Dallas City Council Agenda

Monday, October 18, 2010, 7:00 p.m.
Mayor Jim Fairchild, Presiding
Dallas City Hall
187 SE Court Street
Dallas, Oregon 97338

All persons addressing the Council will please use the table at the front of the Council. All testimony is electronically recorded. If you wish to speak on any agenda item, please sign in on the provided card.

	ITEM	RECOMMENDED ACTION
1.	ROLL CALL	
2.	PLEDGE OF ALLEGIANCE	
3.	QUESTIONS OR COMMENTS FROM THE AUDIENCE *This time is provided for citizens to address the Council or introduce items for Council consideration on any matters other than those on the agenda.*	
4.	PUBLIC HEARINGS *Public comment will be allowed on items appearing on this portion of the agenda following a brief staff report presenting the item and action requested. The Mayor may limit testimony.* *THERE ARE NO PUBLIC HEARINGS SCHEDULED.*	
5.	CONSENT AGENDA *The following items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.* a. Approve October 4, 2010 City Council Minutes p. 3	
6.	ITEMS REMOVED FROM CONSENT AGENDA	
7.	REPORTS OR COMMENTS FROM THE COUNCIL MEMBERS	
8.	REPORTS FROM CITY MANAGER AND STAFF	
	a. Award Engineering Services contract for Fire Station seismic upgrades p. 6	Motion
	b. Industrial property update	Presentation
	c. City Manager's evaluation procedure p. 27	Discussion
	d. Other	

City Council

Mayor
Jim Fairchild

Council President
Brian Dalton

Councilor
Warren Lamb

Councilor
Jackie Lawson

Councilor
Kevin Marshall

Councilor
Wes Scroggin

Councilor
David Shein

Councilor
David Voves

Councilor
LaVonne Wilson

Councilor
Ken Woods, Jr.

Staff

City Manager
Jerry Wyatt

Asst. City Manager
Kim Marr

City Attorney
Lane Shetterly

Community Development Director
Jason Locke

Finance Director
Cecilia Ward

Fire Chief
Bill Hahn

Police Chief
John Teague

Public Works Director
Fred Braun

City Recorder
Emily Gagner

Our Vision

Our vision is to foster an environment in which Dallas residents can take advantage of a vital, growing, and diversified community that provides a high quality of life.

Our Mission

The mission of the City of Dallas is to maintain a safe, livable environment by providing open government with effective, efficient, and accountable service delivery.

Our Motto

Commitment to the Community.
People Serving People.

Dallas City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Manager's Office, 503-831-3502 or TDD 503-623-7355.

9.	RESOLUTIONS	
	a. Resolution No. 3210: A Resolution establishing permit fees for the Oregon Solar Installation Specialty Code and repealing prior conflicting Resolutions. p. 31	Roll Call Vote
10.	FIRST READING OF ORDINANCE	
	a. Ordinance No. 1730: An Ordinance amending Dallas City Code Section 7.500 to 7.545 relating to garage sales; and repealing conflicting provisions. p. 32	First Reading
11.	SECOND READING OF ORDINANCE	
12.	OTHER BUSINESS	
13.	ADJOURNMENT	

DALLAS CITY COUNCIL
Monday, October 4, 2010
Council Chambers

The Dallas City Council met in regular session on Monday, October 4, 2010, at 7:01 p.m. in the Council Chambers of City Hall with Mayor Jim Fairchild presiding.

ROLL CALL AND PLEDGE OF ALLEGIANCE

Council members present: Council President Brian Dalton, Councilor Warren Lamb, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein, Councilor David Voves, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr.

Also present were: City Manager Jerry Wyatt, Acting City Attorney Teresa Ozias, Community Development Director Jason Locke, Police Chief John Teague, Public Works Director Fred Braun, Assistant City Manager Kim Marr, and Recording Secretary Emily Gagner.

Mayor Fairchild led the Pledge of Allegiance.

QUESTIONS OR COMMENTS FROM THE AUDIENCE

Mayor Fairchild asked for questions or comments from the audience on items other than those on the agenda.

Steven DeDominick, candidate for City Council, asked which four council seats would be terminating at the upcoming election. Mayor Fairchild explained four seats were up this year, with five seats up in two years. He stated Mr. Woods', Mr. Shein's, Mrs. Lawson's, and Mr. Lamb's seats were all becoming vacant.

PUBLIC HEARINGS

CONSENT AGENDA

Councilor Woods asked about the OLCC application for Blondie's. He indicated the outside hours were listed from 7 a.m. to 2:30 a.m. and he'd never seen that before. Mr. Wyatt stated there is an outside area that has been used in the past. Council President Dalton noted the application mentions the outside area is behind a seven foot fence so it is separated from the public and the parking lot.

Councilor Lawson asked to remove the OLCC application for Tony's Place from the Consent Agenda.

It was moved by Councilor Shein and seconded by Councilor Voves to approve the Consent Agenda with the one item removed. The motion carried unanimously.

Items approved by the Consent Agenda were: a) approve September 20, 2010 City Council minutes; b) approve OLCC application for change of ownership – Blondie's; c) acknowledge report of September 27 Administrative Committee meeting; d) acknowledge report of September 27 Building and Grounds Committee meeting; e) acknowledge report of September 14 Planning Commission meeting; and f) acknowledge report of September 16 Economic Development Commission meeting.

