



## **ATTENTION CONSULTANTS**

If you download this RFP from the website, **it is your responsibility to advise WOU's Planning Office** that you have done so. This will allow us to add your firm to the Respondent's List, and advise you of any addenda issued for this project. Failure to do so may cause your Proposal to be rejected as non-responsive.

To be included on Respondent's List simply email or fax a signed copy of your firm's letterhead to:

**[litchfid@wou.edu](mailto:litchfid@wou.edu)**

**Or**

**Fax: 503 838-8081**

**Be sure to clearly identify the name and email address of a contact person within your firm.**



Western Oregon  
UNIVERSITY

REQUEST FOR PROPOSAL  
FOR  
DESIGN SERVICES

**STUDENT HEALTH AND COUNSELING  
CENTER ADDITION**

OWNER/LOCATION

Western Oregon University  
345 North Monmouth Avenue  
Monmouth, Oregon 97361

PROJECT MANAGER

Paul Finke  
Phone: 503-838-8129  
FAX: 503-838-8081  
Email: [finkep@wou.edu](mailto:finkep@wou.edu)

ISSUE DATE: March 9, 2015

RFP CLOSING (DUE) DATE: 3:00 PM, PST, March 24, 2015

LATE PROPOSALS WILL NOT BE ACCEPTED(\*)

## **I INTRODUCTION**

Western Oregon University (“WOU” or “Owner”) is requesting proposals from architectural firms interested in providing design services for an addition to WOU’s Student Health and Counseling Center, hereafter referred to as “the Project”.

The Student Health and Counseling Center, originally constructed in 1963, is a one story, wood framed, structure with a total gross area of approximately 7,000 square feet including a 2,200 sq. ft. addition constructed in 1994. It is located on West Church Street across the street and slightly west of the Werner University Center. Its prairie style architecture is a unique and distinctive feature in the core of campus. As its name indicates the facility houses offices for doctors, counselors and staff who provide their services to students.

Since 1994 student enrollment has grown by over 30%. The Student Health and Counseling program needs additional space to accommodate its growing demand for services. The goal of the Project is to add sufficient space to accommodate the current need and unfinished shell space that can be built out in the future.

## **II PROJECT DESCRIPTION**

The primary scope of the Project is the construction of a two-story addition on the southwest corner of the building. The general concept of the Project will be based on a feasibility study completed in 2011 by Soderstrom Architects. At that point in time the scope was limited to a single story addition of approximately 3,800 square feet. A recent revision to the original study proposes a 3,100 square foot unfinished second floor, over a portion of the original concept plan, increasing the gross area of the existing building by approximately 7,000 square feet. Integrating the proposed addition into the existing building will require remodeling approximately 800 square feet of existing space.

The total Project budget is: \$2M; the estimated construction cost is: \$1.4M.

Pursuant to ORS 276.073 to 276.090, and OAR 190-020-0000, this Project is subject to the State of Oregon's 1% for Art program.

## **III SCOPE OF SERVICES**

The scope of design services for the Project shall include any and all consultant services necessary to design, permit, and construct the Project within the designated time period. The services, as outlined in the Architect’s Agreement, include, but not limited to the following:

1. Programming and space planning (based on the concept plan completed in 2011.)
2. Meet with local and state officials to confirm compliance with all current codes and regulations.
3. Meet with WOU staff to confirm and coordinate specifications, standards, and details of the plans and specifications.
4. Bidding assistance; construction administration; and other consultant services typically associated with a project of this size and scope.
5. Develop and incorporate viable VE items into the Construction Documents to be taken if the initial GMP exceeds the construction budget.
6. Design the Project to meet or exceed LEED Silver criteria. (LEED certification is not required.)
7. The project architect shall serve as a member of the art selection committee pro bono.

#### **IV PROJECT SCHEDULE**

The Project must be completed by December 2015, in time for Winter Term 2016.

#### **V CONSULTANT SELECTION TIMETABLE**

March 9, 2015	Issue RFP
March 16, 2015	Proposers' RFP Clarification Questions Due
March 24, 2015	Proposals due at 3:00 P.M.
March 31, 2015	Announce selection of winning candidate
April 7, 2015	Protest Period Ends
April 17, 2015	Estimated Date to Issue Notice to Proceed
Week of April 20, 2015	Kick-off meeting with Users (Day & Time TBD)

NOTE: This timetable is subject to change as necessary at the sole discretion of WOU.

#### **VI INSTRUCTIONS TO RESPONDENTS**

Beginning with responses to this RFP, the selection procedure described below will be used to evaluate the qualifications of architectural firms interested in providing design services to WOU for this Project.

WOU plans to use the standard OUS Architect's Agreement similar to Attachment A appended to this RFP. Review this agreement carefully and note any concerns, if any, you may have related to this document.

A hard-copy Proposal must be contained in a document not exceeding ten (10) single sided pages including pictures, charts, graphs, tables, and text that the Proposer deems appropriate in response to the requirements of the RFP. No supplemental information or brochures will be allowed. Pages should have at least 1-inch side margins, and the text written using an easy to read font. The document must be composed on standard size paper (8 1/2" x 11"), bound and submitted in a soft-bound binder (comb or spiral, spiral preferred – no three-ring binders.) Fold-outs pages, not exceeding 11" x 17", are only allow for a Project schedule which will be included in the page count. Resumes of key individuals proposed for the Project are exempt from the page count limit as well as: a cover letter, table of contents, front and back covers, blank folder tab dividers. The Proposal must follow the numerical format outlined in Section VII and be signed by an authorized company official.

Electronically transmitted proposals are acceptable provided they follow the relevant details required for hard copy proposals; are sent as a single .pdf file, without links to external documents or web sites; and are received by the stated deadline.\*

Firm's sending proposals by commercial delivery service such as UPS or FedEx must submit five (5) hard copy sets and one (1) .pdf file on an electronic data storage device: e.g. CD or USB flash drive. Responses received after the closing date and time will not be considered\*\*. Failure to comply with these instructions will result in rejection of the response.

#### **NOTES:**

\* If respondent relies on a commercial delivery service, e.g. UPS or FedEx, and their delivery is late, due to no fault of the respondent, proof of this contracted on-time delivery must be provided and an electronic version of the submittal must be provided

prior to the closing date and time, and all hard copies must be delivered before noon of the following day.

**\*\*The winning proposer must submit an original signed hard copy of their Proposal within five (5) days of the selection announcement.**

Throughout this selection process WOU will not accept responses or queries that require WOU to pay the cost of production or delivery.

## **VII SELECTION CRITERIA**

Respondents will be evaluated on the basis of the following criteria. Please follow the format outlined below in numerical order.

**1 Firm Background (weight 10)**

Briefly describe your firm's history, area of expertise, services, specialties, etc.

**2 Workload (weight 10)**

Address your firm's capability and capacity to perform the work within the time limitation set for this project.

**3 Experience and Success (weight 25)**

Describe your firm's experience with projects for institutions of higher education in general, and with the OUS in particular. Identify at least three (3) recently constructed similarly sized projects designed by your firm –preferably by those listed as Key Personnel.

**4 Key Personnel (weight 25)**

Identify the Project Architect (including resume and references) who will be assigned to this Project.

**5 Project Overview and Schedule (weight 15)**

Based on the Project description, your knowledge of the construction industry, and experience with government bureaucracy, submit a proposed schedule identifying major steps and milestones for completing the Project by the stated completion date – December 2015. Identify any issues and challenges that could jeopardize the Project and your recommendations to address them.

**6 Fee Proposal (weight 25)**

Submit a Not-to-Exceed fee proposal for the basic design services and reimbursable expenses necessary complete the Project. Itemize any additional services that may reasonably be anticipated.

**7 References**

Provide the names, addresses, and phone numbers of three references from owners or general contractors that have recently completed projects that are closely related to the Project identified in this solicitation – preferably from the projects noted in item 3, above. Verify that the contact information is current and that the individuals identified have had direct involvement with the referenced project. WOU may also check with other reliable sources, which can provide information on the perspective firm. **While reference results themselves will not be scored, results obtained in reference checks may be used to score other evaluation criteria.**

## **VIII PROPOSAL EVALUATION & CONSULTANT SELECTION**

Proposals will be evaluated and scored individually by members of a Selection Committee consisting of representatives of Western Oregon University. WOU reserves the right to modify the Selection Committee make-up at its sole discretion.

Each member of the Selection Committee will score Proposals based on responses to the criteria listed in Section VII. Each category will be scored between 0 and 5 and multiplied by the “weight” assigned to the criterion. The sum of the weighted scores will yield the total score for each Proposer. (A total of five hundred (550) points are possible.) The individual reviewer scores will then be added together to determine the final ranking of all the Proposers. If necessary the Owner may opt to interview the top ranked Proposers to determine the winner. If that option is not exercised, the Proposer with the highest score will be selected as the winner.

While the reference information will not be separately scored, the results obtained from these and/or other reference checks will be utilized in evaluating and scoring the other criteria. Scoring will be based on all information received, presented, and gleaned throughout the course of this evaluation process.

WOU may reject any proposal that does not comply with the requirements of this RFP and may cancel this solicitation, or reject for good cause all responses if it is determined that it is in the best interest of WOU to do so.

