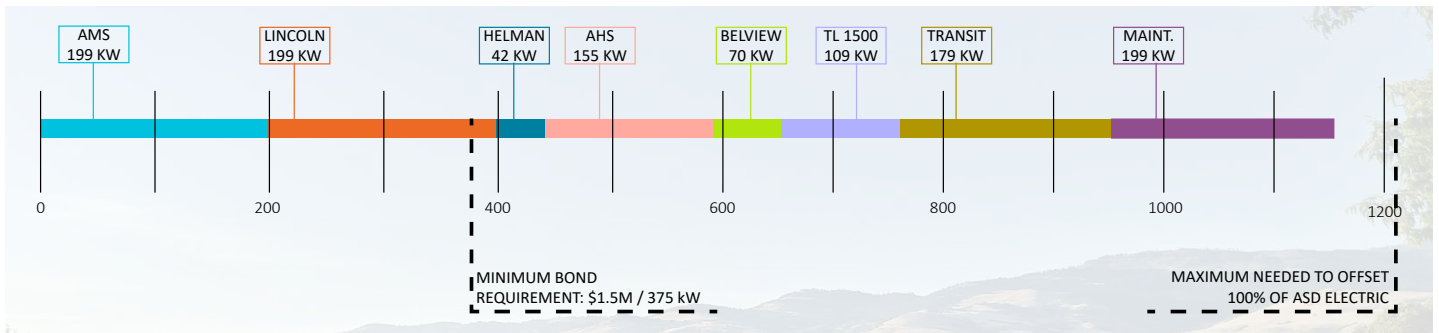
Crested Butte's Town Park is at the gateway into this remote but active mountain town. The master plan for the park included amenities that would appeal to locals as well as thousands of annual tourists, and that would balance winter and summer activities. Anchored by the expanded Center for the Arts building, the park now provides a playground, sports fields, outdoor welcome center and sculpture garden.



SOU FARM & CENTER FOR SUSTAINABILITY Ashland, OR

Situated adjacent to the Southern Oregon University Sustainable Farm, this innovative space seamlessly integrates nature, art, and education to inspire environmental consciousness and promote sustainable practices. A striking pavilion, constructed as Phase 1 of the project, serves as the focal point. Its open-air design encourages a sense of connection with the surrounding environment. A meandering boardwalk winds its way through a wetland area, allowing visitors to explore the unique ecosystem. Interpretive signs along the boardwalk offer insights into the wetland's biodiversity, the importance of conservation, and sustainable practices of the farm at SOU. The final phase of construction will include a gateway demonstration garden, outdoor classrooms, and a workspace supporting the local Farm to School program.





ASHLAND SCHOOL DISTRICT SOLAR

Ashland, OR

The project for Ashland School District intends to explore the feasibility of solar photovoltaic installations across their existing properties. To achieve this, we studied various sites owned by the school district and helped them strategize their efforts towards their goals of 100% renewable energy. The studies involved land use mapping, building assessments, and conceptual layouts for each site and we closely worked with solar installers, the city, and engineers to provide recommendations that could be implemented over time.

Project Details

Type: Feasibility study, Sustainability, Renovation(Civil)
Status: Ongoing

Client

Ashland School District

Reference

Steve Mitzel |Director Operations, Ashland School District
steve.mitzel@ashland.k12.or.us
541-201-3700 ext. 1600



ASHLAND MIDDLE SCHOOL

Ashland, OR

The Ashland Middle School and TRAILS Outdoor School renovation project encompassed an 83,428 sq ft overhaul, including converting a 4,000 sq ft small gym into a new media center/library, seismic retrofitting the 9,255 sq ft middle gym, and adding an 18,633 sq ft 6th-grade wing. Led by Soderstrom Architects and Arkitek, with Adroit Construction as CMGC, the design emphasized blending existing elements with new materials for functionality and enjoyment. The project entails distinct renovations for two schools sharing the same campus, involving both exterior and interior upgrades, along with improvements to general accessibility and restrooms.

Project Details

83,428 SF

Client

Ashland School District

Reference

Steve Mitzel | Director Operations,
Ashland School District
steve.mitzel@ashland.k12.or.us
541-201-3700 ext. 1600



SCIENCEWORKS MUSEUM MASTER PLAN

Ashland, OR

ScienceWorks aspires to be an innovation hub, drawing technology and science enthusiasts while acting as a testing ground for cutting-edge exhibits. The 2019 Master Plan prioritizes modular growth across the 7-acre site, fostering interactive learning with scientific phenomena in collaboration with schools and the community. With clear signage, open views, and versatile spaces, the plan encourages seamless transitions between indoor and outdoor areas during events. The center of the site is envisioned as a versatile space for performances, large-scale events, outdoor exhibits, and farmers markets. The concept emphasizes sustainability through material reuse, renewable energy, and integrating native species and permaculture elements into the landscape.

Project Details

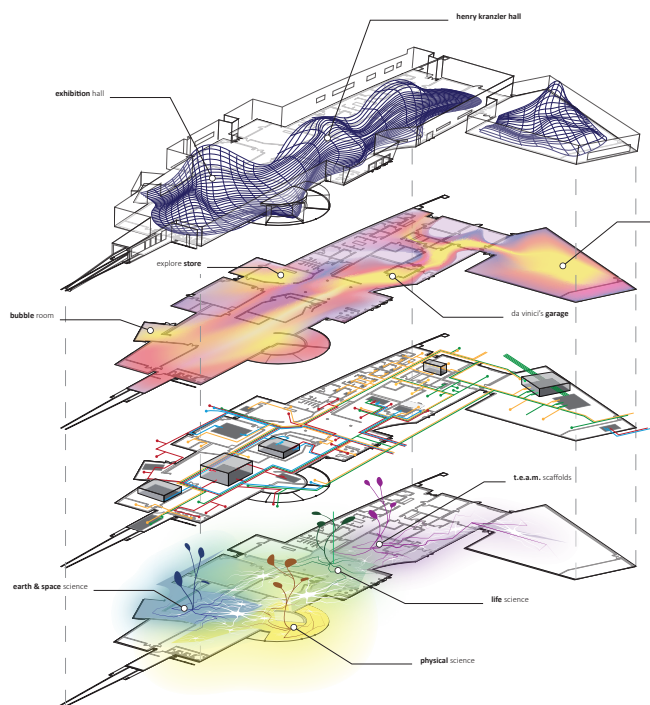
7 acres
Completed 2019

Client

ScienceWorks Hands-on Museum

Reference

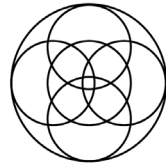
Aaron Moffatt
ScienceWorks Museum,
aaron@scienceworksmuseum.org
541-482-6767



Team Qualifications

Our team is a group of proven collaborators that have comparable experience and are well situated to undertake this project. Our passions and experiences have led us to push the boundaries in our fields.

scharen design studio //



Scharen
Design
Studio

SHELBY SCHAREN

Principal Landscape Architect, RLA, ASLA + Project Manager

Shelby is the principal landscape architect at Scharen Design Studio. She has extensive experience working on public projects that encourage people to authentically engage with their community and natural environment. With a background in cultural anthropology, she balances a rigorous design approach with a conceptual sensibility rooted in placemaking. Shelby moved back to the west coast after several years in Denver and Washington DC, having worked on a broad range of project types and scales, several which won regional and national design and communication awards.

Education & Certification

- OSLAB Licensed Landscape Architect, State of Oregon: LA0934
- Executive Committee, Oregon Chapter | American Association of Landscape Architects (ASLA)
- Member | Ashland Historic Commission
- Masters of Landscape Architecture | University of Colorado
- Masters of Urban & Regional Planning | University of Colorado

Awards

- ASLA National Honor Award, Analysis & Planning, 2021
- ASLA CO Merit Award, 2017

Professional Practice

- Scharen Design Studio, principal (2022 - Present)
- Quinn Evans, landscape architect (2018 - 2021)
- Mundus Bishop, landscape architect (2010 - 2018)
- Shapins Belt-Collins, landscape

RELEVANT PROJECTS

- Central Point Bear Creek Greenway Master Plan, Central Point, OR
- Creekside Natural Area Conceptual Plan, Central Point, OR
- Vesper Meadow Native Plant Demonstration Garden, Vesper Meadow Preserve and Education Program, Jackson County, Oregon
- Indian Mounds Regional Park Cultural Landscape Study & Messaging Plan, St Paul, Minnesota
- Perry's Victory International Peace Garden, Visitor Wayfinding and Streetscape, Put-in-Bay, OH
- West Pearl Streetscape Improvements, Boulder, CO
- South Broadway Re-imagining Streetscape, Denver, CO
- North University Transit Stops and Historic Markers, Boulder, CO
- Paterson Quarry Lawn and Riverwalk Improvements, Paterson, NJ
- Cedar Lake - Lake of the Isles Master Plan, Minneapolis, MN
- Taos Plaza Rehabilitation | Taos, NM
- Virginia Tech Campus Heritage Sign Project | Blacksburg, VA
- Crested Butte Center for the Arts & Town Park Master Plan, Crested Butte, CO
- Denver City Park Master Plan Update, Denver, CO
- Colorado Chautauqua National Historic Landmark Design Guidelines, Boulder, CO
- City Park Sullivan Gateway Design, Denver, CO
- Ute Museum Site Design Guidelines, Montrose, CO
- Grand Canyon Bright Angel Trailhead Improvements, AZ



CHRISTOPHER BROWN

Principal Architect, AIA, NCARB, LEED AP

Christopher is the principal architect and design team leader at Arkitek. Experience with complex projects and innovative approach to design solution positions him as an effective leader in the design process that requires attentive listening, collaborative approach, and rigorous follow-through. A focus on sustainable solutions in the built environment and integration of renewable energy systems is a priority for resiliency in 21st century architectural practice.

SELECT PROJECTS

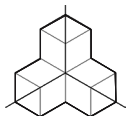
- CraterWorks MakerSpace | Central Point, OR
- Rogue Primary School | Central Point, OR
- Oakdale Middle School | Medford, OR
- Ashland Middle School + Trails Campus | Ashland, OR
- Ashland High School | Ashland, OR
- SOESD Phoenix Campus | Phoenix, OR
- Talent Maker City | Talent, OR
- Scienceworks Master Plan | Ashland, OR

Education & Certification

- Ashland Climate Energy & Action Plan 2.0 Committee member, 2018-2019
- NCARB Licensed Architect, State of Oregon: 6022
- Member | The American Institute of Architects (AIA)
- LEED AP BD+C, LEED HOMES certification
- Bachelor of Architecture | California Polytechnic State University, CA

Professional Practice

- arkitek: design & architecture, principal architect (2012-Present)
- kistler+small+white architects, Architect (2005 - 2012)



ARKITEK

Awards and Honors

- 2023 Oregon Home Structure + Style Awards | Morton Street Residence, Strawberry Residence
- 2020 Architecture, Construction & Design Awards (Institutional) | Craterworks MakerSpace
- 2020 AIA People's Choice Award, Best Public/Institutional | Craterworks MakerSpace
- 2017 AIA Emerging Professionals Exhibit Washington DC | SOU Thalden Pavilion
- 2017 AIA People's Choice Award, Best Residential | 520 Granite
- 2015 AIA People's Choice Award, Mixed- Use/Commercial Project | 426 A Street
- 2012 Ashland Historical Compatibility Award-Best New Commercial Structure | 426 A Street



JANE ALEXANDERR

Landscape Designer

Skilled in both large-scale planning and small-scale design-build projects, Jane draws inspiration from the community and native ecology. With more than ten years of experience, Jane is well-versed in design methods and solutions that address social, environmental, and spatial conditions of our region. Jane leads the preparation of design presentations, site analysis, and landscape plans. She manages permitting efforts for zoning and land use planning applications. Stakeholder involvement and collaboration is a key component to her design process.

Education & Certification

- B.S. in Landscape Architecture (Accredited) University of Massachusetts | 2011
- American Society of Landscape Architects Merit Award | 2011

Professional Practice

- arkitek:design & architecture
- Regenesi Ecological Design
- KenCairn Landscape Architecture
- ML MacDonald Company
- Meridian Associates, Inc.

SELECT PROJECTS

- SOU Sustainable Farm Master plan | Ashland, OR
- Ashland School District Solar Project | Ashland, OR
- Rogue Primary School | Central Point, OR
- Ashland Middle School + Trails Campus | Ashland, OR
- Ashland High School | Ashland, OR
- SOESD Phoenix Campus | Phoenix, OR
- Central Point Greenway Master Plan | Central Point, OR
- Creekside Natural Area Conceptual Plan | Central Point, OR
- Scienceworks Master Plan | Ashland, OR



QASEM BAOUNI

Designer

Qasem is a dedicated and passionate designer with over seventeen years of experience developing projects for clients with an emphasis on a balance of function, aesthetics and cost. As a multi-faceted practitioner, Qasem will provide artistic guidance and support for gateway concepts.

SELECT PROJECTS

- Spiegelberg Stadium Track Replacement & Accessibility Upgrades | Medford, OR
- YMCA Hollywood Lobby/Locker Room Remodel | Los Angeles, CA
- Thomas Alva Edison Middle School Accessibility Upgrades LAUSD | Los Angeles, CA
- San Pedro & Peninsula YMCA Seismic & Accessibility Upgrades | San Pedro, CA

Education & Certification

- Masters of Architecture I, UCLA
- B. Art Architecture/Landscape/Interiors Otis College of Art and Design
- Design Studio Instructor, UC Berkeley Extension

Professional Practice

- arkitek:design & architecture, project manager (2022 - Present)
- James Heimler Architecture Inc., Senior Designer (2019 – 2020)
- DSH Architecture, Project Manager (2011 – 2018)





KAVYA JOSE

Architectural Designer

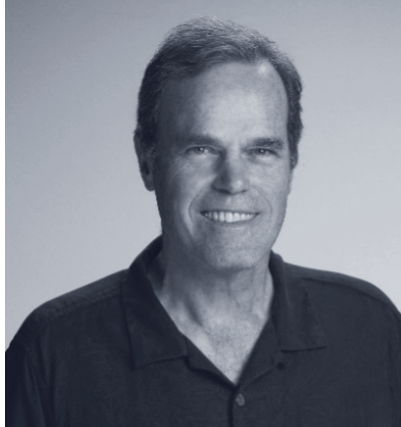
Kavya is a passionate and collaborative designer. With more than 7 years of experience and background in advanced architecture, she has a strong understanding of integrative and pragmatic design concepts and focuses on creating solutions through a multi-disciplinary lens. Kavya assists in site analysis, design development, preparation of construction documents and is also involved in firm prototype and visual design standard development.

Education & Certification

- Bachelor in Architecture | University School of Architecture & Planning, New Delhi
- Master in Architecture | Institute of Advanced Architecture of Catalonia (laaC), Barcelona
- Master in Technical Design | CIPSA Higher School of Professional Informatics, Barcelona

Professional Practice

- Studio CoDe, Delhi India
- arkitek:design & architecture



SELECT PROJECTS

- Ashland School District Solar Project | Ashland, OR
- Ashland Co+op | Ashland OR
- SOESD Phoenix Campus | Phoenix, OR
- Bear Creek Greenway | Central Point, OR
- Ashland High School | Ashland, OR

STEVE GUNN

CSI, CDT, President

Steve founded Construction Focus, Inc. in 1995 because he saw a need for providing a bridge between owners, design professionals, and contractors. The services provided by the company provide this bridge in the form of cost consulting, plans proofing, and constructibility reviews. As president of the company, Steve assumes the lead role in the cost estimating effort for all projects. He takes an active role by attending meetings, visiting project sites, developing cost profiles, and reviewing final deliverables.