ITEMS REMOVED FROM CONSENT AGENDA

<u>OLCC Application for Change of Ownership – Tony's Place</u>

Councilor Lawson declared an actual conflict of interest and withdrew from further action on the application. It was moved by Council President Dalton and seconded by Councilor Shein to recommend to the OLCC that the license be granted for a change of ownership for Tony's Place. The motion carried unanimously with Council President Brian Dalton, Councilor Warren Lamb, Councilor Kevin Marshall, Councilor Wes Scroggin, Councilor David Shein, Councilor David Voves, Councilor LaVonne Wilson, and Councilor Ken Woods, Jr. voting yes. Councilor Lawson did not participate in the vote because of her declared actual conflict of interest.

REPORTS OR COMMENTS FROM COUNCIL MEMBERS

DRAFT

GOVERNOR'S FITNESS LEADERSHIP AWARD PRESENTATION TO JIM DENT

Mayor Fairchild presented the Governor's Fitness Leadership Award to Jim Dent, noting Mr. Dent was a teacher at Lyle Elementary for many years. Mayor Fairchild read his letter (attached to the minutes as exhibit A) nominating Mr. Dent.

REPORTS FROM CITY MANAGER AND STAFF

CODE ENFORCEMENT UPDATE

Mr. Wyatt explained that code enforcement involves every department within the City. He noted reports are generated through web page complaints, phone calls, site visits, and employee's reports of concerns and those typically go through directly to the responsible department. He indicated all code enforcement reports that come in are logged, verified, tracked, and followed up on through to resolution. Mr. Wyatt commented that the community had many more violations ten years ago than there were now.

Mr. Locke reported code enforcement is a collaborative effort. He reviewed the types of cases most commonly reported. Mr. Locke explained the City's philosophy is to obtain compliance; staff is not interested in issuing citations and bringing people to municipal court. He noted only five or six cases could not be brought into compliance and were taken to court. He added staff will work with and take into account property owners' circumstances when dealing with compliance issues. He acknowledged public safety and public health issues were dealt with more quickly than other issues. Mr. Locke advised the Code Enforcement Officer works less than half time so he works as efficiently as he can. Councilor Shein asked if there was a substantial backlog of places in violation that haven't been dealt with because of the limited resources. Mr. Locke stated there was not a significant backlog, but there was a prioritization of cases. Council President Dalton asked if repeat offenders were dealt with more vigorously. Mr. Locke confirmed they were.

Mr. Wyatt explained there was a balance staff worked toward as far as how aggressively they pursued violations, noting if a letter was sent for every minor violation in town there would be a lot of angry people. He stated staff does take code enforcement seriously and want to ensure a high standard of living in the community.

Mayor Fairchild indicated staff does a good job finding the middle ground overall, noting some people's junk is another person's treasure.

MUNICIPAL JUDGE EVALUATION

Mr. Wyatt reviewed the staff report, noting the judge is appointed by the Council for a two-year term. He indicated he met with the judge to review the evaluation form and the judge feels it is adequate. Mr. Wyatt noted the judge stated he would like to see the Councilors come to his court room because he does realize he works for the Council. Mr. Wyatt reported that the judge would have a report for the Council in January, as requested by the Administrative Committee. Councilor Scroggin asked how complaints from citizens were handled. Mr. Wyatt stated he deals with them, noting he's only had two in the last two years. He added he explains to the citizens that the judge doesn't work for him and that they can appeal to the Council.

It was moved by Councilor Shein and seconded by Councilor Marshall to adopt the proposed Municipal Judge evaluation form as presented. The motion carried unanimously.

MERCER DAM COHO SALMON TRAP & HAUL PROGRAM

Mr. Wyatt reviewed the staff report, noting the project last year was determined to be very successful and was at no cost to the City. Mr. Braun confirmed there was no negative impact to the City.

It was moved by Councilor Voves and seconded by Councilor Shein to approve continuation of the fish trap and haul program at Mercer Dam. The motion carried unanimously.

DRAFT

OTHER

RESOLUTIONS

FIRST READING OF ORDINANCE

SECOND READING OF ORDINANCE

OTHER BUSINESS

There being no further business, the meeting adjourned at 7:33 p.m.

Read and approved this _____ day of _____ 2010.

_____
Mayor

ATTEST:

_____
City Manager

DRAFT

DALLAS CITY COUNCIL
REPORT

TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL

City of Dallas	**Agenda Item No.** **8 a**	**Topic:** Award engineering services contract for Fire Station seismic upgrades
Prepared By: Emily Gagner	**Meeting Date:** October 18, 2010	**Attachments:** Yes ■ No ☐
Approved By: Jerry Wyatt		

RECOMMENDED MOTION:

Motion to award the engineering services contract for Fire Station seismic upgrades to KPFF

BACKGROUND:

The City of Dallas was awarded a grant for seismic rehabilitation of the Fire Station earlier this year. In September, staff issued an RFP for the engineering services related to the project. We received ten proposals, which staff reviewed and rated. The proposal that was rated highest was from KPFF Consulting Engineers out of Portland, Oregon. Representatives from that firm will be available at the Council meeting on Monday night to answer any questions. A notice of intent to award was sent to all proposers and we have received no appeals to the decision.