## **IX PROPRIETARY INFORMATION**

This RFP and one copy of each original response received, together with copies of all documents pertaining to the award of a contract, shall be retained by the Owner and made a part of a file or record which shall be open to public inspection after consultant selection is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend: *"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."*

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance". Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the statement of qualifications, material designated as confidential shall accompany the statement, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary.

## **X CLARIFICATIONS AND CHANGES**

Only information contained in this RFP and any subsequent addenda is reliable as authoritative and relevant to this Project. Previous information, either verbal or written, or any knowledge of past practice or policy for previous projects, should not be assumed as applicable to the Project.

If the information contained in the RFP packet is unclear, incomplete, or contradictory, a written request for clarification or for a change should be submitted to the agency representative by 3:00 P.M., Thursday, March 12, 2015. A formal response, if appropriate, will follow to address the issue(s) in question.

Any change or modification to this solicitation will be in the form of an addendum to the RFP. No information received in any manner different than as described herein shall serve to change the RFP in any way, regardless of the source of the information

## **XI SUBMISSION DEADLINE**

**Proposals must be received by: 3:00 PM, Tuesday, March 24, 2015.**

Refer to Section VI - INSTRUCTIONS TO RESPONDENTS for submittal requirements.

Send electronic file to: [bids@wou.edu](mailto:bids@wou.edu)

Send hard copy to:

Paul Finke  
Physical Plant  
Western Oregon University  
345 N. Monmouth Ave  
Monmouth, OR 97361

## **XII SELECTION PROTEST**

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have seven calendar days after selection notification to submit a written protest of the selection. Protest should be addressed to: Eric Yahnke, Vice President for Business and Finance, Business Office, 345 N Monmouth Avenue, Monmouth, OR 97361. Any such protests must be received by Mr. Yahnke no later than seven days after the selection has been announced.

## **XIII APPENDICES**

- 1 Attachment A – Sample Architect’s Agreement
- 2 Attachment B – Proposed Addition – Area Plan, by Soderstrom Architects
- 3 Attachment C – Existing Floor Plan
- 4 Attachment D – Photos

End of RFP

ARCHITECT'S AGREEMENT  
DESIGN SERVICES STUDENT HEALTH AND COUNSELING CENTER ADDITION  
WESTERN OREGON UNIVERSITY

This ARCHITECT'S AGREEMENT (the "Agreement") is made between

the "Architect":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
FAX: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

and the "Owner":

The STATE OF OREGON acting by and through the  
STATE BOARD OF HIGHER EDUCATION on behalf of  
Western Oregon University  
345 N. Monmouth Ave.  
Monmouth, Oregon 97361

Phone: (503) 838-8239  
FAX: (503) 838-8081

regarding the "Project":

Student Health and Counseling Center Addition at  
Western Oregon University, Monmouth, Oregon

(The Architect and the Owner are referred to collectively as the "Parties" and individually as a "Party")

**WHEREAS**, the Owner desires to have the assistance of the Architect to provide certain professional services for the Project; and

**WHEREAS**, the Architect, with the aid of certain consultants (the "Consultants"), is willing and able to perform such professional services in connection with the Project;

**NOW, THEREFORE**, the Owner and the Architect, for the considerations hereinafter named, agree as follows:

**I. RELATIONSHIP BETWEEN THE PARTIES**

**A. Scope of the Project:** The Parties understand and agree that, for purposes of this Agreement, the scope of the Project includes the following:

The primary scope of the Project is the construction of a two-story addition on the southwest corner of the existing building. The general concept of the Project is based on a feasibility study completed in 2011. At that point in time the scope of work was limited to a single story addition of approximately 3,700 square feet. A recent revision adds approximately 3,000 square feet as second-floor unfinished shell space over a portion of the original concept plan. To integrate the addition the Project also requires remodeling approximately 800 square feet of existing space.

**B. Scope of Services.** The Parties understand and agree that, for purposes of this Agreement, the scope of Services to be performed under this Agreement, as more particularly described in Section VII.A, includes the following: Programming/Pre-Design, Schematic Design, Design Development Construction Documents, Bidding and Construction Phase services. Project shall

be designed to meet LEED silver rating but will not be certified as such.

The Architect's previously performed services, outside of this Agreement, have included the following: \_\_\_\_\_.

- C. Critical Date Schedule.** The Parties agree that this Agreement shall be performed according to the following critical date schedule:

Complete Schematic Design \_\_\_\_\_

Complete Design Development \_\_\_\_\_

Complete Construction Documents \_\_\_\_\_

\_\_\_\_\_

- D. Effective Date.** This Agreement is effective on ("*Effective Date*"), or the date it has been signed by Owner's Representative, the last signatory hereto, which ever is later. **No services shall be performed or payment made prior to the Effective Date.**

- E. Defined Terms.** In addition to any terms defined elsewhere in the body of this Agreement, certain terms that are capitalized and/or set forth in bold letters throughout the Agreement are defined as follows:

"Additional Services" means additional Services performed by the Architect that are beyond the scope of the Basic Services described in **Section VII**, based on hourly rates for Architect personnel or Consultants, plus Reimbursable Expenses, in accordance with an agreed-upon schedule of charges, and performed by the Architect after the Owner has given prior written authorization to proceed with performance of the Services and the Parties have executed an amendment or supplement to this Agreement, as more particularly described in **Section VIII** of this Agreement.

"Basic Services" are those Services more particularly described in **Subsections A., B., C., D. and E. of Section VII.** of this Agreement.

"Construction Contract" is defined as the contract entered into between the Owner and the Contractor to provide all Work necessary to construct the Project, including the original base contract for construction of the Project, the Oregon University System General Conditions For Public Improvement Contracts, any supplemental general conditions to the Construction Contract, any amendments to the Construction Contract, the Contractor's performance bond and payment bond, the plans, specifications, approved shop drawings, all approved change orders, any solicitation documents, and any response by a successful bidder or proposer to any such solicitation documents.

"Construction Documents" means drawings, specifications and other documents setting forth in

detail the requirements for construction of the Project, as well as the documents pertaining to bidding and contracting for the construction of the Project

“Contractor” is defined as the general contractor that is awarded the contract to construct the Project.

“Design Criteria” means the specific requirements of the Owner as related to quality, performance, appearance.

“Direct Construction Cost” means the cost to the Owner of all divisions of construction, including portable equipment only if designed or specified by the Architect for inclusion in the construction specifications.

“Reimbursable Expenses” are those expenses described in **Sub-section B. of Section III** of this Agreement.

“Services” are all those services to be performed by the Architect under the terms of this Agreement.

“Work” is defined as the furnishing of all materials, labor, equipment, transportation, services, and incidentals for the construction of the Project by the Contractor that is eventually awarded the Construction Contract for the Project.

#### **F. Directives for Performance of the Services.**

1. The Architect agrees to provide, with the assistance of the Consultants, the professional Services more particularly described in **Section VII** below for this Project.
2. The Architect shall provide a schedule for the performance of the Services upon execution of this Agreement. **The Architect agrees that time is of the essence in the performance of this Agreement.**
3. The total Project budget is \$2 million. The estimated Direct Construction Cost of the Project is \$1.4 million.
4. Architect agrees to fully cooperate with Owner to meet all Project budgets. Owner understands that Architect, in providing opinions of probable construction cost, has no control over the cost or availability of labor, equipment, or materials, or over market conditions or Contractor's method of pricing, and that Architect's opinions of probable construction costs are made on the basis of Architect's professional judgment and experience. Architect makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from Architect's opinion of probable construction cost. In the event the Architect's opinion of probable construction cost exceeds the budget for the Project listed in **Sub-section 3** above by any amount during the design or construction phases, or in the event the bids or negotiated cost of the Work exceed the budget for the Project listed earlier in this Section by more than 10 percent, Architect, upon notice from Owner and prior

to the award of the construction contract, agrees to modify, at Architect's sole expense, Architect's Schematic Design documents, Design Development documents or Construction Documents (or with Owner's approval those portions of those documents where opinions of probable construction costs or bids exceeded the budget or stipulated percentage). This redesign effort shall constitute Architect's sole responsibility with respect to its opinions of probable construction cost, and Architect agrees to cooperate with Owner in revising the Project scope and quality in order to reduce the opinion of probable Construction Cost, or the bids or negotiated price, so that they do not exceed the Project budget.

5. The Architect shall provide all Services for the Project in accordance with the terms and conditions of this Agreement. The Architect's performance of Services shall be as a professional Architect to the Owner to perform the professional services necessary for the Project, and to provide the technical documents and supervision required to achieve the Owner's Project objectives.
6. In administering this Agreement, the Owner may employ the services of an independent project manager and other consultants as needed to fulfill the Owner's objectives.
7. The Architect agrees to utilize the key personnel and Consultants identified on the attached **Exhibit 1** in the performance of the Services for the Project. In addition to the full names, titles/positions and a summary of the duties and Services to be performed by the key personnel and Consultants that are included in the attached **Exhibit 1**, the Architect agrees to promptly provide such additional information on the professional background of each of the assigned personnel and Consultants as may be requested by the Owner. The Architect acknowledges that the Owner's award of this Agreement to the Architect was made on the basis of the unique background and abilities of the Architect's key personnel and Consultants originally identified in the Architect's RFP proposal or cost proposal. Therefore, the Architect specifically understands and agrees that any attempted substitution or replacement of a key person or Consultant by the Architect, without the written consent of the Owner, shall constitute a material breach of this Agreement. In the event that key personnel or Consultants become unavailable to the Architect at anytime, Architect shall replace the key personnel and Consultants with personnel or Consultants having substantially equivalent or better qualifications than the key personnel or Consultants being replaced, as confirmed and approved by Owner. Likewise, the Architect shall remove any individual or Consultant from the Project if so directed by Owner in writing following discussion with the Architect, provided that Architect shall have a reasonable time period within which to find a suitable replacement. **The Architect represents and warrants that the key personnel and Consultants identified on the attached Exhibit 1 are fully licensed to perform the particular Services assigned to them on the Project.**
8. Architect shall make no news release, press release or statement to a member of the news media regarding this Project without prior written authorization from Owner.