EDUCATION

- Master of Science
University of Oregon, 1997
- Bachelor of Science
University of Illinois, 1972

PROFESSIONAL EXPERIENCE

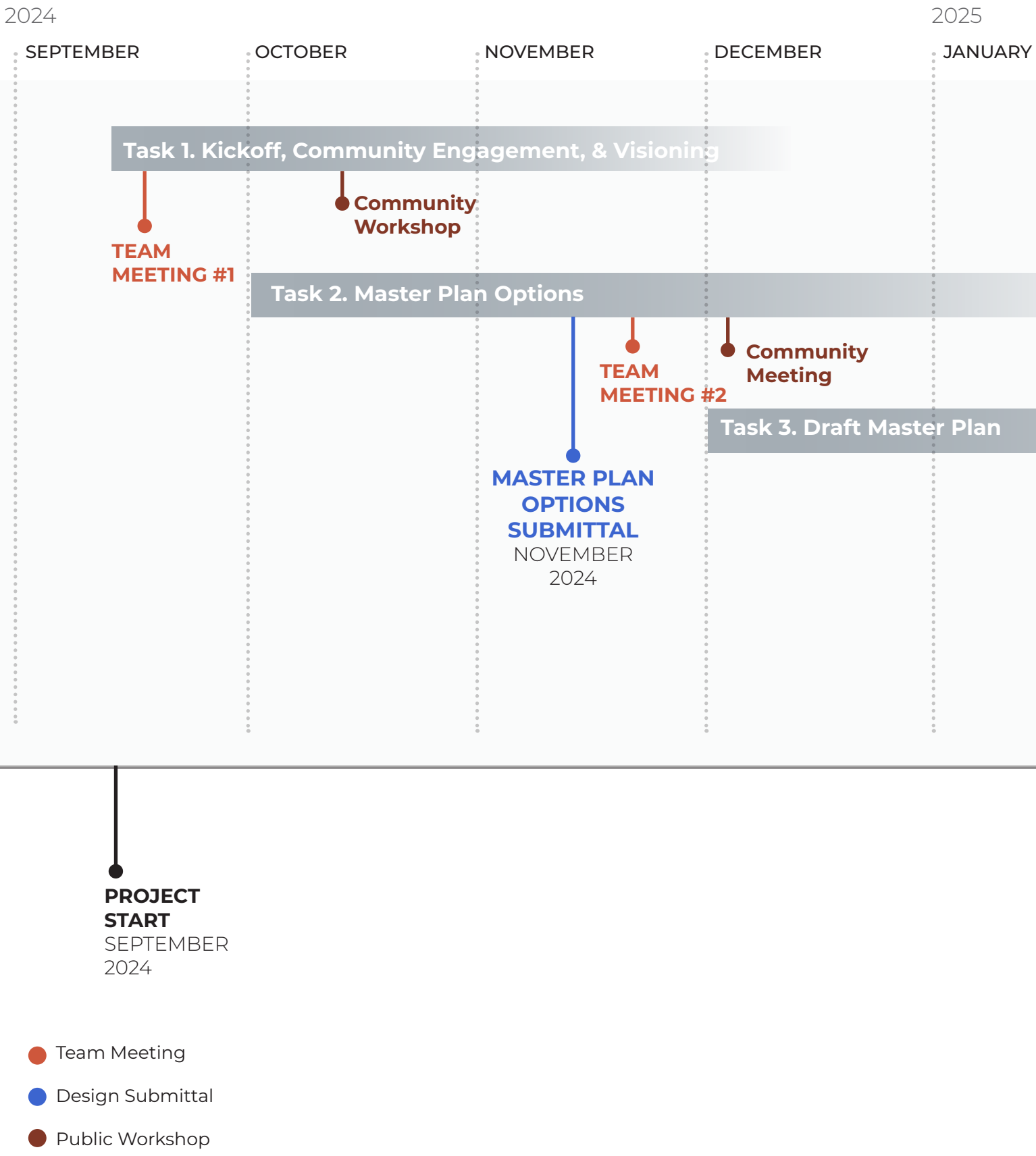
- Construction Focus, Inc.
Owner and President
1995-Present

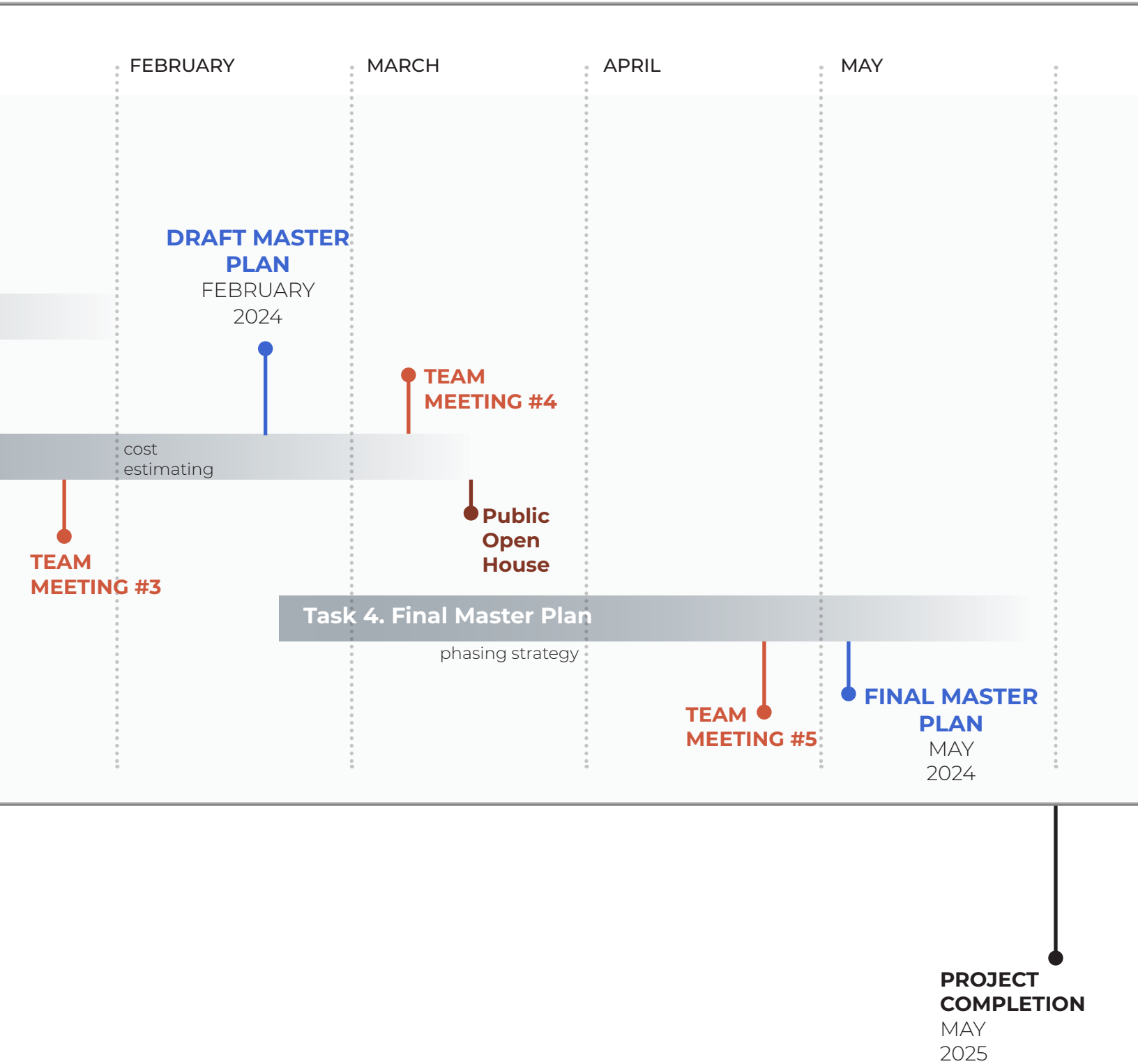
RELEVANT PROJECT EXPERIENCE

- Chintimini Senior Center and Community Park \$4,066,605
- COE Tugman Park Restroom Upgrades \$117,000
- COE Santa Clara Community Park \$6,882,582
- COE State Streets Park Restrooms \$152,309
- Coos Bay PO Parking \$191,230
- Finn Rock Boat Launch Park \$708,316
- Portland Fields Park \$4,136,500
- River Bend RV Park \$3,551,160
- Riverfront Research Park \$5,000,000



Timeline







Cost of Services

We propose to provide all materials and labor as detailed above, including expenses such as travel and printing costs, with the following fee breakdown.

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Breakdown by Task

Task	Fee
Task 1 (Kick-off)	\$ 12,000
Task 2 (Draft Concepts)	\$ 32,000
Task 3 (Draft Master Plan)	\$ 46,000
Task 4 (Final Master Plan)	\$ 30,000

TOTAL FEE = \$ 120,00

.....

Breakdown by Discipline

Consultant	% of Fee	Fee (time & expenses)
Arkitek	50%	\$ 60,000
SDS	40%	\$ 48,000
Construction Focus	10%	\$ 12,000
Total	100%	\$ 120,000

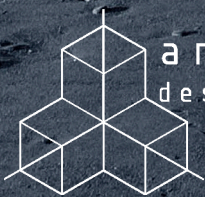
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thank you!



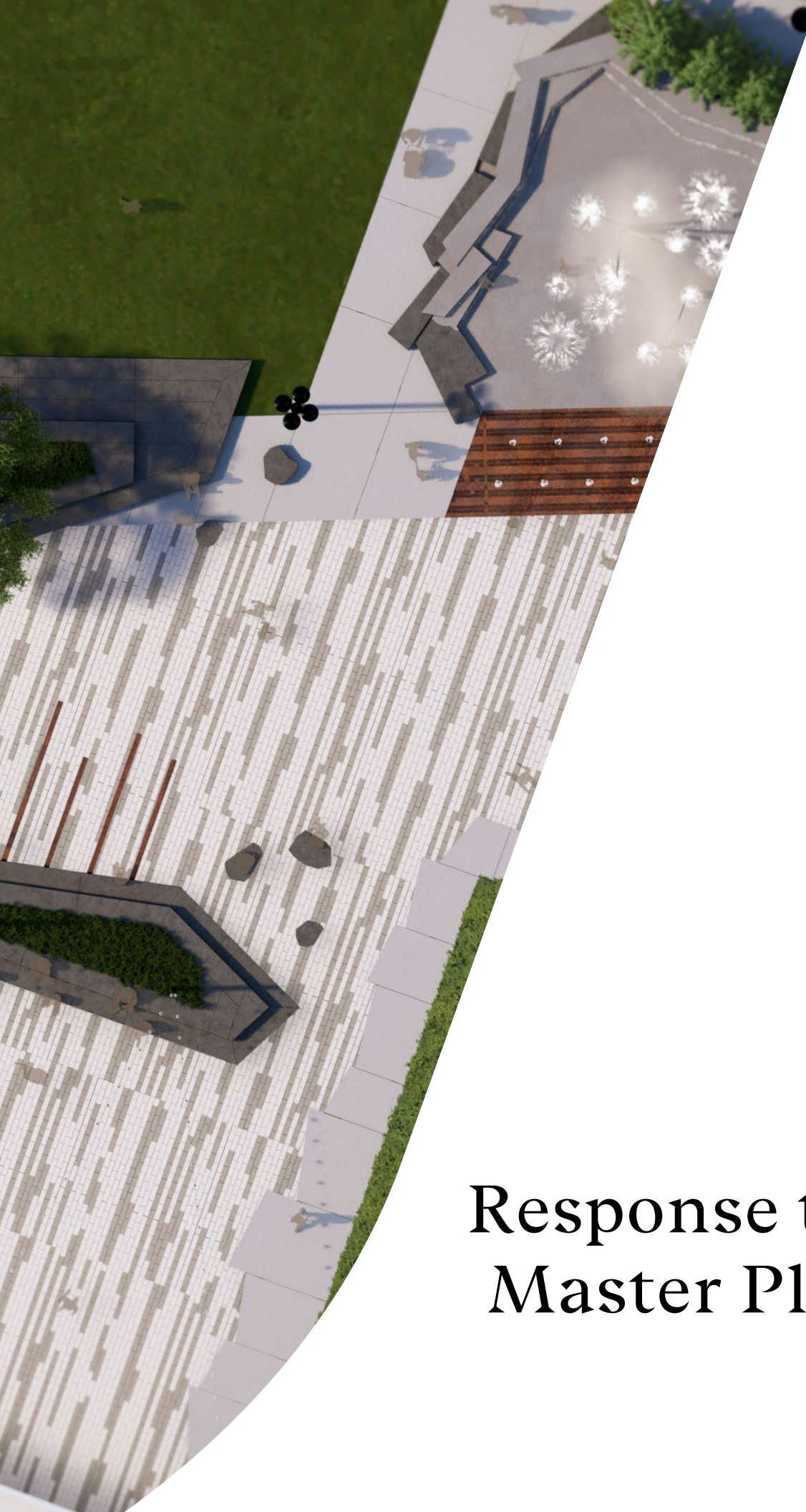
Scharen
Design
Studio

landscape architecture & planning



arkitek
design&architecture

Construction
FOCUS
Integrated Project Solutions



CITY OF YACHATS

Response to Civic Master Plan RFP

JULY 25, 2024

JULY 25, 2024



RE: Response to Civic Master Plan RFP

Yachats City Manager

Members of the Selection Committee:

Yachats City Hall
PO Box 345
Yachats, OR
citymanager@yachatsmail.org

We appreciate the opportunity to submit our proposal to the City of Yachats for the Civic Campus and Parks Master Plan. Your project will enliven and unify the City's civic center and provide critical planning for city-owned recreational facilities. We are excited about the opportunity to team with you and create a community-driven vision. We have thoughtfully assembled our team to address the needs of your project including:

- + Shapiro Didway Landscape Architects: Providing project management, leading community engagement, and offering landscape architectural services for site assessment and recommendations.
- + Civil West Engineers: Offering civil and structural support and leading the effort for boardwalk assessment, capital improvement planning, and maintenance strategy.
- + Scott Edwards Architecture: Providing architectural support and leading the effort for building programming and recommendations.
- + Maurice Morgenstein: Offering archaeological technical support as needed.

Civil West Engineers has a deep understanding of project sites and has worked collaboratively with the City on current and past projects. As a team, we bring a wealth of experience in master planning similar community spaces and have worked collaboratively on many past projects. Shapiro Didway's recent master planning projects include: Stoneridge Park (Tualatin, OR), Al Griffin Memorial Park & Campground (Bay City, OR), three consecutive phases of Tualatin's Veterans Plaza (Tualatin, OR), Cornelius Civic Center Master Plan (Cornelius, OR) and most recently the Washougal Towncenter Revitalization project (Washougal, WA). These projects included a robust community involvement phase and together, included services from planning to construction documentation and administration.

SHAPIRO DIDWAY, LLC
PORTLAND TAX #716175
ESB # 10705

OUR SOLE OFFICE IS LOCATED
AT:
1204 SE WATER AVE. STE 21
PORTLAND, OR 97214

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WWW.SHAPIRODIDWAY.COM
FOLLOW ALONG
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Shapiro Didway will serve as the prime consultant. We are an Emerging Small Business (ESB #10705) based out of Portland, Oregon. Shapiro Didway accepts all terms and conditions contained in the RFP. Managing Principal Blair Didway is authorized to represent the firm in negotiations and sign any contract that may result from this submission. We have assigned Senior Associate Jessel Champoux as Project Manager. She can be contacted by email at jessel@shapiroridway.com or phone at 607.427.1959 and works from our SE Water Avenue office location.

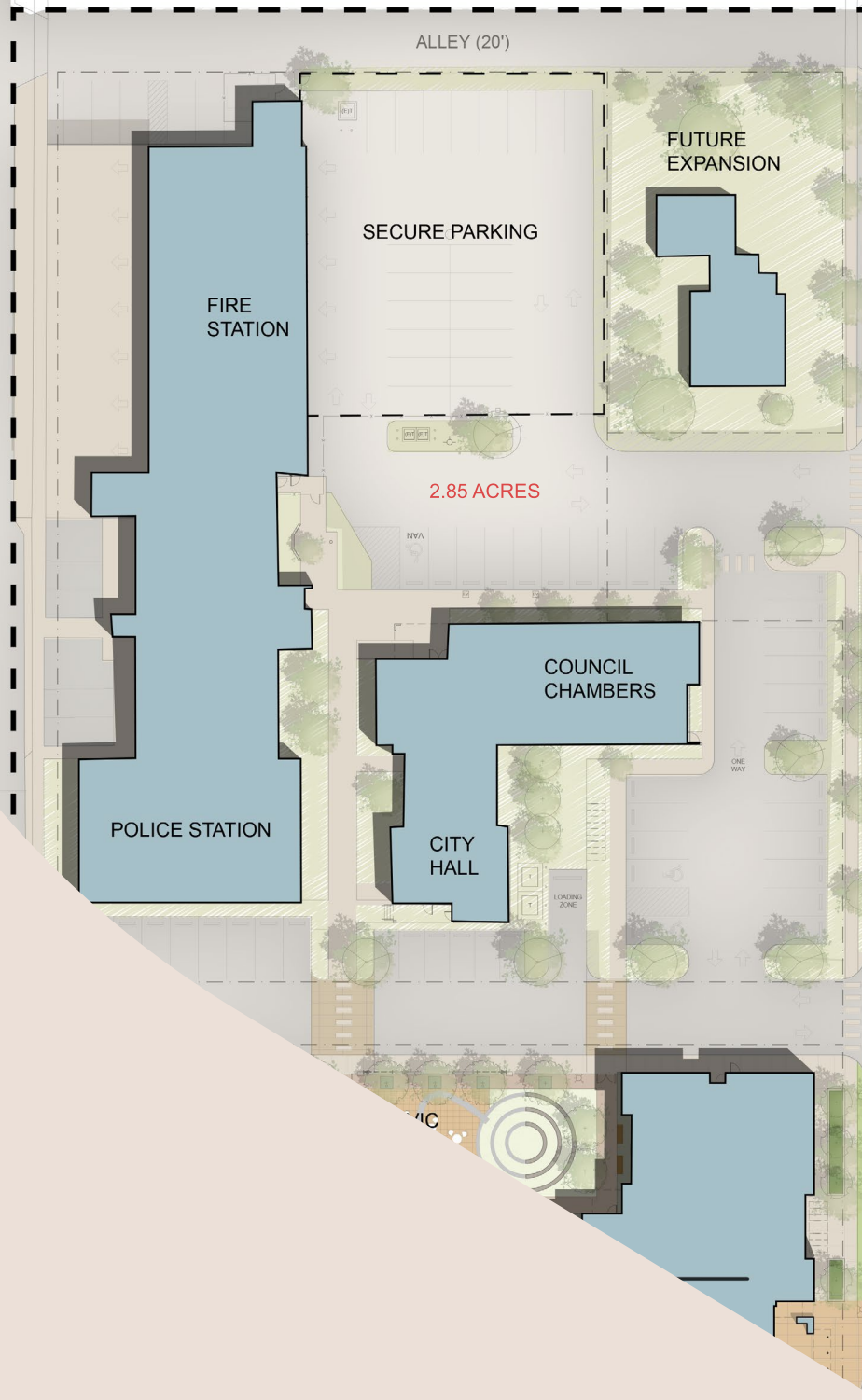
We look forward to the opportunity to work with the City of Yachats and the local community. If our team is selected, we will bring our passion for design, collaboration, and community to your project.