FISCAL IMPACT:

The KPFF proposal was for $73,170

ATTACHMENTS:

Scoring sheet and copy of KPFF submittal

City of Dallas,Oregon
RFP For Engineering Services
Fire Station Seismic Rehabilitation
Bid Opening, September 29, 2010 1:30 PM

Proposer Name	Experience/ Qualifications *40 Pts*	COST *60 Pts*	**GRAND TOTAL** ***100 Pts***
KPFF Consulting Engineers	39	54	**93**
Miller Consulting Engineers	38	53	**91**
Ang Engineering	29	60	**89**
CIDA	36	55	**91**
James G. Pierson, Inc.	34	56	**90**
Wilson Associates	31	57	**88**
WDY	34	58	**92**
Endex Engineering	36	51	**87**
Evergreen Engineering	29	59	**88**
Nishkian Dean	39	52	**91**

PROPOSAL FOR ENGINEERING SERVICES

City of Dallas Fire Station Seismic Rehabilitation

September 29, 2010

kpff *Consulting Engineers*

111 SW Fifth Avenue, Ste 2500

Portland, Oregon 97204-3628

T: 503 227 3251

F: 503 227 7980

September 29, 2010

Jerry Wyatt, City Manager
City of Dallas
187 SE Court Street,
Dallas, OR 97338

Re: Consulting Engineering Services for the Seismic Rehabilitation of the Dallas Fire Station

Dear Mr. Wyatt and Members of the Selection Committee:

We are enthusiastic about the opportunity to assist the City of Dallas in the seismic rehabilitation of the Dallas Fire Station. We understand that the City requires an experienced, professional engineering team to complete this project and we are committed to providing these services. KPFF believes in a highly collaborative process and has assembled a seasoned team of professionals to successfully deliver your project on-time and within budget. We offer the following advantages:

- **Innovative Solutions:** After reviewing the goals of this project, the previous report, and brainstorming with our team, we believe that there are opportunities to improve upon the previous recommendations and provide a building with superior performance during an earthquake for the same or less construction costs. Please see our project approach for details.
- **Similar Seismic Rehabilitation Projects:** KPFF has completed work on numerous projects of similar scale and scope. We bring in-depth experience and current knowledge of innovative solutions to the seismic rehabilitation of existing buildings.
- **Strong Record of Success Delivering Projects on Schedule and Within Budget:** This long history of success is a direct result of our commitment to responsive service and our collaborative approach to project delivery.
- **Capability, Expertise and Availability:** With a staff of over 140 in our Portland office we are capable to take on projects of all sizes. Our diverse team will provide a level of commitment, service and communication essential to the delivery of a successful project.

As a Principal with KPFF, I am authorized to negotiate on KPFF's behalf and sign contracts. You have my personal commitment to providing the resources you need to successfully fulfill your obligations in the delivery of this project. We look forward to the opportunity to work with the City of Dallas.

I can be contacted at:

111 SW Fifth Avenue, Suite 2500, Portland, OR 97204, and
(503) 227-3251, fax (503) 274-4681, and craig.totten@kpff.com.

Sincerely,

Craig Totten, PE, SE, LEED AP
Principal

2. Table of Contents

3. Executive Summary	3
4. Statement of Understanding	5
5. Project Team and Qualifications	7
6. Approach to the Project and Schedule	14
7. Certification Statement	18
Cost Schedule	SEPARATE SEALED ENVELOPE

3. Executive Summary

KPFF is pleased to submit this proposal for engineering and architectural services associated with the seismic rehabilitation for the Dallas Fire Station.

Our proposal will address the following key aspects of the project:

- **Understanding** – We have made a thorough review of the Request for Proposals, the previous ASCE 31 Seismic Evaluation, and attended the pre-proposal meeting at the facility on July 9th. We understand that the City of Dallas requires the Fire Station to be functional and operational immediately after a major seismic event. The city has approximately $900,000 in grant money available to implement seismic upgrade work, which needs to be used efficiently. If practical, and as required by ORS 447.241, the City would also like to implement ADA upgrades to the facility. The City has also expressed a desire to have air-conditioning installed in some rooms if possible. We also understand that the facility is to remain operational during the rehabilitation work.

- **Project Approach** – Our team consists of structural engineers, geotechnical engineers, an architect, and mechanical engineers, all with extensive experience in similar projects throughout Oregon and the nation. These professionals will work collaboratively with the city to ensure that the project goals are met and the available funding is optimized. In addition to validating the previous ASCE 31 Seismic Evaluation of Existing Buildings study, we will perform an evaluation with the more current ASCE 41 Seismic Rehabilitation of Existing Buildings to ensure that the available upgrade dollars are being used in the most efficient manner. If approved by the City, an ADA study and an air conditioning feasibility study will be conducted. The results of these evaluations will be presented to the city in a workshop to allow the city to make an informed decision about what will be included in the final scope of the project.

- **Experience** – KPFF and our team partners have performed similar seismic rehabilitation work on over 200 projects around Oregon and the Northwest as well as nationally and internationally. From evaluations of the City of Portland's Fire Station 7 on the Willamette River to the 10-story US embassy building in Tokyo Japan, the KPFF team has extensive seismic evaluation and rehabilitation experience that allows us to efficiently use state-of-the-art methodologies to provide the optimum use of our clients available funding. KPFF has completed seismic rehabilitation projects while filling various roles on the project team. Our experience as project managers and subconsultants enables KPFF to successfully manage a multi-disciplinary team for this project.

- **Client Service** – Our approach to effective and collaborative client service is founded on our belief that successful projects are achieved as a result of frequent and open communication with our clients throughout the project. Throughout the design process, we will provide

Fire Station 28 Renovation, Portland, OR
**completed by John Sargent while at Hennebery Eddy*

Renovation of an historic single-company fire station located in the Rose City neighborhood of NE Portland. A larger garage was needed to accommodate newer fire trucks. The one hundred year old brick walls required seismic strengthening. A new structure was added facing Sandy Boulevard to house the apparatus bay, kitchen and dining areas. The original building was converted to sleeping rooms and public reception with a smaller garage for an air truck/medical response unit. The new and old structure were joined by a metal and glass "knuckle" housing the stair, fire pole, and elevator.

the City with frequent opportunities to evaluate project progress and provide input into the decision process.