**G. Suspension of Agreement by Owner.** The Parties understand and agree that the Owner may suspend the Parties' performance of this Agreement in the event any of the following circumstances arise:

1. Owner fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to pay for the Architect's Services;
2. Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Services performed under this Agreement are prohibited or Owner is prohibited from paying for such Services from the planned funding source;
3. Architect, or one of Architect's Consultants currently performing Services, no longer holds any license or certificate that is required to perform the Services;
4. The public interest otherwise requires suspension of performance of the Agreement, as reasonably determined by the Owner.

Any suspension of performance under this provision constitutes a temporary stoppage of performance of the Agreement, and does **not** constitute a termination of the Agreement pursuant to **Section XIX** of this Agreement. In the event that the condition(s) causing the suspension have been rectified and suspension is no longer required, the Parties will take all actions necessary to reactivate performance of the Agreement. In the event that the Owner determines that the conditions causing suspension of the Agreement are not likely to be rectified in a reasonable amount of time, the Owner retains the right to terminate this Agreement, pursuant to **Section XIX**. In the event of a suspension of performance pursuant to this Section of the Agreement, the Architect agrees to remain contractually obligated to perform the Services under this Agreement for the same hourly rates set forth in **Section III.C** of this Agreement for a period of two years after the Effective Date. If the Agreement is reactivated and the Architect is required to perform Services beyond this date or such other time period agreed to by the Parties, the Parties may negotiate updated hourly rates for the Architect and any Consultants and amend this Agreement accordingly.

## **II. ARCHITECT'S STANDARD OF CARE; REPRESENTATIONS AND WARRANTIES**

- A. Standard of Care.** By execution of this Agreement, the Architect agrees to perform the Services in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions.
- B. Performance Requirements.** By execution of this Agreement, the Architect specifically agrees to perform the Services in accordance with the following requirements:
  1. All plans, drawings, specifications, and other documents prepared by the Architect shall accurately reflect, incorporate and comply with all applicable statutes, rules, regulations, ordinances and other laws which are applicable to the design and construction of the Project, and shall be complete and functional for the purposes intended (except as to any deficiencies which are due to causes beyond the control of Architect);
  2. All plans, drawings, specifications, and other documents prepared by the Architect pursuant to this Agreement shall accurately reflect existing conditions for the scope of the Services to be performed;

3. The Project, if constructed in accordance with the intent established by such plans, drawings, specifications, and other documents, shall be structurally sound and a complete and properly functioning facility suitable for the purposes for which it is intended;
4. The Architect shall be responsible for any negligent inconsistencies or omissions in the plans, drawings, specifications, and other documents. While Architect cannot guarantee that the various documents required under this Agreement are completely free of all minor human errors and omissions, it shall be the responsibility of Architect throughout the period of performance under this Agreement to use due care and perform with professional competence. Architect will, at no additional cost to Owner, correct any and all errors and omissions in the plans, drawings, specifications, and other documents prepared by Architect. Except as provided in **Section VIII** of this Agreement and at no additional cost, Architect further agrees to render assistance to Owner in resolving other problems relating to the design of, or specified materials used in, the Project;
5. The Owner's review or acceptance of documents, or authorization to continue to the next phase of design, bidding process participation, or construction administration, shall not be deemed as approval of the adequacy of the plans, drawings, specifications, or other documents. Any review or acceptance by the Owner will not relieve the Architect of any responsibility for complying with the standard of care set forth herein. The Architect is responsible for all Services to be performed under this Agreement, and agrees that it will be liable for all its negligent acts, errors, or omissions, if any, relative to the Services.
6. The representations and warranties set forth in this Section are in addition to, and not in lieu of, any other representations or warranties provided.

**C. Architect's Representations and Warranties.** Architect represents and warrants to Owner that:

1. Architect has the power and authority to enter into and perform this Agreement;
2. When executed and delivered, this Agreement shall be a valid and binding obligation of the Architect enforceable in accordance with its terms;
3. Architect shall, at all times during the term of this Agreement be duly licensed to perform the Services, and if there is no licensing requirement for the profession or Services, be duly qualified and competent;
4. The Architect is an experienced architecture firm having the skill, legal capacity, and professional ability necessary to perform all the Services required under this Agreement and to design or administer a project having this scope and complexity;
5. The Architect has the capabilities and resources necessary to perform the obligations of this Agreement;
6. The Architect either is, or in a manner consistent with the standard of care set forth in this Agreement will become, familiar with all current laws, rules, and regulations which are applicable to the design and construction of the Project.

### III. COMPENSATION

The maximum, not-to-exceed, total amount payable under this Agreement is \$\_\_\_\_\_ (the "Maximum Compensation"), for the combination of Basic Services and Reimbursable Expenses for Stage 1. The Maximum Compensation cannot be increased without a fully executed and approved amendment or supplement to this Agreement. Architect progress payments shall be made according to the provisions and schedule set forth in **Section IV** of this Agreement. The Maximum Compensation is more particularly described as follows:

- A. **Basic Services:** The Architect shall perform the Stage 1 Basic Services, directly or through the Consultants, up to a maximum amount of \$\_\_\_\_\_.
- B. **Reimbursable Expenses:** The Owner shall reimburse the Architect for any allowable Reimbursable Expenses, up to a maximum amount of \$\_\_\_\_\_.

Reimbursable expenses for the Project mean actual direct expenditures (without overhead, fee, markup or profit) made by the Architect and the Consultants in the interest of the Project for the following items: long-distance communications; reproductions, postage and handling of plans, drawings, specifications and other documents (excluding reproductions for the office use of the Architect and the Consultants); mileage and travel expenses more particularly described below; data processing and photographic production techniques; and renderings, models and mock-ups requested by the Owner. The Reimbursable Expenses will be reimbursed at cost, except travel expenses. Charges for travel expenses will be reimbursed at cost, but not in excess of the rate allowed State of Oregon employees. Travel expenses are only reimbursable when Services are rendered in excess of 25 miles from Architect's or Consultant's office. As of the date of this Agreement, these rates are as follows:

Air fare (coach class only) and car rental	At cost
Personal car mileage	\$0.505 per mile
Lodging	\$107.00 per night plus tax
Meals: (documentation not required) (reimbursable only when associated with overnight travel)	
Breakfast	\$11.25
Lunch	\$11.25
Dinner	\$22.50
Printing, photography, long distance telephone charges and other direct expenses	At cost

Requests for reimbursement of allowable expenses, except meals, must include documentation of actual expenditures.

- C. **Additional Services:** The Owner will compensate the Architect for Additional Services performed by the Architect, whether directly or through its Consultants, beyond the scope of the Basic Services described in **Section VII**, based on hourly rates for Architect personnel or Consultants, plus Reimbursable Expenses, in accordance with the following schedule of charges

for the duration of this Agreement (except in the case of a suspension and reactivation of performance beyond the date agreed to by the Parties, as more particularly described in **Section I.G**), but only when the Owner has given prior written authorization and the Parties have executed an amendment or supplement to this Agreement.

**ARCHITECT:**

Principals.....\$ \_ - \_/hr  
Senior Architectural Designer.....\$ \_ - \_/hr  
Architectural Designer .....\$ \_ - \_/hr  
  
Urban Designer .....\$ \_ - \_/hr  
Sr. Project Manager.....\$ \_ - \_/hr  
Project Manager .....\$ \_ - \_/hr  
  
Production Personnel/Project Architect.....\$ \_ - \_/hr  
Senior Interior Designer.....\$ \_ - \_/hr  
Interior Designer .....\$ \_ - \_/hr  
Clerical.....\$ \_ - \_/hr

**CONSULTANTS:**

\_\_\_\_\_ \$ \_\_\_\_/hr  
\_\_\_\_\_ \$ \_\_\_\_/hr  
\_\_\_\_\_ \$ \_\_\_\_/hr  
\_\_\_\_\_ \$ \_\_\_\_/hr  
\_\_\_\_\_ \$ \_\_\_\_/hr

These charges shall also be used to determine amounts owed the Architect in the event this Agreement is terminated as provided in **Section XIX, D.1**, or suspended pursuant to **Section I. G**. Any amounts so derived may not exceed the limitations for each phase as specified by **Section IV** hereof.

**IV. PAYMENTS**

Monthly progress payments shall be made by the Owner based upon invoices submitted by the Architect for Services rendered and/or Reimbursable Expenses incurred during the preceding month. Payment requests, invoices and required documentation shall be submitted in the form and format stipulated by the Owner. Three copies of each invoice, with required documentation, must be delivered to the following institution at the specified address:

Planning Office  
Western Oregon University  
345 N. Monmouth Ave.  
Monmouth OR 97361

Payments to the Architect will be made following the Owner's review and approval of the invoices and required documentation and acceptance of the Services performed and approval of the Reimbursable Expenses incurred.