Sincerely,

Jessel Champoux, Senior Associate
jessel@shapiroridway.com

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Understanding & Approach

Project Understanding



PROJECT DESCRIPTION

The City of Yachats is requesting services to create a Master Plan that encompasses several of the City-owned buildings and parks. The project is expected to include the following:

- + Comprehensive public outreach identifying existing patterns of use, concerns, site opportunities and desired improvements as defined by the community.
- + Review of past and related planning efforts and existing site/building documents.
- + Boardwalk Assessment with conditions report to understand current and future maintenance needs.
- + Building Programming Analysis that analyzes current uses of the buildings, identifies unmet and future needs, and makes recommendations for spatial planning to address these needs through reconfiguring existing space, renovations or facility expansion (City Hall, Commons Building and Little Log Cabin only).
- + Planning level site analysis and recommendations in narrative form and/or spatial site configurations for three project areas defined below. Work will consider potential future park acquisition.
- + Explore options for public restrooms.
- + Maintenance Strategy and Capital Improvement Plan with associated cost projections detailing 25-year vision for facilities maintenance, utilization of space, configuration, and capital improvements necessary to implement recommended solutions within the Civic Campus.
- + Draft and final document summarizing planning process,

For the sake of this proposal, we have divided the master plan effort into three project area. The following identifies these areas and outlines requested services and our assumptions on the City's needs and requests.

PROJECT AREA #1 - CIVIC CAMPUS

This project area encompasses a land mass that is roughly bound by Oregon Coast Highway 101, 4th Street, Ocean View Drive, West 7th Street (in front of the library) and West 6th St. returning to 101. Our current understanding of project components within this area include the following:

COMMONS BUILDING

This community building contains several disparate uses, resulting at times in a level of frustration and conflict among user groups. The community uses include Pickleball, Yoga, Tai Chi, Exercise Classes, Dance Class, Walking Groups, as well as several large events throughout the year. These include the Mushroom Festival, Celtic Festival, Pride Festival, Yachats Art Guild Shows, Yachats Big Band, Pacific Coast Wind Ensemble and others. An important building tenant, the Yachats Youth and Family Activities Program (YYFAP), operates an afterschool and preschool program, which includes a daycare. While the new library is being constructed, one lower-level room will be used for a temporary library space.

Our team will provide a program analysis of existing uses and unmet needs, desired uses, code compliance issues and recommendations for reconfiguration, relocation or building expansion to accommodate desired building program. Known needs include: a separate dining area from the cooking area; exterior accessible public restrooms; security for the daycare and youth program; pedestrian access from Highway 101 sidewalk; a defined primary public entry to the building that is visually welcoming; improved sightlines from Highway 101; site planning to reduce pedestrian/vehicular conflicts. The building was recently assessed, so a conditions report for the building is excluded.

CITY HALL

The building houses city offices and was recently assessed for the purpose of installing solar panels; it is in relatively good condition but needs some maintenance. The building

was used previously as a bank, resulting in a large central open space and inefficient interior layout. Our Team will provide an analysis of existing uses and unmet needs, desired uses, code compliance issues and recommendations for reconfiguration, relocation or building expansion to accommodate desired building program. A conditions report for the building is excluded. Known needs include reconfiguration of the entry for the public, a location for the County Sheriff's Office and more efficient spatial planning.

PAVILION STRUCTURE

The Pavilion was recently enclosed with glass, changing the use of the building. It is our understanding the City is currently working with a structural firm to evaluate the pavilion and submit a building permit to allow the structure to be used with the currently unpermitted windows. Improvements needed to bring the building up to code include changing out the doors and making sure the entries are ADA accessible. Our team will provide recommendations for these improvements. A conditions report for the building is excluded.

YACHATS LIBRARY

The library is accessed off 7th Street with a pedestrian connection to the Boardwalk. The existing library is currently under contract to be demolished and a larger library rebuilt. Services related to the building are excluded. The remaining site, including a small green space, parking, and pedestrian access from the boardwalk will be part of this planning effort. Our team will provide recommendations such as: improving visibility to the boardwalk, screening to the neighboring wastewater facility, possible exterior programming to compliment the library services.

COMMONS PARK + GREEN SPACE

Includes an open green field, skate park, playground and wooded area with wetland boardwalk. The boardwalk connects to the Yachats Library on 7th Street and residential neighborhoods on 4th Street and Ocean View Drive; it needs some upgrades. A Farmers Market is hosted on 4th Street, adjacent to the park, on Sundays from mid-May to mid-October. The play and large asphalt area are used by the community and Youth and Daycare tenants of the Commons Building. The skate park, built by Dreamland Skate parks, is a recent addition and beloved by the community. Proposed uses for the large open field are conflicting, given there is little comparable greenspace within the city. Recent survey findings are available for some community input. The city needs consensus from the community on how to improve the outdoor space and a plan to implement over time. Our team will assess the existing site conditions, gather community feedback and make recommendations for site

improvements, spatially organizing pedestrian and vehicular circulation, existing and proposed site programming and other improvements as prioritized by the community. We will consider the need for acquiring future park space. Several planning initiatives have been completed for this project area. These include a parking study, Resiliency Plan and the General Plan created in 2011 and revised in December 2017. Proposed services would build upon and complement this planning efforts.

PROJECT AREA #2 - LITTLE LOG CHURCH

Building is located at the corner of 3rd Street & Pontiac Street. The city is seeking permits from the County to refurbish the exterior, including foundation repairs and new walls. Interior improvements are needed to prepare the building for events again. Our team will explore interior and exterior space programming, gather community feedback and provide high-level recommendations. Recommendations will address known needs such as access to public restrooms, exterior space for programming and mitigating transient use of the site. A conditions report for the building is excluded.

PROJECT AREA #3 - OCEAN VIEW DRIVE

Ocean View Drive serves as an important recreational corridor within the city. It is accessed from Marine Drive off Highway 101 and extends along the oceanfront, passing through Yachats State Recreation Area and returns to Highway 101 near Whale Park. A narrow greenspace, including two pocket parks (Sunset Park North & Sunset Park South) and trail segments to 804 Oregon Coast Trail, occupy land between the road and ocean. The street turns to one-way traffic, traveling south, between 7th Street and Yachats State Park. Several residential and commercial properties front on the street.

The city is currently working on the Bay Boardwalk Project at the south end of the street between Pontiac Street and Highway 101. The project would result in a boardwalk to separate pedestrians and vehicles. Project progress may be delayed by funding limitations and recent archaeological findings.

Finally, we understand the city is pursuing funding for a Transportation Planning Study (TPS). Since this will take an in-depth study of the corridor from a traffic perspective, our work will focus on a high-level assessment and planning level recommendations for pedestrian and park improvements. Work will look at past and current planning efforts, parking, pedestrian/vehicular circulation, public lands and right-of-way width, potential of archaeological findings and public input. Findings will be documented in a narrative form.

“ The firm of Shapiro Didway has become far more to our organization than a provider of a needed service, in this instance, architectural and landscape design, along with master planning and consultation services. Your staff, especially, Jessel Champoux, have acted as our collaborator, partner and advocate! ”

DORCAS HOLZAPFEL

PRESIDENT, BOARD OF DIRECTORS LINCOLN CITY CULTURAL CENTER

COMMUNITY OPEN HOUSE | VETERANS PLAZA (SHAPIRO DIDWAY)

CITY OF TUALATIN'S VETERANS MEMORIAL / PLAZA: A PLACE OF HONOR + RECOGNITION

Who the memorial should honor?

Honor

- all World War veterans
- all World War II veterans
- all Vietnam War veterans
- all Korean War veterans
- all Persian Gulf War veterans
- all Iraq War veterans
- all Afghanistan War veterans
- all U.S. military personnel
- all U.S. military veterans
- all U.S. military reservists
- all U.S. military retirees
- all U.S. military active duty personnel
- all U.S. military reserve personnel
- all U.S. military retired personnel
- all U.S. military active duty personnel
- all U.S. military reserve personnel
- all U.S. military retired personnel

Themes + Objectives

Experience

- Memorial to all who have served & sacrificed for our country
- Place of honor & recognition
- Place of gathering & celebration
- Place of reflection & contemplation
- Place of education & inspiration
- Place of connection & community

Shared Values

- Service
- Respect
- Unity
- Integrity
- Courage
- Compassion
- Perseverance
- Humility
- Gratitude
- Patience
- Kindness
- Generosity
- Forgiveness
- Hope
- Love

Timeless

- Memorial to all who have served & sacrificed for our country
- Place of honor & recognition
- Place of gathering & celebration
- Place of reflection & contemplation
- Place of education & inspiration
- Place of connection & community

Engagement

- Place of connection & community
- Place of reflection & contemplation
- Place of education & inspiration
- Place of gathering & celebration
- Place of honor & recognition
- Place of reflection & contemplation
- Place of education & inspiration
- Place of gathering & celebration
- Place of honor & recognition

CITY OF TUALATIN'S VETERANS MEMORIAL / PLAZA: A PLACE OF HONOR + RECOGNITION

Memorial Imagery

MONUMENTO COMMEMORATIVO DE LOS VETERANOS / PLAZA DE HONOR Y RECONOCIMIENTO DE LA CIUDAD DE TUALATIN

La idea del proyecto

Calendario del proyecto

MONUMENTO COMMEMORATIVO DE LOS VETERANOS / PLAZA DE HONOR Y RECONOCIMIENTO DE LA CIUDAD DE TUALATIN

Shapiro / Didway

Scope of Work

01 Project Management

(10 MONTHS)

This task includes conducting a kick-off meeting, confirming schedule and work plan and team meetings for the duration of the project. We propose holding 30-minute progress meetings with the City biweekly through Task 4 and then as needed after. Tasks 03 through 06 include a longer work sessions with the city; these weeks the biweekly meeting have been omitted. Additional meetings, including public outreach, can be found under each task. We anticipate working primarily with the city; the Parks & Commons Commission will inform but not drive the process.

MEETINGS

- + Client Teleconference to finalize scope and schedule
- + (1) Kickoff Meeting (Virtual)
- + (16) Biweekly Project Team Meetings (30-minute duration)

SUBTASKS/PRODUCTS

Final Work Plan & Schedule (PDF Format)

SD will work with the city to refine the scope and schedule for the project.

Team/Client Coordination

SD will coordinate with the city and team using email, phone calls, formal meetings, and video conferencing as needed.

Meeting Summaries (PDF Format)

SD will prepare a written summary for team meetings.



PROMOTIONAL MATERIALS (FLYER, YARD SIGN, CRAFT BAG)
STONERIDGE PARK (SHAPIRO DIDWAY)

02 Public Outreach

(10 MONTHS)

An inclusive outreach approach is a priority for this project. Shapiro Didway (SD) will take the lead for public outreach and work with the City to develop a strategy that is inclusive and meaningful. Engagement opportunities will be used to gather ideas, review options, select direction and finalize preferred options. Our goal is to bring voices together, start conversations and to come to a consensus about how to move forward. For the purposes of this proposal, we have outlined a suggested outreach strategy; we expect this could change based on the city's experience with past outreach efforts. Minimally we plan to:

- + Provide content to be posted on the city's website & social media platforms.
- + Develop materials to inform, engage, and solicit input from the community, staff and the City Council. Materials will be suitable for digital and paper distribution.
- + Facilitate engagement opportunities to gather information from the community, staff, building users and tenants and City.
- + Provide written summaries for each public outreach strategy.
- + Present Final Recommendations to City Council.

We envision engagement opportunities to include the following. Though not included at this time, our team can provide Spanish translation of outreach materials if desired.

PROJECT PROMOTION

We will provide project promotion materials (written and graphic) to the City for distribution to stakeholders and the community at large using social media, email, website postings, local events and other means desired. Events such as the weekly Farmers Market, The Mushroom Festival or The Celtic Festival are excellent opportunities to promote the project and encourage people to take an online survey, or attend an in-person community meeting/open house.

PROJECT WEBSITE

We recommend that the City develop a project website featuring content such as project background, ways to get involved, timeline/schedule, current status, relevant documents, frequently asked questions, an opportunity to comment, and links to outreach events. Our team can provide narrative and graphics for inclusion on the City's website. For a simple and straightforward example of website layout and content, see City of Tualatin's page for [Veteran's Plaza](#).



COMMUNITY MEETING | VETERANS PLAZA (SHAPIRO DIDWAY)



PARK OPEN HOUSE | STONERIDGE PARK (SHAPIRO DIDWAY)

FOCUS GROUP MEETINGS

Focus group meetings are designed to solicit feedback from a targeted group, generally up to 15 people, and organized by user group or interest. We anticipate two rounds of focus group meetings as detailed below. Where feasible, meetings will occur virtually. If some are preferred in-person, we will coordinate with our initial site visit or in-person community meetings. Meetings can be scheduled for 30-minutes, with 15 minutes between each meeting.

- + Focus Group Meetings (Round #1): Our team, with City Staff, will host up to 10 virtual meetings to understand established patterns of use, proposed planning efforts that might affect the project, opportunities, and constraints, and to gather feedback and generate ideas for site and building improvements.
- + Focus Group Meetings (Round #2): Our team with City Staff will host a series of up to 10 virtual meetings with public works, maintenance personnel, permitting agencies, building users, those with technical expertise or others as needed to discuss proposed improvements and solicit feedback on things such as spatial arrangements, permitting needs and other relevant input.

Potential focus groups identified in the RFP process include: Parks & Commons Commission, Library Committee, Little Log Church Committee, Public Arts Work Group, Farmers Market, Yachats Trail Committee, County Sheriff's Department, Building Users (Childcare, City Staff, Yachats Youth and Family Activities Program (YYFAP)), Community Events Organizations (Polly Plumb Productions, Chamber of Commerce, Arts Guild), Youth (Skate park users, Adjacent church youth group).

COMMUNITY MEETINGS / OPEN HOUSE

These events will provide an opportunity for the public to be at the project sites and engage with the design team in person. It will also provide comprehensive insight into the communities needs and desires, and to hear about existing park/building conditions, and explore community driven ideas for improvements. We have seen good success on past projects with advertising to park neighbors and the community at large through the distribution and posting of project flyers/yard signs, email, social media postings, and a project website. We can assist the City in promoting the events by providing written and graphic content, interviewing site users while doing our assessment work and by distributing event flyers to people using each site. In addition to building project interest/awareness, these interactions will help identify community leaders, community groups, and posting locations. Stakeholders from Focus Group meetings will also be encouraged to attend and help get the word out. At both meetings, comments will be gathered and printed/digital surveys distributed for public response. The meeting will be structured with stations to encourage small group interactions and target discussions categorized by project area and/or building.

- + Community Meeting / Park Open House #1: Scheduled in conjunction with the Design Teams Site Visit. Intended to gather information on existing building/site uses, concerns, unmet needs and desired improvements.
- + Community Meeting/Open House #2: Meeting to allow community members to respond to conceptual graphics generated and provide design input in person.

ONLINE SURVEYS

We will use web-based surveys in combination with in-person events to share and gather input for the proposed project. Surveys are intended for easy distribution, both digitally and printed. We will use up to (2) surveys to gather community input. We envision these to include:

- + Online Survey #1: Open before and after Community Meeting #1 to gather information on existing building/site uses, concerns, unmet needs and desired improvements.
- + Online Survey #2: Open before and after Community Meeting #2 to provide input on conceptual building and site alternatives.

PRESENTATION TO CITY COUNCIL

Our Team will assist the City with preparing a presentation and present the findings of the project to City Council.

03 Research (1 MONTH)

Our team will examine existing documents for buildings and parks to create a common understanding of past planning efforts. We will solicit available information from City Staff, maintenance personnel, previous public engagement outcomes, etc. to understand the history of facility use and community ideas generated to date. We will also prepare base mapping for assessment and design work.