- **Quality Product** – Work quality and cost control are managed through principal level input from the start of the project, during frequent design team reviews throughout the project, and before all deliverables. In addition to these measures, Blake Patsy will perform an independent peer review of the design at each milestone interval during design.

We believe that our extensive experience with similar projects and our dedication to client service will provide a successful project for both the Fire Department and the City of Dallas.

Dodge Park Comfort Station Renovation, Sandy, OR
**completed by Sargent Designworks*

Our Relevant Project Experience Includes

◊ *Projects using ASCE 31/41*

City of Portland, OR
911 Communications Center Renovation
Southeast Portland Police Precinct Renovation

University of Oregon, Eugene, OR
◊ Allen Hall Seismic Analysis, Structural Strengthening, Renovation and Addition

Portland Public Schools, Portland, OR
◊ Cleveland and Roosevelt High School Renovations

Crane Building, Portland, OR
◊ Renovation

Deschutes Brewery, Jim Stevens Building, Portland, OR
Renovation

University of Portland, OR
Donald P. Shiley Hall, School of Engineering, Renovation and Addition

Reed College, Portland, OR
Dorm Block Seismic Strengthening and Renovation, Reed College

Embassy Suites Hotel, Portland, OR
Seismic Strengthening and Renovation

City of Hood River County Library, Hood River, OR
Renovation and Seismic Strengthening

Port of Newport, Newport, OR
International Terminal Renovation

Clatsop Community College, Astoria, OR
Jerome Campus Redevelopment Phase I/II, Renovations of Towler and Patriot Halls

King Street and Burnside Building, Portland, OR
◊ Renovation and Seismic Retrofit

Multnomah County Elections Building, Portland, OR
Renovation

Portland State University, Portland, OR
◊ Lincoln Hall Renovation
◊ Ondine Residence Hall Seismic Analysis, Structural Strengthening and Renovation
◊ Memorial Center Renovation and Seismic Strengthening

Marcus Whitman Hotel, Walla Walla, WA
◊ Renovation, Seismic Analysis and Strengthening

◊ **Meier & Frank Building Renovation, Macy's and The Nines, Portland, OR**

Oregon State University, Corvallis, OR
Nash Hall Seismic Analysis, Structural Strengthening, and Renovation
The Gem Student Housing, Seismic Analysis, Structural Strengthening and Renovations
Hawley Hall Student Housing Renovation
◊ Apperson to Kearney Hall Renovation

City of Newberg, City Hall, OR
◊ Seismic Strengthening, Renovation and Addition

Portland Art Museum, Portland, OR
North Wing Renovation (The Mark Building)

Linfield College, McMinnville, OR
Northup Hall Seismic Upgrade and Renovation

◊ **Oregon Department of Transportation, Salem, OR**
Headquarters Renovation

Oregon State Department of Administrative Services, Salem, OR
Oregon State Library Renovation
Justice Building Renovation

City of Corvallis, Corvallis, OR
Osborn Aquatic Center Renovation and Addition

U.S. National Park Service, Mt. Rainier National Park, Paradise, WA
◊ Paradise Inn Seismic Analysis, Structural Strengthening, Renovation and Restoration

U.S. General Services Administration, Portland, OR
◊ Pioneer Courthouse Seismic Strengthening and Renovation

First Unitarian Church of Portland, Portland, OR
◊ Salmon Street Sanctuary Renovation

Powell's Bookstores, Portland, OR
Seismic Analyses and Renovations

The Avenue Lofts, Portland, OR
◊ Seismic Strengthening and Renovation

Portland Community College, OR
Willamette Block Building Renovation

Lewis & Clark College, Portland, OR
◊ Howard Hall ASCE 31 Evaluation

Oregon Health & Science University, Hillsboro, OR
Oregon National Primate Research Center Seismic Evaluations

Standard Plaza Building, Portland, OR
◊ Seismic Evaluation

{4. Statement of Understanding. The proposer shall include a detailed statement of understanding of the project and project deliverables.}

4. Statement of Understanding

The City of Dallas is seeking proposals for professional engineering services to provide final engineering analysis and develop designs for the planned seismic rehabilitation of the Dallas Fire Station, constructed around 1973. The rehabilitation will also include-non structural upgrades of selected mechanical equipment anchorages, glazing replacement, as well as possible ADA upgrades. KPFF understands that the city has approximately $900,000 in available funding for this project. Our design will be focused on making the best use of the available funding.

KPFF understands that a seismic evaluation and rehabilitation cost study was performed in 2009, based on the procedures contained in ASCE 31 Seismic Evaluation of Existing Structures. This evaluation identified a number of "non-compliant" items that would affect the structure's ability to withstand the forces generated by an earthquake.

The goal of the project is to make structural improvements to the existing Fire Station to meet the Immediate Occupancy Performance Level as defined by the ASCE 31 Seismic Evaluation of Existing Structures standard. This will improve the seismic performance of the building, with the intent being to provide a functional Fire Station in the aftermath of an earthquake. Upgrades to meet the requirements of the Americans with Disabilities Act will also be included in the proposed work if approved by the City.