Payments to the Architect for such Services performed and invoiced will be made for each phase as follows, with final payment for each phase subject to written acceptance of the phase by the Owner. The total of all payments for Basic Services shall not exceed the maximum amount set forth in **Section III.A.** for Basic Services, and the total of all payments for Reimbursable Expenses shall not exceed the maximum amount set forth in **Section III.B.** for Reimbursable Expenses. The total of all such payments, for Services and Reimbursable Expenses, shall not exceed the Maximum Compensation. Owner reserves the right to retain up to five percent (5%) of the compensation limit set forth below for each phase, subject to Owner's acceptance of the Services and any deliverables for each phase.

**A. Programming/Pre-Design/Schematic Design Phase (Stage 1) :** not to exceed \$\_\_\_\_\_.

Upon execution of an amendment to this Contract authorizing Stage 2 Services and Owner's written notice to proceed, the Maximum Compensation shall be negotiated and amounts shall be allocated to the categories of Stage 2 Services listed below. Notwithstanding "not to exceed" limits established for each phase of Services, should an individual phase be completed without reaching the not-to-exceed limit for that phase, the balance remaining may be transferred to the next phase of work in succession through Project completion. At the completion of the Project, any remaining balance will revert to the Owner.

**B. Design Development Phase:** not to exceed \$\_\_\_\_\_.

**C. Construction Documents Phase:** not to exceed \$\_\_\_\_\_.

**D. Bidding Phase:** not to exceed \$\_\_\_\_\_.

**E. Construction Administration Phase:** not to exceed \$\_\_\_\_\_.

No deduction shall be made from the Architect's fee on account of penalty, liquidated damages, or other sums withheld from payment to the Contractor.

## **V. SERVICES OF ARCHITECT'S CONSULTANTS**

The Consultants shall be paid by the Architect out of the Maximum Compensation, and the Parties understand and agree that the Owner has no direct or indirect contractual obligation or other legal duty to pay the Consultants or ensure that the Architect makes full and timely payment to the Consultants for Consultant services rendered on the Project. Services performed by the Architect through the Consultants shall be included on Architect invoices at the Architect's cost, without markup, at the request of the Owner. The Architect shall provide to the Owner copies of the Consultant's invoices submitted to the

Architect, along with the Architect's requests for payment that are submitted to the Owner under this Agreement.

## **VI. TIME OF PERFORMANCE**

This Agreement shall take effect on the Effective Date and Architect shall perform its obligations according to this Agreement, unless terminated or suspended, through final completion of construction and completion of all warranty work.

## **VII. ARCHITECT'S SERVICES**

### **A. Programming/Pre-Design/Schematic Design Phase (Stage 1)**

In consultation with the Owner, and in compliance with the Design Criteria for Western Oregon University Projects provided by the Owner, the Architect shall:

1. Identify applicable building codes, administrative, and permit processing requirements as relevant;
2. Conduct charrettes and presentations to solicit feedback and to keep the campus community informed regarding the status of the Project.
3. Verify, by on-site inspection unless specifically stated otherwise by the Owner, existing conditions and systems, including but not necessarily limited to architectural, structural, mechanical and electrical systems, to confirm that these conditions and systems are of adequate condition and capacity to support the Work to be executed on the Project;
4. In consultation with Consultant Team, Owner Representatives, and other designated persons, use all available information to develop the Program Requirements, and with appropriate data and graphics propose a series of improvements deemed necessary and desirable to satisfy the Program Requirements, including; space needs, budget, availability of utilities, effect of codes and ordinances, safety and energy requirements, handicapped access to all spaces, historical character of the building, etc.;
5. Based on the approved Program Requirements, develop Schematic Design studies consisting of drawings and other documents for the Owner's approval;
6. Provide documents suitable for submission and assist the Owner to file the required documents for the approval of various governmental agencies having jurisdiction over the Project; Owner shall pay for all required appeals and plan review fees;
7. Prepare a comprehensive State Energy Efficiency Design ("SEED") Analysis of the Project, provide all documentation required for a SEED Award to the Owner for the Project and provide all other Services for the Project that are required under the SEED Program of the State of Oregon Department of Energy, consistent with the requirements of ORS 276.900 through 276.915 and OAR 330-130-0010 through 330-130-0080, that are applicable to this phase of the Services. When completed, the Project shall exceed the State Building Code requirements for

energy efficiency by 20% or more, and shall be a “model of energy efficiency” as that term is described in the above-referenced administrative rules.

8. Perform all Services required under this Agreement in order to allow the Owner to obtain an equivalent Leadership in Energy and Environmental Design Gold certification (the “LEED Certification”) rating for the Project from the U.S. Green Building Council. The Architect shall coordinate the performance of these LEED equivalent certification Services with any other consultants of the Owner on the Project, and shall prepare any documentation required from the Owner’s Project Architect.
9. Submit to the Owner an estimate, prepared by an independent cost estimator, of the probable Direct Construction Cost of the Project based upon current area, volume or other appropriate unit costs. The Parties understand and agree that the Owner may obtain a separate, independent cost estimate of probable Direct Construction Cost of the Project. If so, the Architect will consult with the Owner in comparing and reconciling the two independent cost estimates, and the Architect shall have the responsibility to meet the Project budget requirements, all consistent with the requirements of Section I.F.4 above;
10. In the event that the Contractor for the Project is a Construction Manager/General Contractor (“CM/GC”), the Architect shall perform the following Services associated with preparation of the probable Direct Construction Cost of the Project:
  - a. In lieu of performing the Direct Construction Cost estimating Services described in Section VII.A.8 above, provide cost verification Services related to the probable Direct Construction Cost estimates that will be prepared by the CM/GC, including but not limited to the following:
    - 1) Review and verify the of Direct Construction Cost estimates provided by the CM/GC during, or at the end of, the design phase of the Project; and
    - 2) Coordinate these cost verification Services with the Direct Construction Cost estimating services to be provided by the CM/GC, in order to provide timely and accurate cost information to the Owner, in the most efficient manner reasonable under the circumstances.
  - b. Otherwise fully cooperate with the CM/GC during the value engineering process, constructability reviews, and otherwise during the design phase(s) and the construction phase(s) of the Project; and
  - c. In the event the Direct Construction Cost estimates prepared by the CM/GC exceed the Owner’s Direct Construction Cost budget, revise the Project design to allow construction of the Project within Owner’s budget.
11. Submit to the Owner the following documents, information and other data:
  - a. written report of the results of a Fire and Life Safety review with the City of Monmouth;
  - b. a general description of recommended interior colors, materials and finishes;

- c. a project schedule delineating the estimated time required for the Architect to complete the Design Development and Construction Documents Phases of the Project;
  - d. recommendations by the Consultants (structural, mechanical, electrical) of the technical requirements necessary to implement the Program Requirements;
  - e. preliminary plans, elevations, and other drawings necessary to describe the entire scope of the Project. These drawings may be used for local municipal review and campus review.
12. In the event that the Contractor for the Project is a Construction Manager/General Contractor ("CM/GC"), the Architect shall assist the Owner in selecting a CM/GC for the Project as an active member of the CM/GC selection committee.
13. Perform those design Services during this phase of the design for fine arts and crafts to be identified and incorporated into the Project, pursuant to the State of Oregon "1% For Art Program", set forth in ORS 276.073 to 276.090, as amended, relating to acquisition of fine arts or crafts to be part of the Project and consisting of consultations with the Owner on selection of artwork, commissioning and/or completion of the artwork and integration with the overall design of the Project.

## **B. Design Development Phase**

Upon notification of the Owner's approval of the Services performed by the Architect under the Pre-Design/Schematic Design Phase, and upon written authorization from the Owner to proceed, the Architect, in consultation with the Owner and in compliance with the Design Criteria for Western Oregon University Projects provided by the Owner, shall:

1. Prepare drawings and other documents to fix and describe the size and character of the entire Project as to architectural, site development, structural, mechanical, acoustical and electrical systems, materials and appearances, and such other essentials as may be appropriate and in accordance with governing codes and ordinances;
2. Verify, by on-site inspection unless specifically stated otherwise by the Owner, prior to completion of the Construction Documents Phase, existing conditions as required to address significant constructability issues;
3. Ensure that the Project complies with the State of Oregon Structural Specialty Code and with the American with Disabilities Act Accessibility Guidelines (ADAAG), latest version, and allows for access to programs, activities, and services in the most integrated setting possible. The Owner will be responsible for review of accessibility and interpretation of ADAAG for compliance with Federal requirements.
4. Submit to the Owner, for approval, one independent cost estimate of probable Direct Construction Cost of the Project based upon the current unit costs referred to above, as applied to the final design. The Parties understand and agree that the Owner will be obtaining a separate, independent cost estimate of probable Direct Construction Cost of the Project, the Architect will consult with the Owner in comparing and reconciling the two independent cost

estimates, and the Architect shall have the responsibility to meet the Project budget requirements, all consistent with the requirements of Section I.F.4 above;