MEETINGS

- + Design Team Meetings as needed (Virtual)
- + (1) Work Session with City Staff (Virtual)

SUBTASKS/PRODUCTS

Review Past/Relevant Planning & Existing Documents

Among others to be shared by the City, planning documents we anticipate reviewing include: City of Yachats Parks & Open Space Master Plan; CIP 5 Year Plan; Civil West Commons Facilities Assessment; Bay Boardwalk Plans; Yachats Library Plans; Yachats Resiliency Vision and Needs Survey Responses; City of Yachats Education and Outreach, Parking Management for City Center; and the Commons Green Space Survey.

Jurisdictional Requirements

Review planning and zoning, building and fire life safety codes and meet with City of Yachats to understand jurisdictional requirements.

Site/Building Information Coordination

It is the responsibility of the City to provide all available site and building information to the project team, including any known easements, ROWs, utilities and existing site or topographical surveys.

Site Existing Conditions Plan(s)

Site mapping will be divided into (3) project areas defined herein; they will be prepared from the best available existing site information, including aerial imagery, online databases, tax map information, as-built information, environmental data, or actual topographic and boundary surveys if available.

Building Floor Plan(s)

Prepare existing building floor plans for the Commons building, City Hall and the Little and Log Church. City to provide some degree of base mapping for each building. The existing building floor plans will be used to prepare the program analysis and recommendations.

04 Facilities Assessment + Program Analysis (3 MONTHS)

We will conduct a thorough site and building examination and access buildings and park spaces, including current programming. A high-level technical memo will be provided for probable archaeological findings along Ocean View Drive only. Surveying, environmental, geotechnical and arborist services will not be retained in these services. Data to augment the assessment will be gathered through public outreach efforts. Finding will be documented in a comprehensive and straightforward manner.

MEETINGS

- + Design Team Meetings as needed (Virtual)
- + (1) Site Visits with Design Team & City Staff
- + (1) Work Session with City Staff (Virtual)

SUBTASKS/PRODUCTS

Structural Assessment & Maintenance Strategy

Civil West will take the lead in preparing a 25-year maintenance strategy with cost estimates for the buildings and structures within the Civic Campus and the Little Log Church Museum. Since the new Library and the Ocean view Drive Boardwalk have not been constructed, these structures will not be included in the maintenance strategy. The maintenance strategy will consider current structural

conditions and typical component lifecycles. Any necessary additional structural assessments will be conducted as a visible inspection only and will not evaluate buried or hidden elements that require demolition, excavation or additional testing. Existing documents that may inform the condition of hidden elements will be considered including geotechnical report, well boring reports, etc. It is understood that the current status of structures within the scope of the planning process are as follows:

- + Commons Building - A condition assessment and report was completed by Civil West Engineering Services, Inc. in July of 2023. Since that time a supplementary evaluation was conducted by Green Urban Design in February of 2024 to evaluate the ability to construct solar panel improvements on the Commons Building and City Hall. Cost estimates for proposed improvements were included in both evaluations.
- + City Hall - This structure was evaluated for solar panel improvements in the Green Urban Design evaluation, but no additional condition analysis has been conducted.
- + Pavilion - This structure was originally permitted and constructed with open sides and has since been enclosed with glass panels. The city is under contract with a structural design firm to conduct a structural evaluation and re-permit the Pavilion since the enclosure.
- + Little Log Church Museum - A condition analysis was completed by Civil West Engineering Services, Inc. in October of 2022 and a subsequent design for rehabilitating the church portion and residing the entire structure was completed and submitted for permit review in June of 2024. The city plans to solicit bids for the project upon approval of building permits.
- + Civic Campus Boardwalk - No analysis has been conducted on this structure to date.
- + Oceanview Drive Boardwalk - A preliminary design and engineering feasibility study has been completed for the Oceanview Drive Boardwalk including cost estimates. The city has used this information to submit a Oregon Park and Recreation Grant application in the Spring of 2024. Since then, additional archeological information has come to light that may require the proposed design to be changed so as to not impact the area of historical significance.
- + Library - The city has completed the design and has budgeted for the construction of a new library. The old library structure will be removed, and a new building constructed in its place. The construction of the new library has not taken place but is considered imminent.

The following will be included in this work:

- + Gather background data. This may include existing drawings, building permit submittals, reports and other documents of the structures within the project area. A desktop review will be conducted to gather data site specific information that will inform the assessment and maintenance strategy including seismic and wind zones, regional geologic and soils conditions, potential locations of archeological significance, environmental and ecological considerations, and other site-specific research typically conducted for new or reconstruction.
- + Onsite Walkthrough: A thorough review will be conducted of all structures within the project area except the Little Log Church and existing Library. Those structures with existing condition analysis will be evaluated on a more cursory nature primarily to document improvements that have been completed since the original report, identify condition issues that may have arisen or accelerated since the original report, and to evaluate potential changes based upon proposed programming recommendations. The bulk of the assessment effort will be focused on structures that have not been previously evaluated.
- + Documentation of walkthrough observations. Documentation will include notes, photographs, measurements, diagrams and written summaries.
- + Condition Assessment Report. Data obtained from research and a summary of findings, subsequent recommendations, and associated costs will be summarized in a report (draft and final). This report will make recommendations on structural issues that may require immediate attention or that can be addressed later as part of the proposed 25-year maintenance strategy.
- + 25-Year Maintenance Strategy Report. Using information obtained from Tasks 1 through 4, a 25-year maintenance strategy will be developed and summarized in a report. The maintenance strategy will include a matrix summarizing and prioritizing annual maintenance needs and costs with escalation factors over time.

Building Program Analysis

Scott Edwards Architecture (SEA) will lead this effort. The initial site visit will include a walk through of each building; City Hall, Commons Building, Pavilion, and the Little Log Museum. SEA will document each building existing conditions, layout, utilization, space constraints and opportunities. The assessment will focus on conditions that are observable from view, code compliance issues and include a review of prior assessments and planned improvements that are already underway.

The building space program analysis will include an inventory of existing uses and spatial configurations, analyze existing space utilization, facility characterization and code noncompliance. During the building tours SEA will engage building user groups and staff to identify current uses, deficiencies and space needs and future growth. Working with the city's project team SEA will assist in developing goals and direction for new spaces, prioritize needs and identify operational considerations. Develop consensus among all stakeholders; identify opportunities, adjacencies and efficiencies; and create a brief summary outlining findings.

Site Needs Assessment

Our team will provide a high-level evaluation of the three project sites defined herein. Each assessment will focus on existing conditions and improvements and/or goals that could help the facility better serve the community. We will look at vehicular and pedestrian circulation, sight lines, site security, available space, existing amenities (seating, picnic tables), existing programming, site/building relationships, site and building entry sequencing, signage, erosion stabilization, topography, vegetation management, and other metrics to understand the site opportunities and constraints. We will evaluate the needs of the community based on public outreach efforts, growth of Yachats and development across the city, and identify strategies and priorities to connect initiatives. Consideration will be given to acquiring new land for park development. A conditions report will be provided for each project site, including a brief written narrative accompanied by photographs and diagrams.

Archaeological Technical Memo

Maury Morgenstein will provide a technical memo documenting existing archaeological findings found along Ocean View Drive as part of the Bay Boardwalk project and the likelihood of finding others along the study corridor. Morgenstein will review proposed recommendations along Ocean View Drive and outline in his memo required agency reviews and studies needed for future planning and design efforts to implement improvements.

05 Develop Recommendations

(3 MONTHS)

Our project team will use findings from the previous tasks to create conceptual graphics for discussion with the city. Graphics will show spatial arrangement and size of site features with precedent imagery to convey design intent. Scott Edwards Architecture (SEA) will take the lead in developing spatial use diagrams for the Little Log Church, Commons Building and City Hall. As needed, a focus group meeting will be arranged to solicit user group feedback on alternatives. Alternatives will be refined and presented to the community at Community Meeting #2. A second online survey will be used to select a preferred direction.

We will also document public input on desired features for the Ocean View Drive Corridor. We will assess feasibility by taking a high-level look at the corridor and note opportunities and constraint, collect precedent imagery and provide written narrative outlining what will be needed to accomplish these for future TPS and other planning



MASTER PLAN ALTERNATIVES | VETERANS PLAZA (SHAPIRO DIDWAY)



CAMPUS MASTER PLAN RENDERING | WASHOUGAL TOWN CENTER (SHAPIRO DIDWAY)

work. For the two pocket parks, we will develop a narrative of recommended improvements to address safety and other community concerns and desires.

MEETINGS

- + Design Team Meetings as needed (Virtual)
- + (1) Work Session with City Staff (Virtual)

SUBTASKS/PRODUCTS

Building Program & Recommendation

Based on the information accumulated during the Building Space Program Analysis and staff/stakeholder engagement Scott Edwards Architecture (SEA) will identify the size, infrastructure needs, and character of spaces required for City Hall, Commons and Little Log Church. The recommendations will include approach to short-term and long-term building improvements, needs prioritization, and provide operational considerations with regards to building improvements (reconfiguration, relocation or building expansion). SEA will prepare a rough order of magnitude construction budget to assist the city in evaluating costs, priorities and potential phasing opportunities and programmatic floor plans for the recommended future improvements.

Alternatives

SD will take the lead in developing up to 3 conceptual sketches for the Civic Campus area and Little Log Church sites. Recommendations for Ocean View Drive Corridor will be in a narrative form. Conceptual graphics will

show spatial arrangement and size of site and building elements with associated precedent imagery, sketches and sections/elevations (as needed). Space planning recommendations will include such things as: pedestrian and vehicular circulation, parking, pedestrian nodes, contextual connections, views to/from the site, scale, building massing and entry sequencing. Precedent imagery and case studies will be used in the presentation, to convey design intent and to visualize community preferences, materiality, scale and other programmatic elements.

06 Draft Plan

(2 MONTHS)

In this task, feedback from the previous phase will be used to complete our planning level narrative for recommendations along Ocean View Drive. For the Little Log Church and Civic Campus, we will refine alternatives into a preferred design, including site and buildings. We will prepare 3D modeling and rendered graphics to engage the public for final comment. Cost data will also be prepared.

MEETINGS

- + Design Team Meetings as needed (Virtual)
- + (1) Work Session with City Staff (Virtual)

SUBTASKS/PRODUCTS

Project Area #1: Civic Campus Preferred Alternative

A preferred alternative will be prepared for the Civic Campus,

based on public and City input. A draft plan will be shared with City Staff for comment and edits.

3D Modeling

3D modeling and render views, sections and elevations (as necessary) will be prepared for the Civic Campus preferred alternative. Modeling/rendering will include building massing and proposed site improvement. Renderings will illustrate proposed improvements and will be used for presentation to City Council, final report and future project promotion.

Capital Improvements Plan

Civil West will take the lead in preparing cost detail breakdown for the capital improvement projects needed to meet recommendations for the Civic Campus. The Capital Improvement Plan will Identify and prioritize projects with associated costs. All cost data will be reviewed by the project team prior to issuance to the client. We will provide (1) revision based on client feedback.

07 Final Plan
(1 MONTH)

We will prepare the final report and assist the city with presenting it to City Council. The Plan will highlight goals that reflect the values of the community and city and establish the long-range vision for 25-year plan for facilities maintenance and addressing deficiencies, utilization of space, configuration, and capital improvements necessary to implement recommended solutions. The document will outline next steps such as permitting, additional studies needed to complete work and funding strategies used in other coastal communities such as Lincoln City and Newport. It will be a reader-friendly document with an emphasis on maps, charts, photos, graphics and tables to convey information rather than using lengthy text.

MEETINGS

- + Design Team Meetings as needed (Virtual)
- + (1) Work Session with City Staff (Virtual)

SUBTASKS/PRODUCTS

Final Report

A final report with outreach process and findings, design alternatives, final preferred alternatives with associated cost data from the Capital Improvement Plan, funding strategies and next steps will be compiled to document the project outcomes. A draft of the report will be provided to City Staff for review and edits. Requested changes will be incorporated into the final digital printing.

Schedule

We will work with the city to finalize a schedule for the project. We anticipate a 10 month project, but can accelerate the process if needed. Tasks 01 & 02 will span the entire project. Tasks 03 through 06 are shown below, with community engagement opportunities.



PUBLIC ENGAGEMENT

- | | | |
|-------------------|------------------------|---|
| PROJECT PROMOTION | FOCUS GROUP MEETING(S) | COMMUNITY MEETING / OPEN HOUSE / PRESENTATION TO CITY COUNCIL |
| ONLINE SURVEY | POPUP ACTIVITY | |

Assumptions

- + Some degree of base drawings for reach building will be provided by the City.
- + City of Yachats to provide all existing conditions data available for the site, including GIS data.
- + Mapping & design drawings will be prepared to a planning level only, using aerial imagery, LIDAR, or similar data readily accessible by design team
- + City to provide tents, tables, venue and other needs for in-person meetings.
- + City will support outreach efforts by managing a project website (if possible), issuing email/media blasts, making social media postings and assisting with distribution of project promotion flyers & posters throughout the community
- + City to print all flyers & project promotional materials
- + Services described herein are for only sites defined in RFP and excludes other parks, trails and recreational sites.

Exclusions

All work scope not defined herein shall be considered an exclusion including but not limited to the following:

- + Survey of existing conditions
- + Cost estimating for items other than defined herein
- + As-built drawings
- + Assessment of play features.
- + Arborist services and reports
- + Environmental Consultant Investigations, Geotechnical Engineering and other technical assessments or reports of site and buildings not defined herein.
- + Signage Design
- + Photorealistic Renders, 3D animation and walkthroughs

Proposed Fee

The following is a summary of our fixed fee for each project task. A detailed breakdown, including cost detail by staff classification and task can be found in the appendix.

Reimbursable Expenses:

Compensation for the services performed under this agreement shall be as indicated in the fees provided plus Reimbursable Expenses as defined below. Reimbursable expenses are expenditures made by Shapiro Didway, its employees, and consultants in the interest of the project. Reimbursable expenses include but are not limited to travel expenses, costs of reproduction of documents, postage, services of professional consultation which cannot be quantified at the time of contracting, and other, similar, direct project-related expenditures.

Fee for services described herein, and any additional services shall be based on the following hourly rates:

SHAPIRO DIDWAY

Principal	\$	150
Landscape Architect	\$	130
Project Manager	\$	125
Landscape Designer	\$	110
Clerical & Administration	\$	85

SCOTT EDWARDS ARCHITECTURE

Principal	\$	235
Project Architect	\$	170

CIVIL WEST

Principal	\$	177
Project Manager	\$	172
Staff Engineer	\$	148

ARCHAEOLOGIST

Principal	\$	86
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City of Yachats - Civic Campus RFP	SHAPIRO DIDWAY (LANDSCAPE ARCHITECT)	CIVIL WEST ENGINEERING (ENGINEERING)	SCOTT EDWARDS ARCHITECTURE (Architect)	TECHNICAL SUPPORT	DESIGN TEAM FEE BY TASK
Task 1: Project Management (10 Months)	\$ 8,128	\$ 2,792	\$ 7,628	\$ -	\$ 18,547.00
Task 2: Public Outreach	\$ 13,383	\$ 4,988	\$ 7,990	\$ -	\$ 26,360.50
Task 3: Research (1 Month)	\$ 2,530	\$ 2,560	\$ 5,610	\$ -	\$ 10,700.00
Task 4: Facilities Assessment & Program Analysis (3 Months)	\$ 4,690	\$ 13,620	\$ 5,610	\$ 345	\$ 24,265.00
Task 5: Develop Recommendations (3 Months)	\$ 7,758	\$ 2,952	\$ 7,480	\$ -	\$ 18,189.50
Task 6: Draft Report (2 Months)	\$ 4,350	\$ 3,788	\$ -	\$ -	\$ 8,138.00
Task 7: Final Report (1 Month)	\$ 6,710	\$ 3,100	\$ 340	\$ -	\$ 10,150.00
Design Team Project Fee	\$ 47,547.50	\$ 33,800.00	\$ 34,657.50	\$ 345.00	\$ 116,350.00
Consultant's Individual Percentage of Total	36%	10%	16%	3%	100%
Design Team Estimated Reimbursables					\$3,650
Total Fee / Reimbursable Project Total =					\$ 120,000.00



Meet the Team

Shapiro Didway is a landscape architecture firm located in Portland, Oregon.

Shapiro Didway (SD) is a landscape architecture firm based in Portland, Oregon, known for our human-centered and community-driven approach to design. Established in 2007, our firm has a rich history of creating innovative and sustainable spaces that balance art and functionality, enhancing the environment and community well-being.

Our firm consists of 14 diverse, experienced, engaged, and aligned professionals, led by Principals Blair Didway and Nate Otani. With a strong foundation in planning and design, our team combines creativity with empathy to craft environments that resonate with people’s needs and aspirations. Our designs are shaped by a deep understanding of human behavior and the power of nature, excelling in creating landscapes that prioritize the well-being and experiences of users.