The scope of the rehabilitation can be separated into three distinct areas:

1 – Structural Activities, including:

- Geotechnical investigation and report
- Installation of steel moment frames and associated footings
- Installation of steel straps, drag struts, and other diaphragm strengthening
- Anchorage of walls to floor and roof diaphragms

2 – Non-Structural Activities, including:

- ADA accessibility improvements (if approved by the City)
- Improved support and anchorage of the exterior brick veneer
- Anchorage of cabinets and mechanical equipment
- Flexible pipe connections at mechanical units
- Seismic restraint of piping and toxic substances
- Installation of shut-off valves

Gerding Theater at the Armory, Historic Renovation, Portland, OR
**completed by KPFF Consulting Engineers and GBD Architects*

KPFF provided structural and civil engineering services for the renovation of the historic Armory Building, originally built in 1891. The renovated building serves as a new home for Portland Center Stage. Work included the addition of a new stage and stage supports, seating, rehearsal hall, studio theatre, banquet hall, a costume shop, dressing rooms, administration, a ticket office, and public spaces.

The project obtained LEED Platinum, the first building to be platinum certified in the Northwest.

- Bracing of ceiling systems, lights, and top of interior partition walls
- Replacement of exterior glazing
- Air conditioning feasibility study (if approved by the City)

3 – Repair and Replacement Activities associated with finishes affected by the seismic rehabilitation work, including:

- Building roofing
- Flooring
- Wall finishes
- Exterior walls and veneer

KPFF Understands the need for the Fire Station to remain in operation during the construction activities associated with the seismic rehabilitation. This will be achieved through careful planning during design and collaboration with the Fire Department to fully understand the operational needs. In addition to this, it will be necessary to effectively communicate operational needs to the selected contractor through a comprehensive set of drawings and specifications.

The success of this project will depend a great deal on the consultant's ability to communicate and collaborate effectively with both the Fire Department and the City of Dallas, and the consultant must be capable of creating effective working relationships. KPFF anticipates the following capabilities as being essential to the successful delivery of this project:

- Effective project management and the ability to form strong working relationships
- The ability to manage multi-disciplinary teams
- A long history of seismic rehabilitation projects both large and small, many involving buildings that were required to remain in operation during construction
- An ability to develop innovative solutions to improve our designs
- Encompassing knowledge of engineering and construction practices
- Accurate cost estimates to allow the City to make informed decisions about the eventual construction scope of the project

KPFF will engage both the Fire Department and City of Dallas at the very beginning of design to establish a complete understanding of your needs and to brainstorm opportunities to improve the previous rehabilitation recommendations. This first step will be critical to developing a design that makes the best use of the available funding, as well as forming the basis for a successful project.

Deschutes Brewery, Portland, OR
**completed by KPFF Consulting Engineers and Emmons Architects*

KPFF provided structural engineering design services for the renovation of the existing Jim Stevens Building. Located in Portland's Pearl District, this existing single-story structure has a wood framed roof with perimeter concrete and URM walls. Renovation included a seismic strengthening scheme to upgrade the building to meet current code, structural engineering for the design of two canopies on the west and south sides, design of new raised floors to match exterior grades, and details for structural infills for the existing openings in the north and east walls.

{5. Project Team and Qualifications. a. List the Project Manager and all key personnel and management to be utilized for the work. b. Provide a statement of experience of the Firm, Project Manager and key personnel with work of a similar nature, including references of former clients. c. Provide a statement describing the capability to complete all phases of the project within the time schedule.}

5. Project Team and Qualifications

About KPFF Consulting Engineers

Founded in Seattle in 1960, KPFF Consulting Engineers provides structural and civil engineering as well as surveying services to a wide range of clients from fully-staffed offices in over a dozen cities including Portland, Oregon. KPFF currently employs more than 750 people firmwide and is a privately held corporation. The Portland office, which opened in 1974, has a total staff of 143, including 95 in the structural division and 48 in the civil division. The design excellence and quality of our portfolio have earned us more than 200 design awards. KPFF is recognized by many of the industry's leading publications such as the Engineering News Record (ENR). In April 2010, KPFF was ranked No. 94 among the top 500 design firms in the nation and No. 65 in ENR's Top 100 "Pure" design firms.

KPFF is well known in the design and construction industry for its expertise in seismic engineering for both new construction and in the strengthening of existing buildings. With numerous offices along the West Coast, KPFF has a lengthy resume of projects located in high seismic regions. Its engineers have extensive experience with the seismic design criteria included in the IBC, ASCE-31, and ASCE-41 guidelines. In the analysis of both new and existing structures, the design professionals at KPFF often utilize a variety of analytical tools, from rough hand calculations to sophisticated computer generated non-linear dynamic analyses.

KPFF has a long history of both managing projects as prime consulting and acting as a subconsultant to architects or engineers. KPFF understands the dynamic of multi-disciplinary teams and believes in open communication and collaboration with all of our teaming partners.