5. In the event that the Contractor for the Project is a CM/GC, the Architect shall perform the following Services associated with preparation of the probable Direct Construction Cost of the Project:
  - a. Review and verify any adjustments made by the CM/GC to the previous estimates of probable Direct Construction Cost of the Work based upon unit costs referred to above, which might be indicated by changes in requirements or general market conditions, and report the Architect's findings to the Owner.
6. Assist the Owner to file the required documents for the approval of various governmental agencies having jurisdiction over the Project; Owner shall pay for all required appeals and plan review fees;
7. Prepare a comprehensive State Energy Efficiency Design ("SEED") Analysis of the Project, provide all documentation required for a SEED Award to the Owner for the Project and provide all other Services for the Project that are required under the SEED Program of the State of Oregon Department of Energy, consistent with the requirements of ORS 276.900 through 276.915 and OAR 330-130-0010 through 330-130-0080, that are applicable to this phase of the Services. When completed, the Project shall exceed the State Building Code requirements for energy efficiency by 20% or more, and shall be a "model of energy efficiency" as that term is described in the above-referenced administrative rules.
8. Perform all Services required under this Agreement in order to allow the Owner to obtain an equivalent Leadership in Energy and Environmental Design Gold certification (the "LEED Certification") rating for the Project from the U.S. Green Building Council. The Architect shall coordinate the performance of these LEED equivalent certification Services with any other consultants of the Owner on the Project, and shall prepare any documentation required from the Owner's Project Architect.
9. Submit to the Owner the following documents, information and other data:
  - a. preliminary recommendations for interior colors, finishes, and materials;
  - b. one-line diagrams for mechanical systems design(s);
  - c. one-line diagrams for electrical systems design(s);
  - d. complete outline specification and Project manual, including, but not necessarily limited to, bidding and contract forms, general, special, and supplemental conditions, etc.;
  - e. recommendations for additive alternates equivalent to 10% of the base bid estimate;
  - f. recommendations for construction phasing to ensure continued operation of Owner's activities;

- g. four (4) copies of the energy analysis conforming to ORS 276.905 to 276.915 (State Agency Facility Energy Design) and ORS 469.010, more particularly described above;
  - h. equipment layouts showing location, size, and configuration of all equipment in the Project;
  - i. an up-date of the Fire and Life Safety requirements resulting from previous reviews with the City of Monmouth; and
  - j. a list of additive alternates, following consultations with the Owner.
10. Perform those design Services during this phase of the design for fine arts and crafts to be identified and incorporated into the Project, pursuant to the State of Oregon "1% For Art Program", set forth in ORS 276.073 to 276.090, as amended, relating to acquisition of fine arts or crafts to be part of the Project and consisting of consultations with the Owner on selection of artwork, commissioning and/or completion of the artwork and integration with the overall design of the Project.

### **C. Construction Documents Phase**

Upon notification of the Owner's approval of the Services performed by the Architect under the Design Development Phase and upon written authorization from the Owner to proceed, the Architect, in consultation with the Owner and in compliance with the Design Criteria for Western Oregon University Projects provided by the Owner, shall:

1. Prepare working drawings and specifications, setting forth all necessary plans, elevations, and construction details, descriptions of materials and equipment, methods of installation, and standards of workmanship.
2. The Architect shall ensure that the Project complies with the American with Disabilities Act Accessibility Guidelines (ADAAG), latest version, and allows for access to programs, activities, and services in the most integrated setting possible. The Owner will be responsible for review of accessibility and interpretation of ADAAG for compliance with Federal requirements.
3. Prepare Construction Documents as may be required to expedite the Work in phases so as to take maximum advantage of weather and availability of facilities for demolition and reconstruction.
4. Prepare specifications setting forth descriptions of materials and equipment, methods of installation, and standards of workmanship. Include in the appropriate section of Division 1 of the specifications a complete listing of all warranties required under the technical portions of the specifications.
5. Develop all required bidding information and assist the Owner in the preparation of bidding forms.

6. Provide the Owner 5 sets of the 100% complete Project manual including the bidding requirements, contract forms, bonds, conditions of the Construction Contract, specifications, and drawings, for review and approval prior to advertising the Project for bid.
7. Submit to the Owner, for approval, a second independent cost estimate of probable Direct Construction Cost of the Project, as applied to the final design. The Parties understand and agree that the Owner will be obtaining a separate, independent cost estimate of probable Direct Construction Cost of the Project, the Architect will consult with the Owner in comparing and reconciling these two independent cost estimates, and the Architect shall have the responsibility to meet the Project budget requirements, all consistent with the requirements of Section I.F.4 above;
8. In the event that the Contractor for the Project is a CM/GC, the Architect shall perform the following Services associated with preparation of the probable Direct Construction Cost of the Project:
  - a. Review and verify any adjustments made by the CM/GC to the previous estimates of probable Direct Construction Cost of the Work based upon unit costs referred to above, which might be indicated by changes in requirements or general market conditions, and report the Architect's findings to the Owner.
9. Assist Owner to file the required documents for the approval of various governmental agencies having jurisdiction over the Project. Owner shall pay for all required plan review fees.
10. Prepare bidding documents with 10% additive alternates.
11. Prepare a comprehensive State Energy Efficiency Design ("SEED") Analysis of the Project, provide all documentation required for a SEED Award to the Owner for the Project and provide all other Services for the Project that are required under the SEED Program of the State of Oregon Department of Energy, consistent with the requirements of ORS 276.900 through 276.915 and OAR 330-130-0010 through 330-130-0080, that are applicable to this phase of the Services. When completed, the Project shall exceed the State Building Code requirements for energy efficiency by 20% or more, and shall be a "model of energy efficiency" as that term is described in the above-referenced administrative rules.
12. Perform all Services required under this Agreement in order to allow the Owner to obtain an equivalent Leadership in Energy and Environmental Design Gold certification (the "LEED Certification") rating for the Project from the U.S. Green Building Council. The Architect shall coordinate the performance of these LEED equivalent certification Services with any other consultants of the Owner on the Project, and shall prepare any documentation required from the Owner's Project Architect.
13. Submit to the Owner the following documents, information and other data:
  - a. final recommendations for interior colors, materials, and finishes;
  - b. structural calculations;

- c. heat gain/loss and HVAC system design calculations; and
  - d. electrical system design load calculations.
14. Perform those design Services during this phase of the design for fine arts and crafts to be identified and incorporated into the Project, pursuant to the State of Oregon "1% For Art Program", set forth in ORS 276.073 to 276.090, as amended, relating to acquisition of fine arts or crafts to be part of the Project and consisting of consultations with the Owner on selection of artwork, commissioning and/or completion of the artwork and integration with the overall design of the Project.

#### **D. Bidding Phase**

Upon notification of the Owner's approval of the Services performed by the Architect under the Construction Documents Phase, and upon written authorization from the Owner to proceed, the Architect shall:

1. Furnish the Owner with one fully reproducible set of the Construction Documents, including working drawings and specifications, complete as required for bid and construction purposes (for additional copies, see Section VIII, Additional Services).
2. Assist the Owner in soliciting bids.
3. Review the bids and assist in recommending the award of Construction Contract(s) for the Work.
4. Coordinate with the City of Monmouth to ensure that all plan review/building permit criteria are reflected in the final bid documents.
5. Attend the pre-bid conference at the Project site.
6. If the lowest acceptable bid exceeds the Direct Construction Cost allowance authorized by the Owner by 10%, then at the Owner's request, and at no additional cost to the Owner, the Architect shall modify the drawings and specifications in order that new bids may be solicited and a Construction Contract award made within said allowance, consistent with the requirements of Section I.F.4 above.
7. In the event that the Contractor for the Project is a CM/GC, the Architect shall perform the following Services associated with this Bidding Phase and preparation of the probable Direct Construction Cost of the Project:
  - a. Assist the Owner and the CM/GC in soliciting subcontractor bids; and
  - b. In the event the direct construction cost estimates exceed the Owner's direct construction cost budget, revise the Project design to allow construction of the Project within Owner's

budget.

### **E. Construction Administration Phase**

Commencing with the Owner's issuance of a notice-to-proceed for construction of the Project, the Architect shall:

1. Attend the pre-construction conference at the Project site.
2. Provide general administration of the Work as contemplated by the provisions of the Construction Contract including assisting the Owner with evaluation of the feasibility of the Contractor-provided project time schedule.
3. Make periodic visits to the Project site with such frequency as to ascertain the progress and quality of the Work, attend progress meetings with the Contractor, determine in general if the Work is proceeding in accordance with the Construction Documents, and submit a written report to the Owner. Such observation by the Architect is to be distinguished from the continuous surveillance by the Owner's authorized representative or project manager. Submit to the Owner's project manager a written report within five (5) business days of each visit, with copies of each report to the Contractor.
4. Arrange for periodic visits of Consultants to make similar determinations with respect to mechanical and other Work, as applicable.
5. Review and approve or take appropriate action regarding shop drawings and samples submitted by the Contractor; such actions by Architect shall be taken with reasonable promptness to cause no delay in the Work.
6. Prepare any supplemental drawings or large-scale details needed to clarify the Construction Documents.
7. Respond promptly to requests from the Contractor for assistance with unforeseen problems so as to minimize the Owner's exposure to claims for delay.
8. Advise and consult with the Owner, issuing appropriate instructions to the Contractor.
9. Check proposed costs of any modifications to the Construction Contract and recommend acceptance or rejection to the Owner. Owner will prepare written change orders.
10. Endeavor to guard the Owner against defects and deficiencies in the Work of the Contractor.
11. Notify the Owner of any Work which does not conform to the Construction Documents and recommend to the Owner that the Contractor stop the Work whenever, in the Architect's opinion, it may be necessary for the proper performance of the Construction Contract.
12. Issue certification to the Owner and the Contractor when all terms of the Construction Contract have been fulfilled to the Architect's satisfaction.