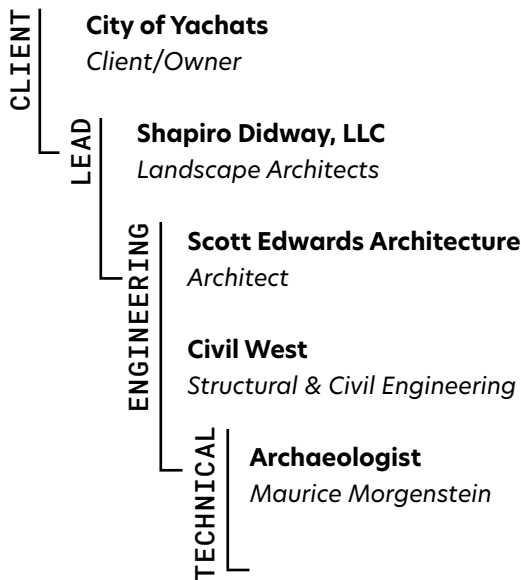
Our design philosophy is rooted in collaboration, aiming to create experiences and environments that resonate with a shared purpose. Our comprehensive services include master planning, design, construction documentation, project management, and post-construction evaluation. Our expertise spans across various sectors including multifamily housing, education, health and wellness, recreation, to name a few, with a notable emphasis on sustainability and social responsibility.

SD will serve as the lead firm on our project team, with Jessel Champoux selected as the Project Manager. We are committed and passionate about this project. We have assembled a design team that will:

- + Work efficiently and effectively as team players, having collaborated on past projects.
- + Set a realistic project schedule and meet or exceed project milestones.
- + Maintain clear communication with the city and project team.
- + Understand the unique needs and opportunities of the site.
- + Engage authorities that have jurisdiction over the project site in a timely fashion.
- + Thoughtfully facilitate conversations with adjacent property owners to allow improvements within easement areas
- + Deliver complete, detailed, and constructible drawings.

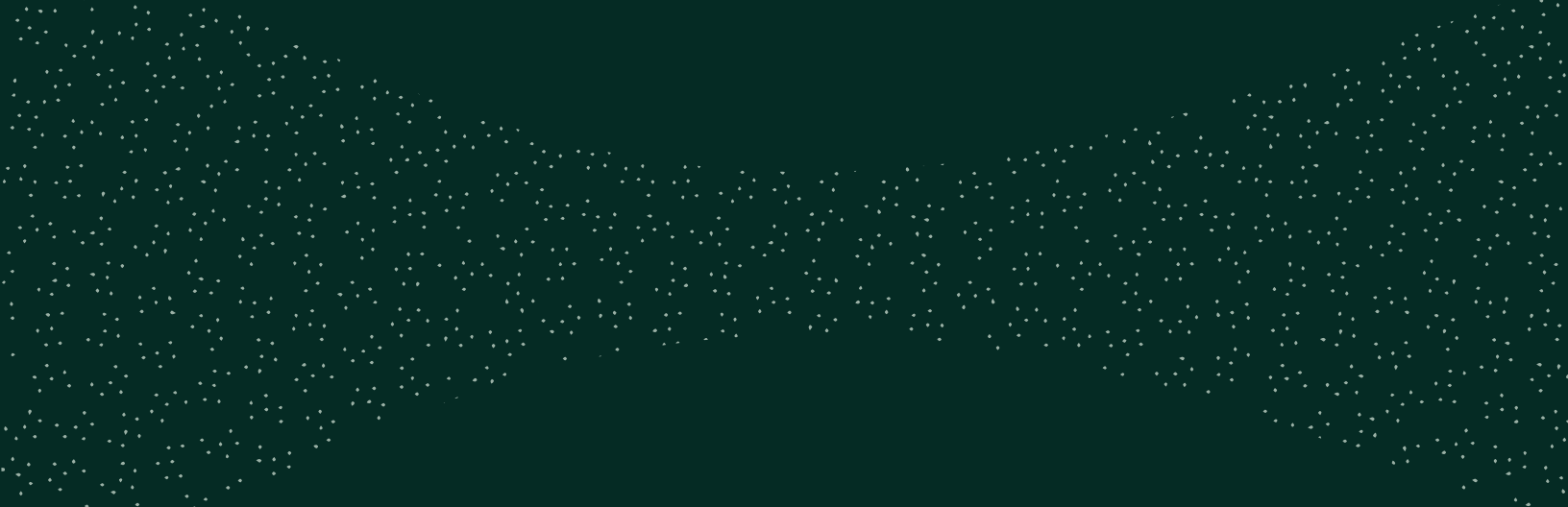


TEAM ORGANIZATION:



“We strive to create a strong work/life culture. We don’t just want success for the company, we want success for everyone who works here.”

-Nate Otani, Principal



OUR TEAM

We bring a human-centered approach to our clients, our work and our internal culture. We work throughout the Pacific Northwest, partnering with design teams, public and private clients, and the communities we serve.

Subconsultants

Scott Edwards Architecture

ARCHITECTURE

Scott Edwards Architecture (SEA) has 26 years of experience in architectural projects including feasibility studies, master plans, site assessment and selection, project management, and design through construction. Our clients benefit from the firm's diverse project experience by oftentimes applying design solutions that are found in other markets. A project similar to Yachats Civic & Parks Master plan include the Cornelius Civic Master Plan, a long-range plan for their fire, police, library, planning, city council, community development, and administration departments. Projects large and small, quick timelines or multi-year endeavors, clients can find comfort in knowing our services are scalable.

Civil West Engineering Services

STRUCTURAL & CIVIL ENGINEER

Civil West Engineering Services (CW) is a full-service engineering firm focused on providing planning, design, and construction phase support services to clients throughout Western Oregon. Since their founding in 2008, Civil West has been committed to providing high quality services that exceed expectations and result in superior value and success for their clients. They are skilled in park design, roadway design, stormwater and wastewater engineering, construction/project management and inspections and more.

Maurice Morgenstein

ARCHAEOLOGIST

As the City's Archaeologist, Maurice is familiar Yachats and current project like the Boardwalk planned for Ocean View Drive.

KEY PROJECT STAFF: SHAPIRO DIDWAY



Blair Didway

PRINCIPAL IN CHARGE

Blair is a registered landscape architect with over 20 years of professional design and management experience in public and private projects. A graduate of Texas Tech University, Blair was a consultant for several Southern California-based landscape architecture firms prior to founding Shapiro Didway in 2007. Blair has extensive experience and expertise in all phases of multi-scale project development, serving as the lead landscape architect on private and public improvement projects.

ROLE

Blair will service as the managing principal for this project and participate in review of all deliverables and project milestones. He will also support public engagement and site



Jessel Champoux

PROJECT MANAGER

Jessel is a Landscape Architect and a public outreach specialist with over 18 years of experience designing public improvement projects on the East and West Coasts, including award winning parks such as Owego Riverwalk and the Children's Story Garden. Jessel has extensive experience working on streetscapes, recreation enhancements, and public parks projects. She excels at working with interdisciplinary teams, jurisdictions, stakeholders, and the public to meet a project's goals.

ROLE

Project Manager and point of contact for City and Design Team. Jessel will take the lead in handling communications, community engagement, site assessment work and report writing.



Nate Otani

DESIGN & QAQC

Nate is a Landscape Architect and Principal at SD. He has led master planning, public outreach, and schematic design through construction administration for recreation, public education, public works, and mixed-use urban developments projects in Washington and Oregon. Nate consistently transforms environments, promoting connections to the natural environment, community engagement, and overall well-being.

ROLE

Nate will serve as the lead site designer for the Civic Campus effort. He is currently working on the Washougal Town Center, a project with scope directly comparable to this.



Mario Martin

PUBLIC OUTREACH

Mario is a Landscape Architect with professional design and management experience for both public and private projects along the west coast. Mario has cultivated his love for plants since childhood, starting in his own garden and working at local nurseries, interning at the National Tropical Botanical Garden, and even managing a seed testing laboratory.

ROLE

Public engagement support and facilitation.



Shuang Sang

LANDSCAPE DESIGNER

Shuang Sang is a Landscape Designer with over 4 years of experience working on projects ranging from campus design and recreation planning to new housing developments and public plazas. Her designs are a product of her understanding of site opportunities for each project and developing thoughtful solutions to site constraints.

ROLE

Preparation of meeting/public outreach content, survey result data processing and 3D modeling and rendering for the Civic Campus.

KEY PROJECT STAFF: CIVIL WEST ENGINEERING



Keven Shreeve

PRINCIPAL + NORTH COAST REGIONAL MANAGER

Since 1994, Keven has provided professional engineering services, including project management, comprehensive facilities master planning, water and sewer improvement designs, permitting, public relations, and grant writing. He is successful developing project financing strategies which includes working with funding agencies and acquiring grant funds to help off set costs.

ROLE

Planning support, public involvement, and quality review of planning concepts and report.



Tim Gross

PROJECT MANAGER

Timothy has extensive infrastructure experience stemming from his tenure as Director of Public Works and City Engineer for the City of Newport for 10 years. Timothy managed the Facilities and Park Maintenance Department responsible for the construction, maintenance and operation of several parks and public buildings in Newport including the skate park, several downtown boardwalks and fishing piers, multi-use trails and approximately 50 acres of park lands and playgrounds.

ROLE

Coordinating and performing the necessary planning efforts (Maintenance Strategy, Capital Improvement Plan, Boardwalk Assessment); involved with client interactions and public outreach. Provide support for Civic Campus Design.



Shannon Joseph

STAFF ENGINEER

Shannon brings a wealth of knowledge and local experience from her previous positions at the City of Newport and the Lincoln Soil and Water Conservation District. She has worked with a variety of governmental agencies including the USDA, the Oregon Department of Environmental Quality, and several other local and regional agencies. Her experience with these agencies as well as her experience with permitting, project management, and working for a local municipality will be invaluable for this project.

ROLE

Technical support preparing figures and alternatives, technical writing, and public outreach.

KEY PROJECT STAFF: SCOTT EDWARDS ARCHITECTURE



Sid Scott

PRINCIPAL IN CHARGE

Sid has 37 years of experience in a wide range of project types throughout the western United States, including parks and recreation, community, civic, public safety, industrial, maintenance facilities, office space, hospitality, and educational projects. Sid's public sector work spans his entire career and features city and county facilities including civic centers, community centers, city halls, recreation centers, cultural centers, parks, senior centers, libraries, food banks, and much more.

ROLE

Sid will provide oversight to the project team through the master plan process and will assist the team in the assessments and recommendations.



Brandon Dole

PROJECT MANAGER

Brandon has practiced architecture for over 18 years, working on both local and regional projects. His role has been to lead projects from early design phases through construction with an emphasis in operations, residential, mixed-use, and commercial buildings. He co-leads SEA's civic studio and has extensive experience in project management including project staffing, staff mentoring, and an overarching knowledge of land-use and building permitting processes.

ROLE

Main point of contact, managing daily activities like consultant coordination and master plan development. Brandon will also provide design oversight, engage with stakeholders, and handle the project's technical aspects.

KEY PROJECT STAFF: TECHNICAL SUPPORT



Maurice Morgenstein

ARCHAEOLOGIST

Maurice Morgenstein holds a Ph.D. in Geology and Geophysics from the University of Hawaii, an M.Sc. in Geology from Syracuse University, and a B.A. in Geology from Queens College, City University of New York. He is currently the President of Geosciences Management International, Inc. in Waldport, Oregon, and serves as a Geoarchaeologist at Morgantina, Sicily. His extensive professional experience includes roles such as Courtesy Research Associate at the University of Oregon, Board Member at Chemchem Corporation in Tanzania, and Associate Member at the American School of Classical Studies at Athens.

ROLE

Technical support for planning along Ocean View Drive. He will provide a planning level memo documenting the likelihood of archaeological findings, review and comment on planning recommendations, and summarize next steps for improvements from the vantage point of a cultural resource specialist.

CAMPUS MASTER PLAN RENDERING | WASHOUGAL TOWN CENTER (SHAPIRO DIDWAY)



Project Experience



Washougal Towncenter Revitalization

VANCOUVER, WA

The Towncenter Revitalization project is a tribute to the unique cultural identity of Washougal, which has evolved over time. Our goal is to create a vibrant community hub that will resonate with both current and future generations. Grounded in principles of inclusivity, resilience, sustainability, and adaptability, these guidelines reflect the input from city staff, discussions from ten stakeholder meetings, and the perspectives of over 500 community members gathered through an online survey. Washougal's rich history has left a lasting impact on its community, shaped by traditions and practices that predate the town's establishment. This project aims to create a community destination unique to Washougal, offering an inviting and inclusive space. It will promote economic growth and be adaptable for various uses and events.

TEAM

Nate Otani, Principal
 Aaron West, Senior Associate
 Shuang Sang, Landscape Designer

COMPLETED IN

2023- Ongoing

REFERENCE

Jeremy Fick, Project Managing Engineer, Robertson Fick Engineering, jeremy@robertsonfick.com, 360.831.0067

TASKS

Community Engagement
 Master Planning
 ADA & Universal Accessibility
 Sports Courts
 Site Assessment
 3D Rendering
 Cost Estimating



Al Griffin Memorial Park & Campground Master Plan

BAY CITY, OR

SD lead grant writing and master planning efforts for this 3.8 acre public park/campground located in the heart of Bay City, Oregon. Funds secured from a LGGP Small Community Planning Grant kicked off planning services which included a site assessment, extensive public outreach, master planning and a final report which was adopted by the City. Recommendations included an inclusive play area, skatepark expansion, covered multi-sports court, fitness circuit, site circulation and access upgrades, restroom & shower facilities, large and small pavilion structures, new RV, tent and hiker/biker camping facilities and enhancements to sensitive areas such as Patterson Creek, a fish bearing stream that separates the Park from Campground. This resulted in the City Council adopting the Master Plan and the City being awarded a \$318,000 Oregon State park grant to construct the 1st phase of the Master Plan.

TEAM

Nate Otani, Principal
 Jessel Champoux, Senior Associate

COMPLETED IN

2019- 2022

REFERENCE

Liane Welch, City Mayor, City of Bay City, 503.377.2288

TASKS

Community Engagement
 Master Planning
 Grant Writing
 Cost Estimating
 ADA & Universal Accessibility
 Campground Design
 Site Assessment
 Natural Resource Enhancements



Cornelius Civic Center Master Plan

CORNELIUS, OR

Working with the City of Cornelius, SEA developed a master plan for the Cornelius Civic Center campus. The goals were to serve citizens, revitalize downtown, create a city gateway, and accommodate future growth. The project included evaluating existing buildings and assessing departmental needs, involving police, fire, library, planning, building, community development, administration, and city council chambers. Collaborating with the public and city staff, SEA created options for campus maximization, a vibrant civic center, and future expansion. The master plan led to department relocations, renovations, removal of old Council Chambers, and the construction of Cornelius Place, a public-private partnership providing expanded library space, community areas, and affordable senior housing, culminating in a gateway and vibrant civic plaza.

TEAM

Scott Edwards Architecture

COMPLETED IN

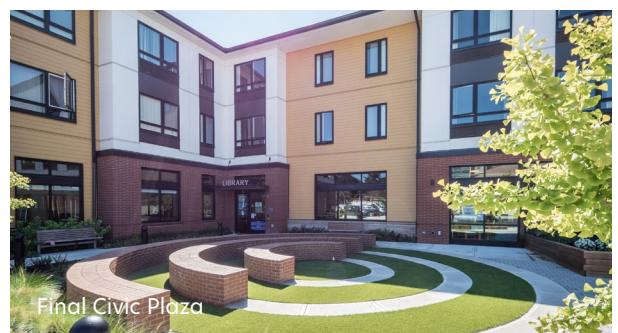
2018

REFERENCE

Mark Crowell, Public Works Director,
City of Cornelius, 503.357.3011

TASKS

Civic Master Planning
Community Engagement
Building Assessment
3D Rendering
Cost Estimating





Southworth Park Preliminary Engineering Report

CITY OF WALDPOR, OR

The City of Waldport completed a park master plan in 2022 for the Southworth Park area located within the City Limits. The existing area was in need of updating and the City had identified several improvements for the site. Civil West was contracted to perform a Preliminary Engineering Report per identify the costs for the identified improvements. This PER information was used successfully in acquiring funding from Oregon Park and Recreation Department (OPRD) local Government Grant Program. The improvements to the site included a new baseball and soccer field, playground surface and boundary area, basketball court/pickleball court, gazebo, picnic area, general park amenities including: barbeque grills, picnic tables, benches and lighting. Site improvements also include new ADA pathways to all new areas, analysis of water, wastewater, and stormwater systems, phase planning, and funding support. This project was completed on time and on budget.