Former Client References

HAO BUI, US Dept. of State, Office of Overseas Building Operations
(703) 516-1882
REFERENCE FOR CRAIG TOTTEN, PRINCIPAL / PROJECT MANAGER

NOLAN YOUNG, City Manager, City of the Dalles
(541) 296-5481
REFERENCE FOR CRAIG TOTTEN, PRINCIPAL / PROJECT MANAGER

TY BARKER, Unico
563-425-6705
REFERENCE FOR MARK TOBIN, ASSOCIATE / LEAD STRUCTURAL ENGINEER

KELLY SAITO, Gerding Edlen Development
503-299-6000
REFERENCE FOR BLAKE PATSY, PRINCIPAL / INDEPENDENT PEER REVIEW

About Sargent Designworks

Sargent Designworks/Architecture+Interiors, LLC was formed in 2006 by John and Cynthia Sargent as a small, service-oriented design firm providing architectural and interior design services to public and institutional clients. **SDW is certified as an Emerging Small Business (ESB) by the State of Oregon.**

Sargent DesignWork's primary role for this project will consist of providing specifications and details for the architectural components such as glazing replacements and repair of finishes. They will also review the facility for building code compliance with regard to ADA barrier removal issues as well as general conformance of the proposed seismic improvements with life safety building code requirements.

They will meet with the City of Dallas Building Department to identify opportunities for ADA barrier removal and resolve as much as possible in this preliminary phase of design, the issues most likely to arise during building permit review.

Former Client Reference

JIM COKER, OMF/Facilities
503-823-5348
PORTLAND FIRE PROJECTS 3,10,14,23,25,26,28 & the Fire Logistics Building

About Systems West

Systems West Engineers, Inc. was established in 1982 and currently provides professional engineering services for public agencies and private owners throughout the Pacific Northwest. At the time the company was organized, mechanical and electrical departments specialized in the study and design of mechanical, electrical, and utility systems serving buildings and building complexes. Such projects were undertaken to reduce energy use; improve levels of comfort within buildings; reduce operation and maintenance efforts; and allow replacement, rehabilitation, or expansion of such systems. Since that time, Systems West has evolved into a full service organization that offers an extensive selection of mechanical, electrical, and commissioning engineering services to institutional, commercial, and municipal clients. Our continuing growth in mechanical, electrical and commissioning is a direct result of our unique blend of company experience and staff abilities.

Current code requires seismic restraint and appropriate isolation of all significant mechanical equipment, ductwork, and piping systems. As a result, all mechanical projects that Systems West Engineers has designed for a number of years include mechanical project elements identical to those required for the Dallas Fire Station Project.

About GRI

GRI operates from offices in Beaverton, Oregon, and Vancouver, Washington. The firm was founded in 1984 and is headed by principals Dwight Hardin and Michael Reed and associate George Freitag. The firm has a total staff of 25, with a technical staff of 19 geotechnical engineers and engineering geologists. The size and technical excellence of the staff permit GRI to offer a broad range of expertise, plus personalized service to each client. We have the practical, hands-on experience required to economically and accurately characterize site conditions and provide innovative, practical, and buildable recommendations for design and construction.

GRI's philosophy of geotechnical engineering practice focuses on service to the client and optimum use of the soil and rock encountered at any project site. This requires a detailed definition of the project requirements, a comprehensive evaluation of the subsurface conditions, including the physical and material properties of the soil and rock encountered, and constant dialogue and interaction with the client and other design team members. As a result, GRI's design recommendations reflect a broad understanding of the project and incorporate a carefully considered factor of safety. This factor of safety is based on sound engineering judgment, confidence in our engineering analyses, and a clear understanding between client and consultant of the risks involved.

Southern Oregon University, Central Heating & Cooling Plant Renovation Ashland, OR
**completed by KPFF Consulting Engineers*

Originally constructed in 1957, the 2,000-sf facility is comprised of a ground level and a mezzanine level. An expansion in 1968 added another 2,880-sf to the structure. Both the original and expanded portion of the building consists of either reinforced concrete or CMU walls and a timber roof. The main boiler room houses four boilers and the newer south adjacent room houses additional mechanical equipment including two water chillers. Seismic analysis, recommendations and cost estimates for seismic strengthening, floor foundation strengthening, and roof structure modifications were provided. The evaluation was completed using the criteria of ASCE 31, "Seismic Evaluation of Existing Buildings", and the upgrade was designed to ASCE 41. Building operations were maintained during the construction work.

Project Team

KPFF has assembled a seasoned team of leaders who are recognized for their expertise in seismic rehabilitation. Craig Totten, Blake Patsy and Mark Tobin, will provide overall management and direction for our team. In addition, we are joined by John Sargent, Steve Hoffman, and Mike Reed who will provide architectural, mechanical, and geotechnical services to successfully complete all components of this project. Team member qualifications and experience are summarized on the following pages.

City of Dallas
Fire Station Seismic Rehabilitation

Core Team

KPFF Consulting Engineers
Project Manager & Structural Engineers

Craig Totten, PE SE, LEED AP
Principal / Project Manager

Mark Tobin, PE SE
Associate / Lead Structural Engineer

Blake Patsy, PE SE
Principal / Independent Peer Review

Subconsultants

Sargent Design Works	Systems West	GRI
Architect	Mechanical	Geotechnical
John Sargent, AIA	**Steven Hoffman, PE, LEED AP**	**Mike Reed, PE, GE**
Project Manager	Project Manager	Project Manager

Project Team Capability

KPFF brings the City of Dallas a staff with the depth of experience and capabilities necessary for the seismic rehabilitation of the fire station. The following resumes provide a summary of the experience, capabilities and expertise of our key project personnel for this project. They will be dedicated to this project from start to finish and capable of completing all phases of the project within the time schedule.

In addition to our team leaders, these individuals will have the full support of our extensive resources, including a total staff of 143 engineers, designers, CADD technicians, surveyors and support staff in KPFF's Portland office.