13. Conduct on-site observations to determine the date of final completion, receive written guarantees and related documents assembled by the Contractor and issue recommendation for final acceptance and payment.
14. Assist the Owner in the implementation of the State of Oregon's "1% For Art Program", as applicable.
15. Upon completion of the Work, the Architect shall, at no additional cost to the Owner, update CAD drawings (plans only) and submit the appropriate compact discs (including "bookplans" of the construction area made to Western Oregon University standards) compatible with Autocad 2006- along with one set of 3 mil mylar drawings reflecting significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect (the "Record Documents").
16. Review the completed Project near the end of any applicable warranty period(s) in order to identify defects of materials or workmanship and issue a written report to the Owner.

## VIII. ADDITIONAL SERVICES

- A. Copies of Construction Documents.** All copies of Construction Documents shall be furnished by the Architect upon the written request of the Owner, and will be reimbursed at the cost of reproduction if in excess of the number specified in **Section VII** hereof.
- B. Conditions Required to Support Additional Compensation.** The Architect shall be paid, subject to executed amendments or supplements, for extra expenses and services involved if:
  1. Substantial changes are ordered by the Owner after the Owner has acknowledged the acceptance of one or more of the planning phases described above (except changes which are ordered for the purpose of maintaining the Direct Construction Cost of the Project within the allowance specified in Section D).
  2. Damage occurs as a result of fire or other casualty to the structure.
  3. The Contractor becomes delinquent or insolvent.
  4. The Architect's attendance is required at City of Monmouth public and/or planning board presentations.
  5. The Owner requests detailed demolition drawings of existing structure(s) or if documentation must be made for salvage of existing materials, except as may be required to ensure that new construction may be fit to existing construction.
  6. The Owner requests the selection and specification of furnishing(s) outside the scope of the Projects' direct construction allowance;
  7. The Owner requests Additional Services not identified under the Basic Services provision of

this Agreement, such as study models, renderings, etc.;

8. The Owner requests that the Architect provide design Services associated with specialized signage for the Project;
9. Perform all necessary Services related to the selection and installation of new furniture purchased by the Owner for the Project.
10. Prepare any specifications required as part of the installation of the Owner's new furniture at the Project; and
11. Prepare furniture plans for the Owner's use, related to coordinating, moving refinishing and relocating existing furniture at the Project site.

**C. Payments at the time of Abandonment or Suspension.** If any Services performed by the Architect are abandoned or suspended, the Architect shall be paid for the Services rendered, under the provisions and limitations of **Section I.G** and **Section IV**, in proportion to the amount of Services performed at the time of suspension or abandonment, provided the initiative for such abandonment or suspension is by the Owner and does not result from a design error of the Architect, a bid overrun, or other breach or default by the Architect.

## **IX. SURVEY, BORINGS AND TESTS**

The Owner shall, so far as the Services under this Agreement may require, furnish the Architect the following information:

- A. Survey.** A complete and accurate survey of the Project site, giving the grades and lines of streets, pavements, and adjoining properties and/or scale drawings reasonably representing existing conditions;
- B. Project Site Conditions; Utilities.** The rights, restrictions, easements, boundaries, and contours of the Project site and full information as to sewer, water, gas and electrical service, existing utility tunnels, lines, etc. on site;
- C. Geotechnical Reports.** Geotechnical investigation reports with recommendations for soil bearing capacities.

The Owner will pay for chemical, mechanical or other tests when required. The Owner does not warrant the accuracy of any of the information so provided. The Architect will not be held responsible for errors due to inaccuracy of any of the information so provided.

## **X. ARCHITECT'S RESPONSIBILITIES IN REGARD TO ASBESTOS AND OTHER HAZARDOUS SUBSTANCES**

It is envisioned that this Project will not involve the removal of and destruction of asbestos, asbestos-related materials, hazardous substances or other hazardous materials (collectively the "Hazardous Substances"). It is understood and agreed that the Owner will contract separately for the identification

and removal of any Hazardous Substances, either prior to the commencement of this Project or at such time as such Hazardous Substances are detected. It is understood and agreed that the Architect shall not and does not prescribe any safety measure or abatement procedure and is not responsible for any act or omission relating to the acts of the Owner and/or professional consultant and/or the contractor and/or subcontractor which the Owner selects relating to the abatement of such Hazardous Substances.

## **XI. INSURANCE PROVISIONS**

During the term of this Agreement, Architect shall maintain in full force and at its own expense each insurance coverage or policy noted below, from insurance companies or entities with an A.M. Best rating of A- or better that are authorized to transact the business of insurance and issue coverage in the State of Oregon,:

- A. Workers' Compensation** - All employers, including Architect, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Oregon workers' compensation coverage, unless such employers are exempt under ORS 656.126. Architect shall ensure that each of its Consultants and subcontractors complies with these requirements.
- B. Commercial General Liability** - Architect shall secure Commercial General Liability insurance with a combined single limit of not less than \$2,000,000 each occurrence/\$4,000,000 annual aggregate for bodily injury and property damage. It shall include personal injury coverage and contractual liability coverage for the indemnity provided under this Agreement.
- C. Automobile Liability** - Architect shall secure Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence, for bodily injury and property damage, including coverage for all owned, hired, or non-owned vehicles, as applicable. This coverage may be written in combination with the Commercial General Liability Insurance.
- D. Professional Liability/Errors & Omissions** - Architect shall provide the Owner with proof of coverage for Professional Liability/Errors & Omissions insurance covering any damages caused by any negligent error, omission, or any act for the Project, its plans, drawings, specifications and/or project manual, and all related work product of the Architect. The policy may be either a practice based policy or a policy pertaining to the specific Project. Professional Liability insurance to be provided shall have a combined single limit of not less than \$2,000,000 per claim, incident or occurrence \$2,000,000 annual aggregate.
- E. "Tail" Coverage.** If any of the required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of the Agreement for a duration of 24 months or the maximum time period available in the marketplace if less than 24 months. Architect will be responsible for furnishing certification of "tail" coverage as described or continuous "claims made" liability coverage for 24 months following Owner's acceptance of and final payment for the Architect's Services. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this agreement. This will be a condition of the final acceptance of Work or Services and related warranty, if any.
- F. Certificate of Insurance.** Prior to the signature by the Owner to this Agreement, Architect shall

furnish to the appropriate university official Certificates of Insurance as evidence of the insurance coverages required under this Agreement. The certificate(s) shall provide that the insurance policies have been endorsed/amended so that the insurance company or companies shall give a 30 calendar day notice (without reservation) to the Owner's representative set forth in **Section XXX** below if the applicable policy is canceled or materially changed, or if the aggregate limits have been reduced. The certificate(s) should state specifically that the insurance is provided for this Agreement. Insuring companies are subject to acceptance by the Owner.

**G. Additional Insured.** The Certificates of Insurance, except for Workers' Compensation and Professional Liability/Errors & Omissions, shall provide that the policies have been endorsed/amended so that the State of Oregon, the Owner, and its institutions, officers, and employees are Additional Insured with respect to the Architect's Services to be provided under this Agreement.

## **XII. INDEMNITY**

- A. Claims for Other Than Professional Liability.** Architect shall indemnify, hold harmless and defend the Owner and its colleges and universities and any public agencies for which Services are performed under this Agreement as supplemented or amended, and their officers, agents, employees and members from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of whatsoever nature resulting from, arising out of, or relating to the activities of the Architect or the Architect's Consultants, partners, joint venturers, subcontractors, officers, agents or employees acting under or pursuant to this Agreement or any supplement or amendment hereto.
- B. Claims for Professional Liability.** Architect shall save, defend, indemnify and hold harmless the Owner and its colleges and universities and any public agencies for which Services are to be performed under this Agreement as supplemented or amended, and their officers, agents, employees and members from and against all claims, suits or actions, losses, damages, liabilities, costs and expenses of whatsoever nature resulting from, arising out of or relating to the professional negligent acts, errors or omissions of Architect or its Consultants, partners, joint venturers, subcontractors, officers, agents or employees acting under or pursuant to this Agreement or any supplement or amendment hereto.
- C. Owner Defense Requirements.** Notwithstanding the foregoing defense obligations of the Architect, neither the Architect nor any attorney engaged by the Architect shall defend any claim in the name of the Owner, the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the Owner, the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The Owner may, at anytime at its election assume its own defense and settlement in the event that it determines that the Architect is prohibited from defending the Owner, that Architect is not adequately defending the Owner's interests, or that an important governmental principle is at issue or that it is in the best interests of the Owner to do so. The Owner reserves all rights to pursue any claims it may have against the Architect if the Owner elects to assume its own defense.
- D. Agency's Actions.** Sub-sections A. and B. above do not include indemnification by the Architect of the Owner for the Owner's activities, whether related to this Agreement or otherwise.

### **XIII. LIMITATION OF LIABILITIES**

Except for any liability of the Architect arising under or related to the Architect's failure to perform according to the standard of care or any other liability arising under or related to the Architect's representations and warranties under **Section II** of this Agreement, neither Party shall be liable for any indirect, incidental, consequential or special damages under this Agreement or any damages of any sort arising solely from the termination of this Agreement in accordance with its terms.