TEAM

Civil West

COMPLETED IN

2022

REFERENCE

Dan Cutter, City Manager, City of Waldport, 541.563.3561 ext. 7

TASKS

Cost Estimating
ADA Accessibility
Engineering Analysis
Funding Support



Lincoln City Cultural Center

LINCOLN CITY, OR

Shapiro Didway (SD), Scott Edwards Architecture (SEA), and Civil West (CW) all contributed to a multi-phased master planning and built renovation effort for the Lincoln City Cultural Center (LCCC). Improvements have contributed to LCCC's mission to enrich the community through art and culture. SEA was contracted for renovations including a new auditorium, theatre, multi-purpose classrooms, exhibit space as well as accommodations for children's art programs. SD was first retained to master plan the site, which helped build community interest and reach funding goals for construction. Finally, SD and CW completed construction documents for the site; CW focus was new public sidewalk with ADA driveway apron, parking lot redesign and stormwater design. SD led design of pedestrian spaces, incorporating flexible space for Farmer's Markets, community events, outdoor classrooms, seasonal displays, and over 10 artistic installations with room for more large scale public art. Art is integrated through commissioned displays, custom furnishings, large scale mosaic inlays, plaza enhancements, lighting, pavement engravings, and more.

TEAM

Shapiro Didway, Civil West & Scott Edwards (different phases)

COMPLETED IN

2017- Ongoing

REFERENCE

Nicki Price, Director, Lincoln City Cultural Center, 541.994.9994, lcccdirector@gmail.com

TASKS

Community Engagement
Master Planning
Cost Estimating
Public Art Coordination & Design
ADA & Universal Accessibility
3D Rendering
Design - Construction Admin.



Stoneridge Park Master Plan

TUALATIN, OR

Shapiro Didway led public outreach and master planning efforts with the City of Tualatin to re-imagine Tualatin’s Stoneridge Park. This .35 acre “pocket park” will provide critical park amenities to the underserved neighborhood it serves. The neighborhood is home to a large Spanish-speaking population. We worked to build community trust and featured a “Spanish first” outreach approach. We considered ways to involve children and minimize barriers due to language, age or access to technology. Methods included outdoor Park Open House Events, virtual meetings, online surveys, a project website by the City, social media postings and partnering with community leaders and organizations. Proposed improvements were prioritized by the community and used to develop design alternatives refined into the final Master Plan. SD is currently working to facilitate easement acquisitions needed to construct improvements.

TEAM

Shapiro Didway

COMPLETED IN

2020- Ongoing

REFERENCE

Rich Muller, Parks & Recreation Manager, City of Tualatin, 503.691.3064

TASKS

- Bilingual Community Engagement
- Master Planning
- Cost Estimating
- 3D Rendering
- Easement Facilitation
- Site Assessment
- ADA & Universal Accessibility

Veterans Plaza Master Plan

TUALATIN, OR

SD has provided services to City of Tualatin on three consecutive phases for the Veterans Plaza. Planning began in October 2019 with a robust community involvement process. Over 1,550 people participated in outreach events and included a diverse stakeholder advisory group made of community representatives from Veterans of Foreign Wars, Forward Assist, American Legion, Tualatin Arts Advisory Committee, Tualatin Parks Advisory Community, Tualatin Commercial Citizens Involvement organization, student youth representatives, several unaffiliated veterans who live and/or work in Tualatin, the Mayor and many other members of the public.

TEAM

Shapiro Didway

COMPLETED IN

2019- Ongoing

REFERENCE

Rich Muller, Parks & Recreation Manager, City of Tualatin, 503.691.3064

TASKS

- Bilingual Community Engagement
- Master Planning
- Cost Estimating
- Site Assessment
- ADA & Universal Accessibility
- 3D Rendering
- Public Art RFQ Writing
- Design - Construction Admin.



Appendix

City of Yachats - Civic Campus RFP										SCOTT EDWARDS ARCHITECTURE (Architect)		TECHNICAL SUPPORT	HOURS AND FEES BY TASK									
										Sid Scott Principal	Brandon Dole Project Manager	Maurice Morgenstein Archaeologist										
SHAPIRO DIDWAY (LANDSCAPE ARCHITECT)										CIVIL WEST ENGINEERING (ENGINEERING)												
										Project Manager	Shannon Gross Staff Engineer	Keven Shreve Principal										
										Jessel Champoux Project Manager	Blair Didway Principal	Nate Orani Landscape Architect	Shang Sang Landscape Designer	Mario Martin Landscape Designer	Timothy Gross Project Manager	\$172	\$148	\$177	\$235	\$170	\$86	
										\$125	\$150	\$130	\$110	\$110	\$170	\$177	\$148	\$177	\$235	\$170	\$86	
										1	0.25	2									1	2.25
										2										2.5	2.25	
										0.5									2.5	1.5	1.5	
										34					8				20	70	70	
										(16) Biweekly Project Team Meetings (through task 4 then as needed; 30 Minute duration, omits weeks for work sessions)												
										8	4	2	2						5	10	31	8.5
										9												
										54.00	4.3	4.0	2.0	0.0	8.0	0.0	0.0	0.0	7.5	34.5	0.0	122
Task 1 Estimated Total Hours										\$6,750	\$638	\$520	\$220	\$0	\$1,376	\$0	\$1,416	\$5,865	\$0	\$18,547		
Task 1 Estimated Not to Exceed Total																						
Task 2: Public Outreach																						
2.1 Public Outreach																						
2.1.1 Project Promotion										1.0			2.0								3	
2.1.2 Project Website (content coordination only)										1.0			4.0								5	
2.1.3 Meeting & Presentation Graphics										5.5			6.0								11.5	
2.1.4 Focus Group Meetings Round #1: Needs Assessment (assumes up to 10) Virtual / 30 Minute Duration (Optional in-person if coordinated w/ site visit)										5.0					12.0			10.0		27		
2.1.5 Focus Group Meetings Round #2: Design Input (assumes up to 10) Virtual / 30 Minute Duration (Optional in-person if coordinated w/ other meeting)										5.0					4.0			10.0		19		
2.1.6 Community Meeting /Park Open House #1 (combined with site visit. incl. travel)										9.0	9.0				3.0			9.0		30		
2.1.7 Community Meeting /Park Open House #2 (incl. travel)										9.0				9.0	3.0			9.0		30		
2.1.8 Survey #1: Needs Assessment										2.0	0.5		4.0		2.0					8.5		
2.1.9 Survey #2: Design Recommendations (Civic Campus only)										2.0	0.5		4.0		2.0					8.5		
2.1.10 (1) Presentation to City Council (incl. travel)										8.0			2.0		3.0			9.0		22		
2.1.11 Meeting Summaries										15.0				6.0						21		
Task 2.1 Estimated Total Hours										62.5	10.0	0.0	22.0	15.0	29.0	0.0	0.0	47.0	0.0	186		
Task 2.1 Estimated Not to Exceed Total										\$7,813	\$1,500	\$0	\$2,420	\$1,650	\$4,988	\$0	\$0	\$7,990	\$0	\$26,361		
Task 3: Research (1 Month)																						
3.1 Meetings																						
3.1.1 (1) Work Session with City Staff (virtual)										2.0		2.0						1.0		5		
Task 3.1 Estimated Total Hours										2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	5		
Task 3.1 Estimated Not to Exceed Total										\$250	\$0	\$260	\$0	\$0	\$0	\$0	\$0	\$170	\$0	\$680		

City of Yachats - Civic Campus RFP										SHAPIRO DIDWAY (LANDSCAPE ARCHITECT)				CIVIL WEST ENGINEERING (ENGINEERING)				SCOTT EDWARDS ARCHITECTURE (Architect)		TECHNICAL SUPPORT		HOURS AND FEES BY TASK
										Project Manager	Principal	Landscapist	Designer	Landscapist	Staff Engineer	Project Manager	Principal	Sid Scott	Principal	Maurice	Morgenstein	
Hourly Rate										\$125	\$150	\$130	\$110	\$110	\$148	\$172	\$177	\$235	\$170		\$86	
4.4 Site Assessment (Project Areas #1, #2 & #3)																						
4.4.1 Gather background information										1.0			2.0									3
4.4.2 Onsite Walkthrough										4.0	4.0		4.0									12
4.4.3 Documentation of Observations										2.0	1.0		2.0	0.5	4.0	10.0						19.5
4.4.4 Final Report										2.0	0.5		1.0		2.0	2.0						7.5
Task 4.4 Estimated Total Hours										9	6	0	3	7	6	12	0	0	0	0	0	42
Task 4.4 Estimated Not to Exceed Total										\$1,125	\$825	\$0	\$330	\$715	\$888	\$2,064	\$0	\$0	\$0	\$0	\$0	\$5,947
4.5 Technical Support																						
4.5.1 Archaeological Technical Memo																					4	0
Task 4.5 Estimated Total Hours										0	0	0	0	0	0	0	0	0	0	0	4	4
Task 4.5 Estimated Not to Exceed Total										\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$345	\$345	\$345
Task 5: Develop Recommendations (3 Months)										\$18,189.50												
5.1 Meetings																						
5.1.1 (1) Work Session with City Staff (virtual)										2		2	2						2			8
Task 5.1 Estimated Total Hours										2	0	2	0	0	0	0	0	0	2	0	0	8
Task 5.1 Estimated Not to Exceed Total										\$250	\$0	\$260	\$0	\$220	\$0	\$0	\$0	\$0	\$340	\$0	\$0	\$1,070
5.2 Building Program Recommendations																						
5.2.1 City Hall										0.5									10			10.5
5.2.2 Commons Building										0.5									10			10.5
5.2.3 Little Log Church										0.5									10			10.5
Task 5.2 Estimated Total Hours										2	0	0	0	0	0	0	0	0	30	0	0	32
Task 5.2 Estimated Not to Exceed Total										\$188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,100	\$0	\$0	\$5,288
5.3 Alternatives & CIP																						
5.3.1 Project Area #1 – Civic Campus (2 alternatives)										6	1	6	24		2	8			4			51
5.3.2 Project Area #2: Little Log Church										2		1	8		2	2			4			19
5.3.3 Project Area #3: Ocean View Drive (narrative only)										2		1	8		2	2			4			19
Task 5.3 Estimated Total Hours										10.0	1.0	8.0	40.0	0.0	6.0	12.0	0.0	0.0	12.0	0.0	0.0	89
Task 5.3 Estimated Not to Exceed Total										\$1,250	\$150	\$1,040	\$4,400	\$0	\$888	\$2,064	\$0	\$0	\$2,040	\$0	\$0	\$11,832

City of Yachats - Civic Campus RFP										SHAPIRO DIDWAY (LANDSCAPE ARCHITECT)				CIVIL WEST ENGINEERING (ENGINEERING)			SCOTT EDWARDS ARCHITECTURE (Architect)		TECHNICAL SUPPORT	HOURS AND FEES BY TASK											
										Project Manager	Blair Didway	Principal	Nate Otani	Shuang Sang	Designer	Mario Martin	Designer	Project Manager	Staff Engineer		Shannon Gross	Project Manager	Sid Scott	Principal	Brandon Dole	Maurice Morgenstein	Archaeologist				
Hourly Rate										\$125	\$150	\$130	\$110	\$110	\$110	\$172	\$148	\$177	\$235	\$170											
Task 6: Draft Report (2 Months)																															
6.1 Meetings																															
6.1.1 (1) Work Session with City Staff (virtual)										2																					
Task 6.1 Estimated Total Hours										2		0		0		0		0		0		0		0		0		2			
Task 6.1 Estimated Not to Exceed Total										\$250		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$250			
6.2 Draft Report																															
6.2.1 Narrative Coordination										4				4														8			
6.2.2 Capital Improvement Plan																16		7										23			
6.2.3 Draft Report										16		1		8														26			
Task 6.2 Estimated Total Hours										20		1		12		0		7		0		0		0		0		57			
Task 6.2 Estimated Not to Exceed Total										\$2,500		\$150		\$1,320		\$0		\$2,752		\$1,036		\$0		\$0		\$0		\$7,888			
Task 7: Final Report (1 Month)																															
7.1 Meetings																															
7.1.2 (1) Work Session with City Staff (virtual)										2		2		2										2.0				8			
Task 7.1 Estimated Total Hours										2		0		2		0		0		0		0		0		2		0			
Task 7.1 Estimated Not to Exceed Total										\$250		\$0		\$260		\$0		\$0		\$0		\$0		\$340		\$0		\$1,070			
7.2 Final Report																															
7.2.1 Narrative Coordination										2				1.5		10		6										19.5			
7.2.2 3D Modeling & Renders										1		0.5		2		36												39.5			
7.2.3 Final Report										4		0.5		1		4		2		1								12.5			
Task 4.3 Estimated Total Hours										7		1		3		42		0		12		7		0		0		72			
Task 4.3 Estimated Not to Exceed Total										\$875		\$150		\$390		\$4,565		\$0		\$2,064		\$1,036		\$0		\$0		\$9,080			
Reimbursable Expenses																															
Reimbursable Expenses																															
Travel (mileage) for Community Meeting #1 + Site Visit, Community Meeting #2, & (1) Presentation to Council										560		300				300								340				1500			
Travel (Hotel)										300																		300			
Office Expenses (reproduction, copies, other office expenses)										500						400												900			
Meeting Supplies Allowance										450						500												950			
Estimated Not to Exceed Reimbursable Expenses										\$1,810		\$300		\$0		\$0		\$1,200		\$0		\$0		\$340		\$0		\$3,650			
Total Hours																															
Staff Team Subtotal Overall										\$25,435		\$4,313		\$2,860		\$14,465		\$2,585		\$27,516		\$6,068		\$1,416		\$2,103		\$32,895			
Total Hours										189		27		22		132		24		153		41		8		194		4			
Total Hours																												800			
Total Hours																												\$120,000			
Total Hours																												\$345			
Total Hours																												\$120,000			



MANAGING PRINCIPAL

Blair Didway

01 EDUCATION

BLA, Texas Tech University

02 EXPERTISE

Project Management
Quality Control
Construction Administration
LEED & Earth Advantage
Specifications
Permitting

03 IN PRACTICE SINCE

1997

04 REGISTRATION

CA 4873, OR 1008

05 AFFILIATIONS

ASLA Member

Blair is a registered landscape architect with over 20 years of professional design and management experience in public and private projects. A graduate of Texas Tech University, Blair was a consultant for several Southern California-based landscape architecture firms prior to founding Shapiro Didway in 2007. Blair has extensive experience and expertise in all phases of multi-scale project development, serving as the lead landscape architect on private and public improvement projects. He has collaborated on a wide range of projects ranging from streetscapes, housing, commercial developments, and master planning public parks and plazas. Blair is deeply committed to social justice and understands the potential of design in under-resourced communities. With extensive experience and keen attention to detail, he provides the leadership needed to execute impactful landscape designs.

SELECT EXPERIENCE

- + Al Griffin Memorial Park & Bay City Campground, Grant Writing Applications, Master Planning, City of Bay City, OR
- + Lincoln City Cultural Center Master Plan, Plaza Design, & CDs, Lincoln City, OR
- + Veterans Plaza Public Art Call To Artists RFQ, Tualatin, OR
- + Nature Play & Public Plaza, Civic Northwest, Gresham, OR
- + Columbia River Gorge Hubs Design CDs & CA, Troutdale & Wood Village, OR
- + CTC Trail Network Plan, Wetland Restoration & Boardwalk, Vancouver, WA



PROJECT MANAGER

Jessel Champoux

01 EDUCATION

BLA, *State University of New York*
College of Environmental Science and Forestry

02 EXPERTISE

Community Engagement
Master Planning
Parks/Recreational
Planning & Design
Site Assessments/Feasibility
Studies
Streetscape Enhancements
Grant Writing

03 IN PRACTICE SINCE

2005

04 REGISTRATION

OR 0976

Jessel is a Landscape Architect and a public outreach specialist with over 18 years of experience designing public improvement projects on the East and West Coasts, including award winning parks such as Owego Riverwalk and the Children's Story Garden. Jessel has extensive experience working on streetscapes, recreation enhancements, and public parks projects. She excels at working with interdisciplinary teams, jurisdictions, stakeholders, and the public to meet a project's goals. She worked with the City of Tualatin on projects including Stoneridge Park and a new Veterans Memorial, and will utilize this specialized experience to create a strategic plans for public involvement as a public outreach specialist.