Craig Totten, PE, SE

Principal / Project Manager

With more than 18 years of experience on numerous project types, Craig is recognized as an excellent design engineer and strong project manager. He has a keen interest in seismic retrofits and enjoys the challenge of working with existing structures, employing state-of-the-art, sustainable techniques to evaluate and rehabilitate them. Craig's determination to give back to the community is evident in his extensive volunteer efforts: Craig is currently working with the Earthquake Engineering Research Institute open a Haitian chapter after the catastrophic 7.0 earthquake in January, 2010. He is also working in Haiti with the nonprofit Appropriate Infrastructure Development Group to train architects, builders and engineers to design and build for better seismic resistance and is actively involved with Engineers Without Borders. Key projects of particular relevance include:

Education

BEng, Civil Engineering, Strathclyde University, Scotland

MS, Civil Engineering, University of Kansas

Registrations

Professional Engineer – KS, NM, WA

Structural Engineer - OR

LEED Accredited Professional

ATC-20 Certified

Post-Earthquake Inspector

Affiliations

AISC - American Institute of Steel Construction

Engineers Without Borders

SEAO, Structural Engineers Association of Oregon

Southern Oregon University, Central Utility Plant Seismic Evaluation and Rehabilitation, Ashland, OR

Structural evaluation and seismic strengthening for existing masonry and concrete frame boiler plant building. The evaluation and retrofit designs were completed using the criteria of ASCE 31, "Seismic Evaluation of Existing Buildings" and ASCE 41, "Seismic Rehabilitation of Existing Buildings" respectively.

City of The Dalles, Historic Waldron Building Seismic Evaluation and Rehabilitation, The Dallas, OR

Seismic evaluation and design of seismic rehabilitation measures for 3-story historic masonry building. The evaluation and retrofit designs were completed using the criteria of ASCE 31 and ASCE 41 respectively.

United Nations Haiti, Earthquake Damage Assessments and Rehabilitation Feasibility Analyses, Port au Prince, Haiti

Earthquake damage assessments after January 2010 earthquake, and evaluation to determine feasible repairs and retrofits. Evaluations were based on ASCE 31.

City of Portland, Fire Station 7 Seismic Evaluation and Rehabilitation, Portland, OR

Seismic evaluation and preliminary design of seismic rehabilitation measures two story fire station on the banks of the Willamette River in Downtown Portland.

City of Portland, Mounted Police Unit Seismic Strengthening, Portland, OR

Seismic Evaluation and design of limited retrofit measures to address most critical seismic deficiencies for two warehouse buildings inside the Centennial Mills complex to house the Portland Mounted Police Unit.

U.S. Department of State, Chief of Mission Residence Seismic Evaluation and Rehabilitation, Kathmandu, Nepal

Seismic evaluation and design of rehabilitation design for 16,000sf unreinforced masonry Ambassador's residence and reception building. The evaluation and retrofit designs were completed using the criteria of ASCE 41.

U.S. Department of State, Embassy Building Seismic Evaluation and Rehabilitation, Tokyo, Japan

Seismic evaluation and design of retrofit measures to address most critical deficiencies in Embassy Building's 10 story steel moment-frame and 3 story concrete moment-frame. The evaluation and retrofit designs were completed using the criteria of ASCE 41.

U.S. Department of State, Consular Building Seismic Evaluation and Rehabilitation, Mexico City, Mexico

Seismic evaluation and design of seismic strengthening measures of a one story, 12,600 –sf steel cantilever moment frame structure. The evaluation and retrofit designs were completed using the criteria of ASCE 31 and ASCE 41 respectively.

Portland City Hall, Seismic Analysis, Strengthening and Renovation, Portland, OR

Structural evaluation, seismic analysis and construction of seismic strengthening for existing 87,500-sf, four-story unreinforced masonry structure.

Mark Tobin, PE, SE

Associate / Lead Structural Engineer

As a structural design engineer at KPFF, Mark works with the design team to select structural systems and oversee comparative analyses between systems. He is responsible for structural analysis, design, detailing, production, and construction services for all types of buildings constructed of timber, concrete, masonry, and steel. Mark joined KPFF in 2003 and was named an associate of the firm in 2006. He was previously employed for six years with a firm in the San Francisco Bay area. His project experience with KPFF includes:

Education:

BS, Civil Engineering, Cornell University

MEng, Civil Engineering, Cornell University

Registrations:

Structural Engineer -

CA; OR; WA

Affiliations:

American Institute of Steel Construction

Earthquake Engineering Research Institute

SEAO, Structural Engineers Association of Oregon

U.S. Customs House Renovation for The International School, Portland, OR

Seismic Study for the renovation of the historic, 110,000-sf U.S. Custom House for use by a private school.

Crane Building Renovation, NW 14th and Irving, Portland, OR

Quarter-block six-story, unreinforced masonry building and a quarter block, one-story building. The structural work included seismic strengthening of the existing buildings to meet FEMA 356 requirements and new penthouse units in the six-story building.

Enterprise Building, Portland, OR

Seismic strengthening of a three-story, approximately 15,000-sf building with wood floors and unreinforced masonry walls to meet the requirements of ASCE-31.

ODOT Headquarters Building, Salem, OR

Renovation of an existing 5-story, 147,000-sf office building to meet the immediate occupancy objective of ASCE-41.

Justice Center Project, Oregon DAS, Salem, OR

100,000-sf historic renovation of Justice Center includes a seismic upgrade, accessibility upgrade, and modernization of the building's major systems.

Eugene City Hall, Eugene, OR

Performed a seismic evaluation of the 200,000-sf facility, originally built in 1964, and developed a conceptual seismic upgrade scheme to be used to develop pricing information.