### **XIV. [RESERVED]**

### **XV. OWNERSHIP AND USE OF WORK PRODUCT OF ARCHITECT**

- A. Work Product.** Copies of plans, specifications, reports, or other materials required to be delivered under this Agreement ("Work Product") shall be the exclusive property of Owner. The Owner and the Architect intend that such Work Product be deemed "Work made for Hire", of which the Owner shall be deemed the author. If for any reason such Work Products are not deemed "Work made for Hire", the Architect hereby irrevocably assigns to the Owner all of its right, title and interest in and to any and all of such Work Products, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. The Architect shall execute such further documents and instruments as the Owner may reasonably request in order to fully vest such rights in the Owner. The Architect forever waives any and all rights relating to such Work Product, including without limitation, any and all rights arising under 17 USC 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use of subsequent modifications.
- B. Architect's Use of Work Product.** The Architect, despite other conditions of this Section, shall have the right to utilize such Work Product on its brochures or other literature that it may utilize for its sales and in addition, unless specifically otherwise exempted, the Architect may use standard line drawings, specifications and calculations on other unrelated projects.
- C. Owner Reuse or Modification of Work Product.** If the Owner reuses or modifies the Work Product without the Architect's involvement or prior written consent, to the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, the Owner shall indemnify, within the limits of the Tort Claims Act, the Architect against liability for damage to life or property arising from the State's reuse or modification of the Work Product, provided the Owner shall not be required to indemnify the Architect for any such liability arising out of the wrongful acts of the Architect or the Architect's officers, employees, Consultants, subcontractors, or agents.

## **XVI. SUCCESSORS AND ASSIGNS**

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns. After the original Agreement is executed, Architect shall not enter into any new Consultant agreements for any of the Services scheduled under this Agreement or assign or transfer any of its interest in or rights or obligations under this Agreement, without Owner's prior written consent. In addition to any provisions Owner may require, Architect shall include in any permitted Consultant agreement under this Agreement a requirement that the Consultant be bound by **Sections XI-INSURANCE, XII-INDEMNITY, XIII-LIMITATION OF LIABILITIES, XV-OWNERSHIP AND USE OF WORK PRODUCT OF ARCHITECT, XVIII-MEDIATION, XIX-TERMINATION OF AGREEMENT; NON-AVAILABILITY OF FUNDS, XX-TAX COMPLIANCE, XXII-FOREIGN CONTRACTOR, XXIII-COMPLIANCE WITH APPLICABLE LAWS, XXIV-GOVERNING LAW; VENUE; CONSENT TO JURISDICTION, XXV-INDEPENDENT CONTRACTOR STATUS OF ARCHITECT, XXVI-ACCESS TO RECORDS and XXIX-NO WAIVER** of this Agreement.

## **XVII. NO THIRD PARTY BENEFICIARIES**

Owner and Architect are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

## **XVIII. MEDIATION**

Architect and Owner, in an effort to resolve any conflicts that may arise during the design or construction of the Project or following the completion of the Project, agree that all disputes between them arising out of or relating to this Agreement or any supplements hereto, shall be submitted to non-binding mediation unless the parties mutually agree otherwise. Architect further agrees to include a similar provision in all agreements with Consultants retained for the Project, thereby providing for mediation as the primary method for dispute resolution between the Parties to those agreements. All Parties agree to exercise their best effort in good faith to resolve all disputes in mediation.

Each Party will pay its own costs for the time and effort involved in mediation. The cost of the mediator shall be shared equally by all Parties to the dispute.

## **XIX. TERMINATION OF AGREEMENT; NON-AVAILABILITY OF FUNDS**

- A. Mutual Agreement.** The Owner and the Architect, by mutual written agreement, may terminate this Agreement at any time. The Owner, on 30 days written notice to the Architect, may terminate this Agreement for any reason deemed appropriate in its sole discretion.
- B. Termination by Owner.** Owner may terminate this Agreement, in whole or in part, immediately upon notice to Architect, or at such later date as Owner may establish in such notice, upon the occurrence of any of the following events:

1. Owner fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to pay for Architect's Services;
2. Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Services performed under this Agreement are prohibited or Owner is prohibited from paying for such Services from the planned funding source;
3. Architect no longer holds any license or certificate that is required to perform the Services;
4. Architect commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform the Services under this Agreement within the time specified herein or any extension thereof, or so fails to perform the Services as to endanger Architect's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within 10 business days after delivery of Owner's notice, or such longer period of cure as Owner may specify in such notice.

**C. Owner Funding.** Owner reasonably believes that sufficient funds are anticipated to pay all amounts due hereunder and hereby covenants and agrees that it will use its best efforts to obtain and properly request and pursue funds from which payments hereunder may be made, including making provisions for such payments to the extent necessary in the budget submitted for the purpose of obtaining funds and using its best efforts to have such budget approved. It is Owner's intention to make all payments due hereunder if funds are legally available therefore and in that regard Owner represents and warrants to Architect that this agreement is important to Owner's efficient and economic operation. If, despite the above, Owner is not allotted sufficient funds for the next succeeding fiscal period by appropriation, appropriation limitation, grant, or other funds source lawfully available to it for such purposes to continue the Project and make payments hereunder, Owner may terminate this Agreement, by notice to Architect, without penalty, effective at the end of the current fiscal period for which funds have been allocated and if not so terminated Owner will remain fully obligated for all amounts owing hereunder. Such termination shall not constitute an event of default under any other provision of the Agreement, but Owner shall be obligated to pay all charges incurred through the end of such fiscal period. Owner shall give Architect notice of such non-availability of funds within thirty (30) days after it received notice of such non-availability.

**D. Effect of Termination.** In the event of termination of this Agreement:

1. Pursuant to **Subsections A, B.1 or B.2** above, the Owner, using the Schedule of hourly rates set forth in **Section III**, and within the limitations specified in Section V shall compensate the Architect for all Services performed prior to the termination date, together with reimbursable expenses then due, and such amounts shall immediately become due and payable.
2. Pursuant to **Subsections B.3 or B.4** above, the Owner shall have any remedy available to it under this Agreement or at law or in equity. Such remedies are cumulative and may be pursued separately, collectively and in any order.
3. For any reason, the Architect shall immediately cease performance of Services under this Agreement, unless Owner expressly directs otherwise in the notice of termination, and shall

provide to the Owner all plans, specifications, CAD drawings on compact discs, Mylar drawings, and all documents, information, works-in-progress or other property that are or would be deliverables had this Agreement been completed.

4. For any reason, the Architect shall be responsible to the Owner for the quality of its Services and work product through the date of termination.

## **XX. TAX COMPLIANCE CERTIFICATION**

By signature on this Agreement, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of the Architect and that the Architect is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816, ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

## **XXI. DISCLOSURE OF SOCIAL SECURITY NUMBER**

Architect must provide Architect's Social Security number unless Architect provides a federal tax ID number. This number is requested pursuant to ORS 305.385 and OAR 150-305.100. Social Security numbers provided pursuant to this authority will be used for the administration of state, federal and local tax laws.

## **XXII. FOREIGN CONTRACTOR**

If Architect is not domiciled in or registered to do business in the State of Oregon, Architect shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. Architect shall demonstrate its legal capacity to perform the Services under this Agreement in the State of Oregon prior to entering into this Agreement.

## **XXIII. COMPLIANCE WITH APPLICABLE LAW**

Architect agrees to comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the Services to be provided under this Agreement. Architect specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Architect also shall comply with the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws. Failure or neglect on the part of Architect to comply with any or all such laws, ordinances, rules, and regulations shall not relieve Architect of these obligations nor of the requirements of this Agreement. Architect further agrees to make payments promptly when due, to all persons supplying to such Architect labor or materials for the performance of the Services to be provided under this Agreement; pay all contributions or amounts due the Industrial Accident Fund from such contractor incurred in the performance of this Agreement; not permit any lien or claim to be filed or prosecuted against the State on account of any labor or material furnished; and pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Architect fails or refuses to make any such payments required herein, the appropriate Institution official may pay such claim. Any payment of a claim in the manner

authorized in this Section shall not relieve the Architect or Architect's surety from obligation with respect to any unpaid claims. Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Oregon Building Codes require all new construction to be totally accessible to people with physical limitations. Owner expects that all spaces in designs for new facilities and in remodel projects will be accessible to people with physical limitations.

#### **XXIV. GOVERNING LAW; VENUE; CONSENT TO JURISDICTION**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between Owner and Architect that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether based on sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution or otherwise. **ARCHITECT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.**

#### **XXV. INDEPENDENT CONTRACTOR STATUS OF ARCHITECT**

- A. Architect as Independent Contractor.** Architect shall perform all required Services as an independent contractor. Although Owner reserves the right (i) to determine (and modify) the delivery schedule for the Services to be performed and (ii) to evaluate the quality of the completed performance, Owner cannot and will not control the means or manner of Architect's performance. Architect is responsible for determining the appropriate means and manner of performing the Services.
- B. Agency Status.** Architect is not an officer, employee, or agent of the State or Owner as those terms are used in ORS 30.265.
- C. Benefits; Payment of Taxes.** Architect is not a contributing member of the Public Employee's Retirement System and will be responsible for any federal or state taxes applicable to any compensation or payments paid to Architect under this Agreement. Architect will not be eligible for any benefits from these Agreement payments of federal Social Security, unemployment insurance or worker's compensation, except as a self-employed individual. If this payment is to be charged against federal funds, the Architect certifies that it is not currently employed by the federal government.