SELECT EXPERIENCE

- + Reimagina el Parque / Stoneridge Park Redesign, City of Tualatin, OR
- + ¿Qué representa para usted un monumento conmemorativo? / What does a memorial mean to you? Public Outreach, City of Tualatin, OR
- + Al Griffin Memorial Park & Bay City Campground, Grant Writing Applications, Master Planning, City of Bay City, OR
- + Lincoln City Cultural Center Master Plan, Plaza Design, & CDs, Lincoln City, OR
- + Veterans Plaza Public Art Call To Artists RFQ, Tualatin, OR
- + Nature Play & Public Plaza, Civic Northwest, Gresham, OR
- + Columbia River Gorge Hubs Design CDs & CA, Troutdale & Wood Village, OR
- + Wood Village Municipal Building & Splash Pad, City of Wood Village, OR
- + CTC Campus Assessment, Vancouver, WA
- + QTS Data Center, Hillsboro, OR
- + CTC Trail Network Plan, Wetland Restoration & Boardwalk, Vancouver, WA
- + Delhi Riverwalk Park and Trail Phase I & Phase II, Delhi, NY*
- + Hancock Trail & Overlook, Hancock, NY*
- + Owego Riverwalk, Owego, NY
- + Childrens Story Garden, Binghamton, NY*

*Completed while at another firm



DESIGN QAQC

Nate Otani

01 EDUCATION

BLA, *University of Oregon*
Design Visualization,
Art Institute of Portland

02 EXPERTISE

Site Design
Site Programming
Project Management
Outdoor Learning
Urban Design
Community Engagement
Recreation Resource Planning

03 IN PRACTICE SINCE 2009

04 REGISTRATION OR 0999, WA 1575

05 AFFILIATIONS ASLA Member

Nate is a Landscape Architect and Principal at Shapiro Didway. He has led master planning, public outreach, and schematic design through construction administration for recreation resource planning projects, public education projects, public works projects, and mixed-use urban developments in Washington and Oregon. Nate is well-versed in working with multi-disciplinary teams, government agencies, maintenance crews, and the public to ensure the final designs are representative of input from communities they serve. Through his dedicated work, Nate consistently transforms environments, promoting connections to the natural environment, community engagement, and overall well-being.

SELECT EXPERIENCE

- + Washougal Town Center, Washougal, WA
- + Veterans Plaza, City of Tualatin, OR
- + Columbia River Gorge Bike Hubs, Troutdale & Wood Village, OR
- + ¿Qué representa para usted un monumento conmemorativo? / What does a memorial mean to you?, City of Tualatin, OR
- + Willamette River Greenway Trail Segments, Portland, OR
- + Nature Play & Public Plaza, Civic NW, Gresham, OR
- + Mt. Pleasant Student Outreach, Oregon City, OR
- + Interpretive Paving & Courtyard, CWS Conference Expansion, Durham, OR
- + Timothy Lake Campground, Trails Plan Expansion & Maintenance, Wayfinding & Signage Plans, PGE, Mt. Hood National Forest, OR*
- + Marshall Elementary & McLoughlin Middle School, Vancouver, WA
- + US Highway 26 Safety & Preservation Visual Analysis, ODOT, Mt. Hood National Forest, OR*
- + Ogden Elementary School, Vancouver, WA
- + Mountain View High School, Vancouver, WA

*Completed while at another firm



PUBLIC OUTREACH

Mario Martin

01 EDUCATION

MSLA & Master of Science
in Horticulture, *Washington
State University*
Bachelor of Science in
Mechanized Agricultural
Production, *University of
Hawaii*

02 EXPERTISE

Construction Administration
Construction Documents
Horticulture

03 IN PRACTICE SINCE 2006

04 REGISTRATION CA 6687

05 AFFILIATIONS ASLA Member

Mario Martin is a Landscape Architect with professional design and management experience for both public and private projects along the west coast. Mario has cultivated his love for plants since childhood, starting in his own garden and working at local nurseries, interning at the National Tropical Botanical Garden, and even managing a seed testing laboratory before going on to earn Masters degrees in Horticulture and Landscape Architecture from Washington State University. Since joining Shapiro Didway, Mario has worked on both public and private projects, including Veterans Plaza, Washougal Towncenter, and Lincoln City Cultural Center, paying special attention to high-quality, climate-adaptive, low maintenance plans with longevity.

SELECT EXPERIENCE

- + Veterans Plaza Public Outreach & Concept Design, City of Tualatin, OR
- + Trillium Lake Boardwalk, Trillium Lake, OR
- + Lincoln City Cultural Center, Lincoln City, OR
- + C-TRAN Yard Improvements, Vancouver, WA
- + McLoughlin Middle School and Marshall Elementary School, Vancouver, WA
- + Marriion Elementary School, Vancouver, WA
- + Mountain View High School, Vancouver, WA
- + Columbia River High School, Vancouver, WA
- + Emerald Elementary School, Vancouver, WA



LANDSCAPE DESIGNER

Shuang Sang

01 EDUCATION

MLA, *University of Illinois at Urbana Champaign*
BLA, *Nanjing Forestry University*

02 EXPERTISE

Public Projects
Outdoor Learning Spaces
Streetscape
Multi-Family Housing

03 IN PRACTICE SINCE

2019

Shuang Sang is a Landscape Designer with over 4 years of experience working on projects ranging from campus design and recreation planning to new housing developments and public plazas. Her designs are a product of her understanding of site opportunities for each project and developing thoughtful solutions to site constraints. Having worked on projects for firms across the United States and China, Shuang brings a great understanding of diverse cultures, communities, and site history, as well as the unique plantings and species of diverse climates. Shuang has a passion for enhancing and encouraging opportunities for interaction between humans and nature in every project.

SELECT EXPERIENCE

- + Veterans Plaza, Tualatin, OR
- + Stoneridge Park 3D Renderings, Tualatin, OR
- + Lincoln City Cultural Center, Lincoln City, OR
- + Al Griffin Memorial Park, Bay City, OR
- + QTS Data Center, Hillsboro, OR
- + St. Anthony School, Tigard, OR
- + Trillium Lake Boardwalk, Government Camp, OR
- + C-TRAN Renovation, Vancouver, WA
- + Meridian Gardens, Portland, OR



PRINCIPAL AND NORTH COAST REGIONAL MANAGER

Keven Shreeve

01 EDUCATION

Master of Science,
Civil Engineering
Brigham Young University
Bachelor of Science,
Civil Engineering
Brigham Young University

02 EXPERTISE

Comprehensive Planning
City Engineering
Site/Building Assessments
Preliminary Engineering Reports
TAC/CAC Organization &
Facilitation
Public Outreach & Involvement
Bidding & Construction Support
Funding Support
Grant Writing
Downtown Revitalization -
Planning and Design
ADA Improvements

03 REGISTRATION

Civil Engineer
OR 66913PE
AZ 66913PE
ID 8844
WA 52894

Since 1994, Keven has provided professional engineering services, including project management, comprehensive facilities master planning, water and sewer improvement designs, permitting, public relations, and grant writing. He is successful developing project financing strategies which includes working with funding agencies and acquiring grant funds to help off set costs. Keven has successfully utilized Technical Advisory and Citizen Advisory Committees (TAC/CAC) to evaluate problems and develop solutions, acceptable to the regulatory agencies and the public. His public outreach skills have helped public entities move forward with their needed projects. Keven has helped with site development and buildings evaluations including prioritizing capital improvement projects.

SELECT EXPERIENCE

- + Master Planning Services and Street Overlay Project, Garibaldi, OR
- + Master Planning, Public Participation and Outreach, North Lake Sewer District, ID
- + Hebert Memorial Plaza Design, Sheridan, OR
- + Planning and design of parking area, landscape features, and decorative sidewalks, Lincoln City Cultural Center, OR
- + Local Roads Rehabilitation and Improvements, Tillamook, OR
- + Marine Wildlife Center Civil Site Design, Oregon Coast Aquarium, OR



SENIOR PROJECT MANAGER

Timothy Gross

01 EDUCATION

Bachelor of Science,
University of Minnesota

02 EXPERTISE

Planning and Design
Materials Quality Control
Construction Management
Financing & Grant Procurement
Inspections
Funding
Surveying
CIP
GIS

03 REGISTRATION

Civil Engineer, OR 85373PE

Timothy has extensive infrastructure experience stemming from his tenure as Director of Public Works and City Engineer for the City of Newport for 10 years. Under his leadership, Timothy managed an operating budget of approximately \$12M and an annual Capital Improvement Plan of approximately \$32M. As part of his duties, Timothy managed the Facilities and Park Maintenance Department responsible for the construction, maintenance and operation of several parks and public buildings in Newport including the Performing Arts Center, the Visual Arts Center, the Aquatic and Recreation Centers, the skate park, several downtown boardwalks and fishing piers, multi-use trails and approximately 50 acres of park lands and playgrounds.

SELECT EXPERIENCE

- + Oceanview Drive Boardwalk Preliminary Engineering Report, Yachats, OR
- + Oceanview Drive Boardwalk Design and OPRD/LGGP Grant Application, Yachats, OR
- + Little Log Church Museum Structural Assessment, Yachats, OR
- + Little Log Church Museum Building Rehabilitation, Yachats, OR
- + Yachats Commons SMEP Assessment and Preliminary Engineering Report, Yachats, OR
- + Blue Heron Landing Building Evaluation, Devils Lake Water Improvement District, OR
- + Hebert Memorial Plaza Design, Sheridan, OR
- + Southworth Park Preliminary Engineering Report, Waldport, OR
- + Newport Aquatic Center Project and Construction Management, Newport, OR
- + Skate Park Reconstruction and Safety Improvements, Newport, OR
- + Performing Arts Center Reroofing, Newport, OR
- + Coast Park Playground Construction and Project Management, Newport, OR



STAFF ENGINEER

Shannon Joseph

01 EDUCATION

Master of Science,
Environmental Engineering,
California State University
Bachelor of Science,
Marine Biology,
University of Oregon

02 EXPERTISE

Project Management
Strategic Planning
Permitting
Stakeholder Engagement and
Community Outreach

Shannon brings a wealth of knowledge and local experience from her previous positions at the City of Newport and the Lincoln Soil and Water Conservation District. She has worked with a variety of governmental agencies including the USDA, the Oregon Department of Agriculture, the Oregon Department of Environmental Quality, and several other local and regional agencies. Her experience with these agencies as well as her experience with permitting, project management, and working for a local municipality will be invaluable for this project.

SELECT EXPERIENCE

- + Rural Fire Station Civil Site Design, East Lincoln County Fire and Rescue, OR
- + Wastewater Facility Master Planning, Garibaldi, OR
- + Wastewater Facility Master Planning, Gleneden Sanitary District, OR
- + Oceanview Drive Boardwalk Design and OPRD/LGGP Grant Application, Yachats, OR
- + Design Standards, Yachats, OR
- + Hebert Memorial Plaza Design, Sheridan, OR
- + Lincoln County Fairground Survey, Lincoln County, OR



PRINCIPAL, ARCHITECT, AIA, LEED AP

Sid Scott

01 EDUCATION

Masters of Architecture,
Magna Cum Laude, MSU, 1985

02 EXPERTISE

Age Dating
Sedimentation
Stratigraphy
Soil Morphology
Site Formation
Geophysics Survey Techniques

03 REGISTRATION

*Registered Architect in
23 states including Oregon*

04 MEMBERSHIPS

American Institute of
Architecture (AIA)
Architecture Foundation
of Oregon (AFO)
National Council of
Architectural Registration
Boards (NCARB)

Sid has 37 years of experience in a wide range of project types throughout the western United States, including parks and recreation, community, civic, public safety, industrial, maintenance facilities, office space, hospitality, and educational projects. He is an honors graduate of Montana State University and is a registered architect in Oregon. Sid has primary firm responsibility for project planning and design. He provides the team with superior communication, programming and design development skills. Sid's public sector work spans his entire career and features city and county planning and facilities including community centers, recreation centers, cultural centers, parks, senior centers, libraries, food banks, and much more.

Sid's public sector work spans his entire career and features city and county facilities including civic centers, community centers, recreation centers, cultural centers, parks, senior centers, libraries, food banks, and much more.

SELECT EXPERIENCE

- + Cornelius Civic Center Master Plan
- + Lake Oswego Recreation & Aquatics Center
- + THPRD Offices & Maintenance Facility
- + Chehalem Aquatic & Fitness Center
- + Chehalem Cultural Center, Phases 1-4
- + Lincoln City Cultural Center
- + Lincoln City Community Center



ASSOCIATE PRINCIPAL, PROJECT MANAGER

Brandon Dole

01 EDUCATION

B.S., Architecture,
Portland State University
Master of Architecture and
Urban Architecture
Specialization, *University of
Oregon*

02 AFFILIATIONS

Oregon City Planning
Commissioner

04 MEMBERSHIPS

American Public Works
Association (APWA)
Associate AIA

Brandon Dole has practiced architecture for over 18 years, working on both local and regional projects. His role has been to lead projects from early design phases through construction with an emphasis in operations, residential, mixed-use, and commercial buildings. He co-leads SEA's civic studio and has extensive experience in project management including project staffing, staff mentoring, and an overarching knowledge of land-use and building permitting processes. Brandon's experience prior to joining SEA was primarily in public-sector projects, including federal and local agencies, universities, and telecommunications. These projects require a high level of technical proficiency and effective management of resources. Brandon led the design team for the recently completed and award winning Oregon City Operations & Engineering Center and the recently completed Wilsonville Public Works Center.

SELECT EXPERIENCE

- + Oregon City Facilities Master Plan
- + SEPRD Parks & Recreation Master Plan
- + Scappoose Facilities Master Plan
- + Oregon City Engineering & Operations Center
- + Oregon City Public Works Dept. Master Plan*
- + Oregon City Mountain View Cemetery Restroom
- + SEPRD Broadway Middle School HBU Study
- + Grants Pass Service Yard & Facilities Master Plan



ARCHAEOLOGIST

Maurice Morgenstein

01 EDUCATION

Ph.D. Geology and Geophysics,
University of Hawaii
M.Sc., Geology
Syracuse University
B.A., Geology
Queens College

02 EXPERTISE

Age Dating
Sedimentation
Stratigraphy
Soil Morphology
Site Formation
Geophysics Survey Techniques

03 REGISTRATION

*Licensed Geologist, State of
Washington #1023*
*Registered Professional
Archaeologist (RPS) #989153*

Maury Morgenstein holds a Ph.D. in Geology and Geophysics from the University of Hawaii, an M.Sc. in Geology from Syracuse University, and a B.A. in Geology from Queens College, City University of New York. He is currently the President of Geosciences Management International, Inc. in Waldport, Oregon, and serves as a Geoarchaeologist at Morgantina, Sicily. His extensive professional experience includes roles such as Courtesy Research Associate at the University of Oregon, Board Member at Chemchem Corporation in Tanzania, and Associate Member at the American School of Classical Studies at Athens. Maury has also taught graduate seminars at UC Berkeley and the University of Oregon. He is a licensed geologist in Washington State and a Registered Professional Archaeologist. His areas of expertise include geoarchaeological analysis, provenance studies, and optical petrology.

SELECT EXPERIENCE

- + Present Courtesy Research Associate, Dept. of Anthropology, University of Oregon, Eugene
- + Present Member of the Board of Directors, Chemchem Corporation, Arusha, Tanzania
- + President, Geosciences Management International, Inc., Monmouth, Oregon
- + Geology Consultant for High-Level Nuclear Waste - State of Nevada Nuclear Projects Office
- + Parnter Geotan Mining, Winza, Tanzania
- + Geoarchaeologist, Morgantina, Sicily

Thank you.