#### **XXVI. ACCESS TO RECORDS**

For not less than three (3) years after the termination or full performance of this Agreement, the Owner, the Secretary of State's Office of the State of Oregon, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of the Architect and the Consultants which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts. If for any reason, any part of this Agreement, or any resulting construction

contract(s) is involved in litigation, Architect shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. The Architect will provide full access to such documents in preparation for and during any such litigation.

**XXVII. SEVERABILITY**

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

**XXVIII. FORCE MAJEURE**

Neither party shall be held responsible for delay or default caused by fire, riot, acts of God, and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

**XXIX. NO WAIVER**

The failure of the Owner to enforce any provision of this Agreement shall not constitute a waiver by the Owner of that or any other provision.

**XXX. NOTICE; PARTIES' REPRESENTATIVES**

Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to Architect or Owner at the address or number set forth below, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section. Any notice so addressed and mailed shall be deemed to be given five (5) calendar days after the date of mailing. Any notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against Owner, such facsimile transmission must be confirmed by telephone notice to Owner's Representative named below. Any notice by personal delivery shall be deemed to be given when actually delivered. Regular, day-to-day communications between the Parties may be transmitted through one of the methods set forth above, in person, by telephone, by e-mail, or by other similar electronic transmission.

Representatives for the Architect and the Owner for purposes of notice and for other specific purposes provided for under this Agreement are:

**Architect:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Owner Contact:** Thomas W. Neal **Telephone:** 503 838-8043

**Address:** Western Oregon University, 345 N. Monmouth Ave, Monmouth, OR 97361

**XXXI. CONFIDENTIALITY.**

Architect shall maintain the confidentiality of information of Owner, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent Architect from establishing a claim or defense in an adjudicatory proceeding. Architect shall require the Consultants to execute similar agreements to maintain the confidentiality of information of Owner.

**XXXII. CONFLICT OF INTEREST.**

Except with Owner's prior written consent, Architect shall not engage in any activity, or accept any employment, interest or contribution that would or would reasonably appear to compromise Architect's professional judgment with respect to this Project, including without limitation, concurrent employment on any project in direct competition with the Project, and will provide copies of any such agreements within ten (10) days of the full execution of such agreements.

**XXXIII. SURVIVAL**

All rights and obligations shall cease upon termination or full performance of this Agreement, except for the rights and obligations set forth in **Sections II** Architect's Standard of Care; Representations and Warranties, **XII** Indemnity, **XIII** Limitation of Liabilities, **XV** Ownership and Use of Work Product of Architect, **XIX** Termination of Agreement; Non-Availability of Funds, **XXIV** Governing Law; Venue; Consent to Jurisdiction, **XXVI** Access to Records, **XXXI** Confidentiality, and **XXXIII** Survival.

**XXXIV. COUNTERPARTS**

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

**XXXV. MERGER CLAUSE**

THIS AGREEMENT AND ANY ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES ON THE SUBJECT MATTER HEREOF. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIED INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. ARCHITECT, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS AGREEMENT AND THE ARCHITECT AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IN WITNESS HEREOF, the parties have duly executed this Agreement as of the Effective Date.

\_\_\_\_\_  
Architect

By \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

STATE OF OREGON ACTING BY AND  
THROUGH THE STATE BOARD OF HIGHER  
EDUCATION, on behalf of \_\_\_\_\_  
University, Owner

By \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

APPROVED AS TO LEGAL SUFFICIENCY:

\_\_\_\_\_  
\_\_\_\_\_, Assistant Attorney General

Date \_\_\_\_\_

**EXHIBIT 1**

**ARCHITECT'S KEY PERSONNEL AND CONSULTANTS**

**Key Personnel**

Principal: \_\_\_\_\_

Senior Architectural Designer: \_\_\_\_\_

Architectural Designer: \_\_\_\_\_

Urban Designer: \_\_\_\_\_

Sr. Project Manager: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Production Personnel/Project Architect: \_\_\_\_\_

Senior Interior Designer: \_\_\_\_\_

Interior Designer: \_\_\_\_\_

Clerical: \_\_\_\_\_

**Consultants**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

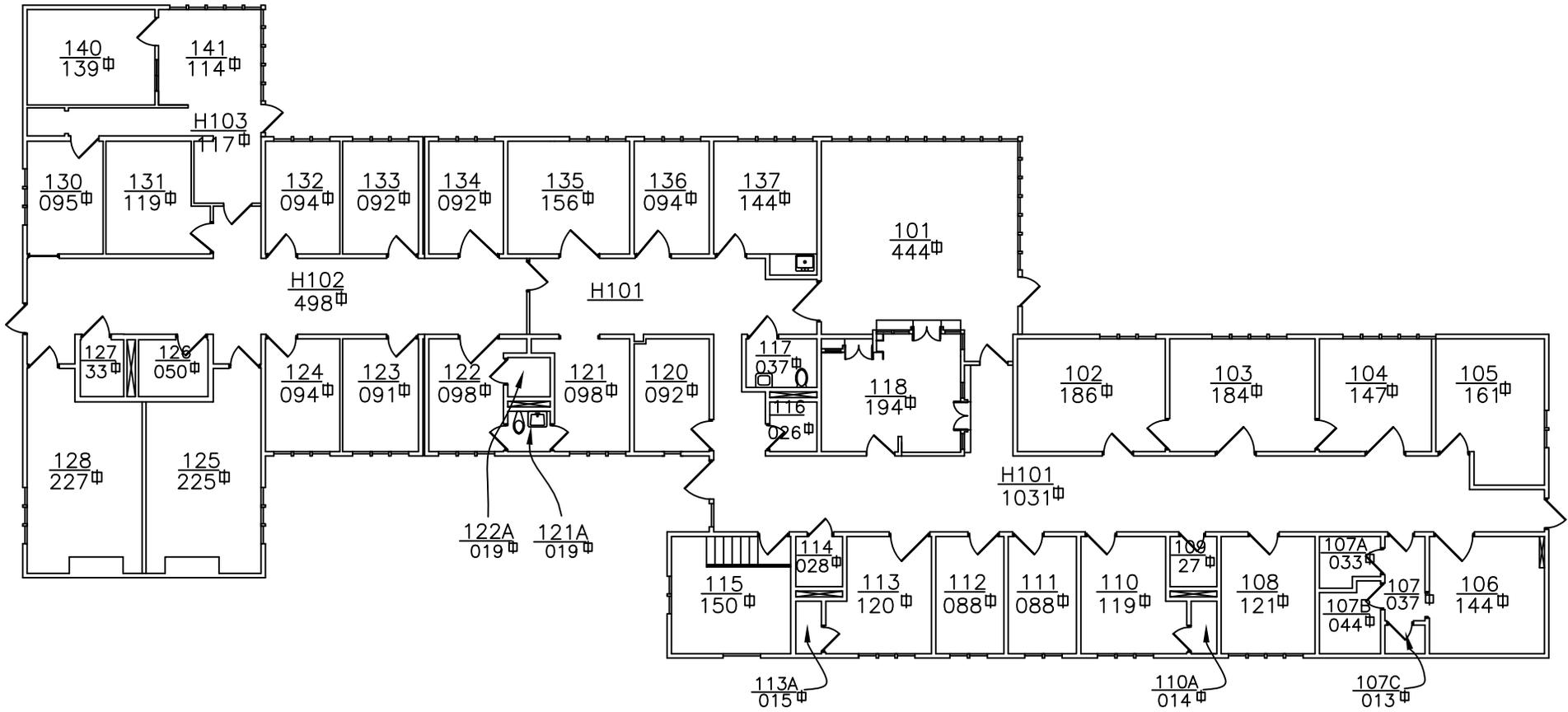
Room Schedule			
Number	Name	Function	Net Area
150	CORRIDOR	Circulation	829 ft <sup>2</sup>
150A	WAITING	Public	55 ft <sup>2</sup>
150B	STAFF ENTRY	Circulation	246 ft <sup>2</sup>
151	I.T.	Building Support	111 ft <sup>2</sup>
152	STORAGE	Building Support	72 ft <sup>2</sup>
153	ASSISTANT	Administration	88 ft <sup>2</sup>
154	WORK	Staff Support	120 ft <sup>2</sup>
155	TOILET	Public	50 ft <sup>2</sup>
156	TOILET	Public	50 ft <sup>2</sup>
157	CONFERENCE	Public	445 ft <sup>2</sup>
158	OFFICE	Staff	165 ft <sup>2</sup>
159	OFFICE	Staff	165 ft <sup>2</sup>
160	OFFICE	Staff	165 ft <sup>2</sup>
161	ASSISTANT	Staff	91 ft <sup>2</sup>
162	ASSISTANT	Staff	86 ft <sup>2</sup>
163	STAFF	Staff	215 ft <sup>2</sup>
164	OFFICE	Staff	160 ft <sup>2</sup>
165	OFFICE	Staff	160 ft <sup>2</sup>
166	DIRECTOR	Administration	180 ft <sup>2</sup>
167	MECHANICAL	Building Support	302 ft <sup>2</sup>
Grand total			3755 ft <sup>2</sup>

**Function**

- Administration
- Building Support
- Circulation
- Public
- Staff
- Staff Support



# ATTACHMENT C



STUDENT HEALTH AND  
COUNSELING  
CENTER  
3-26-2013

ATTACHMENT D