SHAPIRO DIDWAY

1204 SE Water Ave. STE 21
Portland, OR 97214
o. 503.232.0520

www.shapirodidway.com
@shapirodidway

	Programming (use of the spaces)	Maintenance	Capital improvement projects	Park analysis
Arc Proposal				
FFA Proposal				
Open Concept Architecture Proposal				
Scharen Design Studio, et.al. Proposal				
Shapiro Didway Proposal				

Policy #5 Comments Matrix The indexed comments below are a compilation of all comments from Commissioners made in our PCC meeting in May of 2024, with a few from our Walking Meeting to Prospect Park. This matrix was created using the “Summary of Commissioner Comments on Policy #5” document, which was distributed to PCC members for any corrections or revisions before being finalized.	Notes	Author	Index #
Nowhere does it say that PCC will inquire with organizations as to whether they would like to get a plaque. (Doesn't make sense to do this)		Ron	1
Objection to Bullet #8: The CC may choose to repair the Gift “at donor’s expense” especially if the owner didn’t request repair of the Gift. [In other words: Should the gift-giver be made to pay for the repair of gift after its accepted by the city?]	see Guiding Principles By removing the donator from all responsibility once the gift is accepted by the city, this and many other potential issues are resolved.	Ron	2
Objection to “Every effort should be made to apply unique and artful designs in creating the Gift, with encouragement in the use of artists local to the general area” (Do artists have to be hired to create the design?)	see Oversight	Ron	3
“...plaques are to be considered carefully and should only be used to recognize significant monetary or public service contributions to the city of Yachats” (Ron: “Significant” is too subjective)	see Permanent Plaques	Ron	4
All mention of Trees should be eliminated completely. No plaques on any trees in Yachats. Maintenance, species, location are all problematic.		Geo	5
Calculating Maintenance Costs for 10 years. How? Record keeping? Fountain example (how is future maintenance calculated? Approval of Gifts should be thoughtfully considered). City should take on maintenance costs.	See Guiding Principles	Geo	6
Memorial Art, Benches, etc The size of plaques for benches is more important than for rocks. Could size range of plaque be given in total sq inches instead of prescribed limits of length and width?	This is reflected now.	Geo	7
Main Concern: First come, first serve is a problem. Proposal: Publicize to public that plaque requests are being considered. No decisions will be made until a later date (maybe a year) at which time PCC wil announce which plaque proposals will be sent to City Council for approval.	Related to how orgs can request memorial benches	Dean	8
Proposal: Determine the best locations (for plaques, benches) in the city and require the most significant donation amounts for those spaces. Lesser donations would get less desirable spots.		Dean	9a
Do we want plaques all over the place? Or should we limit how many can be in each potential space?		Dean	9
What can we do to manage the number of plaques we allow? Proposal: Determine the maximum number of plaques for each park/trail/Commons space		Michael	10
No plaques on trees	See Memorial Trees	Michael	11

Caution: let's avoid accepting gifts that could be costly or problematic in the future. Consider suggesting rock-embossed memorials instead of metal plaques on rocks	See Oversight See Additional Comments	Michael	12
Gifter should buy/supply the memorial rock, not the city		Dean, Michael, Geo, Dan	13
Questions to be answered: Should rocks all be artificial rocks? Should plaques and carved characters be permitted?		Dean, Michael, Geo, Dan	14
The Gift policy is about gifts to the city. It does not extend to <i>purchases</i> by the city. Should it be stated in the portion of the policy dealing with memorial benches that the city may choose to designate benches to individuals or organizations at its expense? Keep in mind that individuals are not permitted to be memorialized on <i>gifted</i> benches, only rocks and other designated items.		Dan, Geo? Michael? Dean?	15
All bulleted items under each section should be numbered instead of bulleted for ease of use.	This is reflected now	Dan	16
Remove all references restricting gifts to items that will never incur taxpayer expense	See Intro	Dan	17
Substitute "user experience" for "experience"	See Guiding Principles	Dan	18
The policy should eliminate all language denoting the Gifter's obligation (for upkeep, replacement, or maintenance) past the initial 10-year period. If the city accepts the gift, it will simply keep it or remove it after 10 years depending on the value and the cost to the city.	See Guiding Principles	Dan	19
8th bullet should read: "At the end of each 10-year term, the P&C Commission and/or the City Council may, at its full discretion, leave or move the amenity if in good repair, repair the amenity as appropriate, or remove the amenity with no further obligation to the donor.	See Guiding Principles	Dan	20
9th bullet should read: "Recognizing that many non-monetary Gifts require on-going maintenance, repair and/or replacement, donors are requested to pay the following for non-monetary Gifts: a. Actual cost of Gift and installation charges. b. Estimated 10-year maintenance assessment of \$100. c. General administrative/endowment contribution of 10% of the total of a + b.	See Guiding Principles	Dan	21
[10.] Maintenance assessment fee (b. above) and general administrative/endowment contribution (c. above) is payable upon the City Council's approval of the request.	See Guiding Principles	Dan	22
[11.] Should the gift's maintenance fee (b. above) exceed the estimate during any 10-year term, the donor will be held responsible for the costs of repair and or restoration.	See Guiding Principles	Dan	23
[12.] Fees for the approval of all extensions of the 10-year term will require a new estimate of maintenance costs for the extended term, plus 10% of the maintenance costs for general administration.	See Guiding Principles	Dan	24
[13.]The City may, at its discretion, adjust the administrative/endowment contribution rate. [add] 10-year maintenance assessment of \$100.	See Guiding Principles	Dan	25

Paragraph that begins “Gifts of Art” should be bulleted or numbered.	See Guiding Principles	Dan	26
[Add]: “In no case will the city of Yachats be responsible for replacing or repairing gifts to the city that are damaged or destroyed by natural forces, including, but not limited to, destruction caused by wind, flooding, earthquake, tsunami, animals, wildlife, or other force of climate and/or environmental processes. Nor shall damage or destruction caused by persons not employed by the city, including but not limited to criminal actions, require the replacement or repair of gifts to the city.	Add to Guiding Principles	Dan	27
The P&C Commission's assessment and recommendation to City Council will consider the suitability of the item for its proposed location, the compatibility of the item with the character of Yachats, the feasibility of its maintenance, whether fees collected for the Gift will fully cover routine maintenance costs of the Gift for the 10 year term, and provide this in its recommendation for approval or refusal to City Council, and any other factors involving the Gift.	See Oversight	Dan	28
Remove all references in the document to “trees” except keep (in Signage and Plaques): “In no instance may a sign be placed on a tree in a manner that compromises the health or life of the tree.	Memorial Trees Signage and Plaques	Dan	29
The approval of Gifts are at the full discretion of the P&C Commission and the City Council. The recommendation for approval of Gifts to be placed in the Commons, Parks, or Trails are at the full discretion of the P&C Commission. City Council has full discretion as to whether to accept PCC’s recommendation for approval of the Gift.	See Oversight	Dan	30
All of Meg’s concerns have been mentioned at least once already.		Meg	😊

[Note: this policy is not a PCC policy per se, it is a city-wide policy that takes into consideration all Gifts bestowed upon the city. Portions of the policy concern PCC, while other portions of the policy do not directly concern PCC].

DRAFT

Administrative Policy No. 5

Yachats Donation & Recognition Policy

Introduction

The City of Yachats values the many monetary and non-monetary donations of individuals, foundations, corporations, nonprofit organizations, service clubs and other entities, and seeks to provide appropriate recognition for donations through this Policy. This Policy also recognizes that, unless exempted by the Parks & Commons Commission or the City Council, gifts, its purchase, installation, maintenance, repair or other costs incurred throughout the life of the gift, shall not incur any tax payer expense. The City of Yachats, staff and citizens appreciate gifts and memorials for the City's parks, Commons, Library, Museum, programs and public spaces; and the altruistic contribution those gifts make in furthering the purposes for which these facilities and programs have been established. Donations come in many forms, including but not limited to: plaques, art, park and trail amenities, trees, and other items generally referred to as "Gifts."	17
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Guiding Principles

The following principles form the basis for the Donation & Recognition Policy: 1. It shall be the City's policy to take into account the resources, function and [add] user experience for which various public facilities and programs are maintained when considering the appropriateness of donor recognition and the placement of Gifts. 2. In all forms of recognition, the donor's wishes for anonymity shall be respected. 3. It is generally preferable to express appreciation for contributions directly to the donors or sponsors rather than by forms of recognition to be displayed on City property, buildings or parks. 4. Recognition of corporate donations or sponsorships must not in any way suggest an endorsement by the City of Yachats, nor give the impression of advertising, commercialization, solicitation, or of a proprietary interest in the facility. 5. Recognition shall not interfere with routine City operations or use. 6. Any donation that will reside on the grounds of the Library or the Museum must first be approved by the appropriate commission for those properties. 7. The acceptance of Gifts(including but not limited to amenities, trees, signage, plaques or other items requiring maintenance or at risk of deteriorating for any reason) will generally be on the basis of a 10-year term commencing on the date of installation. During the term, the City agrees to maintain typical wear and tear of the Gift. At the end of the 10-year term, and upon 10-year	18 5, 11,29
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increments thereafter in perpetuity, the donor may seek P&C Commission approval to extend the term for an additional 10-years. Terms may not be longer than 10-years, and the renewal of the 10-year term must be made by written request or in person before the P&C Commission.	
8. At the end of each 10-year term, if no request for renewal of the term is made, the P&C Commission and/or the City Council may, at its full discretion, leave or move the amenity if in good repair; repair the amenity as appropriate at donors expense, or remove the amenity with no further obligation to the donor.	20 2, 19, 20
9. Recognizing that many non-monetary gifts require on-going maintenance, repair and/or replacement, donors are requested to pay the following for non-monetary gifts:	
a. Actual cost of gift and installation charges.	6, 21
b. Estimated 10-year maintenance assessment [add] of \$100	21
c. General administrative/endowment contribution of 10% of the total of a+b.	22
10. Maintenance assessment fees (b. above) and general administrative/endowment contribution (c. above) are [add] is payable upon the City Council's approval of the request.	23
11. Should the gift's maintenance fee (b. above) exceed the estimate during	
a. any 10-year term, the donor will be held responsible for the costs of repair and or restoration.	24
12. Fees for the approval of all extensions of the 10 year term will require a new estimate of maintenance costs for the extended term, plus 10% of the maintenance costs for general administration.	25
13. The City may, at its discretion, adjust the administrative/endowment contribution rate. [add] 10-year maintenance assessment of \$100.	26
14. Gifts of art, literature, photography, recordings, memorabilia or other items for display or historical archiving at the Little Log Church Museum or Yachats City Library, may be accepted directly under the terms and conditions determined by the Museum and/or Library Commissions, as appropriate. However, any donation determined to have ongoing costs (i.e. restoration, preservation, etc.) will require separate approval by the City Council.	27
[add] 15. "In no case will the city of Yachats be responsible for replacing or repairing gifts to the city that are damaged or destroyed by natural forces, including, but not limited to, destruction caused by wind, flooding, earthquake, tsunami, animals, wildlife, or other forces of nature. Nor shall damage or destruction caused by persons not employed by the city, including but not limited to criminal actions, require the replacement or repair of gifts to the city.	

Oversight

The Yachats Parks & Commons Commission ("P&C Commission") is responsible for reviewing requests for gift donations to be displayed in the Commons or other City property. The P&C Commission may reject, suggest changes or accept donation requests. Requests accepted by the P&C Commission will then be forwarded to the City Council for consideration and approval.	
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The P&C Commission's assessment and recommendation to City Council will consider the suitability of the item for its proposed location, the compatibility of the item with the character of Yachats, the feasibility of its maintenance, whether fees collected for the Gift will fully cover routine maintenance costs of the Gift for the 10 year term, and provide this in its recommendation for approval or refusal to City Council, and any other factors involving the Gift. The P&C Commission is essentially charged with ensuring that the donation is suitable and compatible with the character of Yachats, displayed in an appropriate venue, and that fees collected for the Gift will fully cover the cost of the gift for its duration, including administrative overhead and routine maintenance.	12, 28
REMOVE The P&C Commission's assessment will consider the suitability of the item, the appropriateness of the location, maintenance factors and costs, along with any other factors involving the Gift.	Previous edit by Meg
Every effort should be made to apply unique and artful designs in creating the Gift; with encouragement in the use of artists local to the general area.	3
The approval of Gifts are at the full discretion of the P&C Commission and the City Council. [add] The recommendation for approval of Gifts to be placed in the Commons, Parks, or Trails are at the full discretion of the P&C Commission. City Council has full discretion as to whether to accept PCC's recommendation for approval of the Gift.	30

Forms of Recognition

Off-site Recognition Thank you letters – Every donor shall receive a letter of appreciation from the Mayor or Chairperson of the appropriate Commission. Depending on the nature and significance of the gift, it might be appropriate to send a thank you letter from the City Council or Mayor. In many cases, this might be all that is required. The letter should acknowledge the gift, the donor, the date of acceptance, and for a monetary donation, the amount. The thank you letter shall also serve as evidence of the gift for the donor's tax records. As such, it should completely describe the gift. It should NOT, however, attempt to value a non-monetary gift. On-site Recognition Temporary signs – Temporary signs (such as those used to acknowledge donors during construction activities or restoration of a structure or site, or to recognize a sponsor's financial support for a contract period) should be informational, of appropriate design and scale, and make clear that the City of Yachats is recognizing the donation. They should inform readers and might contain a brief message about the nature of the project and the support provided by the donor. The signs should be sturdy, constructed of high-quality materials, consistent with the design of other City signs, professionally done and in keeping with appropriate design standards. Signs shall comply with Municipal Code Standards and shall not exceed four (4) square feet. The donor's name and corporate logo (if any) may be used if they are	
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subordinate to the sign's message. Temporary recognition signs may be left in place only for the contract period, or in the case of "construction" signs, for no more than six months beyond completion of the actual work on the project. Recognition Boards and Walls Upon recommendation from the appropriate Commission, the City Council may approve the placement of donor boards or donor walls with City buildings, provided the boards or walls are not the first thing a visitor observes when entering the building, are subordinate to the primary function of the facility, and are consistent with the professional design standards. Approval by the Commission or City Council will include setting the time for display of recognition. For example, temporary displays, such as "goal thermometers," might be appropriate for the life of a specific capital campaign while longer-term boards and walls might be appropriate for significant gifts. Permanent Plaques With the exception of pre-existing donor programs, permanent plaques are to be considered carefully and should only be used to recognize significant monetary or public service contributions to the City of Yachats. Endowments Perhaps the surest way for a donor or sponsor to achieve long-term recognition is through an endowment. Endowments can be established to provide a permanent source of annual funding to support a variety of public facility and programmatic needs. The establishment of an endowment should be considered for inclusion in any major fundraising campaign to provide for future operations, maintenance and repair costs, especially those associated with major capital improvements. Entities wishing to endow should be encouraged to enter into discussions with the appropriate Commission or City Council to determine the provisions and limitations of the endowment.	4
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Memorial Benches, Art & Other Amenities

The P&C Commission has established locations for the possible placement of benches, picnic tables, interpretive panels, birdbaths, kinetic art and other outdoor amenities on City property and rights-of-way. Preference will be given to those offering donations in those specific sites. However other locations may be considered. [New Provisions (suggested by Joanne Kittel) approved in the fall of 2023]: 1. Bench plaques (memorial benches) shall be dedicated solely to nonprofit organizations that have contributed greatly to the Yachats Community, including current and past nonprofits, e.g., Yachats Ladies Club, Lions Club, View the Future, Cape Perpetua Collaborative, Friends of the Yachats	Previously deleted language
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Commons, Polly Plumb Productions, YYFAP, and others. - Organizations that wish to be honored with a memorial bench, shall propose a memorial bench plaque with words that briefly describe their philosophy, love for community, etc. - Plaques for individuals who have died shall be limited to rocks and other items that may be designated by the city (such as memorial bricks or boardwalk plaques). Memorial plaques (or carved embossments) for individuals may be placed on rocks that have flat sides, such as those in the pocket parks or other parks. [add] rocks supplied by donor as approved by the city. Plaque statements shall reflect or demonstrate the honored persons' love for the Yachats community or environment, and/or include inspiring words and/or a short phrase that they loved or lived by. Plaque statements shall not promote religion or include partisan political statements or beliefs. - Plaque statements will be reviewed by the P&C Commission and either proposed for approval by the City Council or returned to the plaque applicant with a reason for a failure to propose for approval. - Plaques for individuals shall be bronze, and measure not smaller than 6 inches by 2.5 inches (or 15 square inches in total) and not larger than 8 inches by 4 inches (or 32 square inches in total). - Implementation of PCC-approved plaques is at the discretion of the City Council and City Manager.	M, D, G, D 13
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Memorial trees

The Commission has established locations for the planting of trees on City property. The selected locations also include the species of tree that may be planted in that specific location.	5, 11, 29
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Signage and Plaques

Signage or plaques indicating the commemorative nature of the memorial or other remembrances may be placed on an amenity upon prior approval as cited above. Tree signs will require the same approval, however in no instance may a sign be placed on a tree in a manner that compromises the health or life of the tree. Signs or plaques will be left in place for 10 years or until they are no longer visually attractive.	5, 11, 29
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Additional Comments Not Mentioned in Current Policy

These two ideas are in conflict	Nowhere does it say that PCC will inquire with organizations as to whether they would like to get a plaque. (Doesn't make sense to do this)	Ron	1
	Main Concern: First come, first serve is a problem. Proposal: Publicize to public that plaque requests are being considered. No decisions will be made until a later date (maybe a year) at which time PCC will announce which plaque proposals will be sent to City Council for approval.	Dean	8
These two ideas are similar	Do we want plaques all over the place? Or should we limit how many can be in each potential space?	Dean	9
	What can we do to manage the number of plaques we allow? Proposal: Determine the maximum number of plaques for each park/trail/Commons space	Michael	10
	Proposal: Determine the best locations (for plaques, benches) in the city and require the most	Dean	9a

	significant donation amounts for those spaces. Lesser donations would get less desirable spots.		
	Consider suggesting rock-embossed memorials instead of metal plaques on rocks [Note: if only embossed rocks are allowed, Prov. 5 of Memorial Benches, Plaques, and Other Amenities will need to be revised]. <i>[Please see next comment below, as it's related to this comment]</i>	Michael, Geo, Dan	12
	Questions to be answered: Should rocks all be artificial rocks? Should plaques and carved characters be permitted? [Rocks vs. artificial rocks, and embossed rocks vs. plaques. Can we live with all of these?]	Dean, Michael Geo Dan	14
	The Gift policy is about gifts to the city. It does not extend to <i>purchases</i> by the city. Should it be stated in the portion of the policy dealing with memorial benches that the city may choose to designate benches to individuals or organizations at its expense? Keep in mind that individuals are not permitted to be memorialized on <i>gifted</i> benches, only on rocks and other designated items.	Dan	15