Deschutes Brewery Renovation, Jim Stevens Building, Portland, OR

Structural engineering design services for the renovation of the existing Jim Stevens building. Renovation included a seismic strengthening scheme to upgrade the building to meet current code.

White Stag Block Rehabilitation, Portland, OR

Renovation of the historic buildings in the White Stag block, including the Bickel Block, Skidmore Building, and White Stag Building. Structural services include seismic upgrades and retrofits of these URM buildings. Walls are being cut to create a light court, and a new entrance on Couch Street.

Inlow Hall Seismic Study, Eastern Oregon University, La Grande, OR

Seismic upgrade of the existing administrative building to meet the requirements of ASCE-41.

Multnomah County Hansen Building Evaluation, Portland, OR

A preliminary seismic evaluation was performed to determine if the building meets current seismic standards. Additionally, proposed seismic upgrade schemes were studied along with our opinion of probable costs.

Portland Public Schools, Seismic Studies, Portland, OR

Preliminary renovation strategies using ASCE-41 were developed for 12 of the district's school buildings so that pricing information could be developed. The results for these buildings were then extrapolated to the remaining building inventory in order to develop a district wide cost estimate.

Blake Patsy, PE, SE

Principal / Independent Peer Review

As a principal and project resource for seismic renovation projects at KPFF, Blake works with his clients and the other members of the design team to determine the appropriate rehabilitation objective for each project. Objectives may range from collapse prevention to fully operational structures after the design earthquake. Corresponding options and upgrade techniques are discussed with the client for each of the respective objectives under consideration. Over the years, Blake has obtained a vast knowledge of differing construction techniques and analytical methods (ASCE 41-06 Seismic Rehabilitation of Existing Buildings) used to obtain the best renovation possible. Blake provides peer review of the documents at critical milestones. He joined KPFF in 1989, was named an associate of the firm in 1996, and was promoted to principal in 2000. His project experience includes:

Education
BS, Civil Engineering,
Portland State University

Registrations
Structural Engineer – AZ; CA; ID; IL; MD; NV, OR; UT; WA
Professional Engineer –
AL; AR; CO; DC; FL; Guam; MI; NY; OK

Affiliations
Earthquake Engineering Research Institute
International Conference of Building Officials
National Assoc. of Industrial and Office Properties
National Institute of Building Sciences
SEAO, Structural Engineers Association of Oregon

Gerding Theater at the Armory, Brewery Blocks, Portland, OR

Structural engineering for the renovation of this historic armory to serve as a new home for Portland Center Stage. Included the addition of a 500 seat theater, 200-seat experimental theater, practice spaces and administrative and support facilities.

Crane Building Renovation, NW 14th and Irving, Portland, OR

Quarter-block six-story, unreinforced masonry building and a quarter block, one-story building. The structural work included seismic strengthening of the existing buildings to meet FEMA 356 requirements and new penthouse units in the six-story building.

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John Sargent, AIA

SARGENT DESIGNWORKS LLC
architecture + interiors

Architect

John Sargent, AIA, has been practicing architecture continuously for 30 years and is licensed in both Oregon and California. His experience includes extensive design and management of public projects including the seismic upgrades to seven City of Portland Fire Stations, office buildings and schools. John is skilled in managing public bid projects as well as negotiated and fast track projects. John has extensive architectural experience working with the rigorous demands of fire stations. He knows the complex functional requirements necessary to create an efficient, well organized, and thoughtful design solution. He performed architectural design and project management of the comprehensive renovation of all seven fire stations incorporating new individual dormitory rooms for fire fighters, seismic upgrading and accessibility compliance.

A strong team player, John will work closely with the Dallas Fire Department throughout the design and construction process to help realize their goals for this project. Through John's experience over the last ten years on Portland Fire projects 3, 10, 14, 23, 25, 26, 28 and the Fire Logistics Building he has accumulated detailed knowledge of fire station functional requirements. He has previously worked with all of the members of the consultant team.

Steven Hoffman, PE, LEED AP

SYSTEMS WEST ENGINEERS, INC.

Mechanical Engineer

Mr. Hoffman has over 30 years of experience in mechanical consulting. Planning and study work includes a wide range of master planning projects, energy studies, troubleshooting evaluations; and system condition assessments. Energy work included a Governor's Energy Award for the year's best energy conservation project under the U.S. DOE Institutional Conservation Program. Design work has included projects in central plants with a steam capacity up to 200,000 lbs/hr and chilled water production up to 4,200 tons. Projects have also included major upgrades to utility distribution systems; a tremendous variety of building designs including heating, ventilating, and air conditioning systems; plumbing and fire protection; and direct digital control systems. All work has been performed with a particular emphasis on energy conservation and sustainability.

Mr. Hoffman has led projects for a variety of clients including warehouses, housing, educational and research laboratories, health care facilities, data processing centers, and municipal and commercial office buildings. Mr. Hoffman presently leads the mechanical department, serving as project manager for major projects at Systems West.

Mike Reed, PE, GE

Geotechnical Engineer

Michael Reed provides technical and managerial guidance over a broad range of projects at GRI. He has 31 years of professional experience as a geotechnical engineer in Oregon, California, and Alaska. His experience includes all phases of investigation, design, reporting, construction specifications, and contract administration for educational and medical facilities, bridges, roadways, retaining structures, large buildings, and major airport projects that have included foundation support, retaining systems, landslide mitigation, construction dewatering, shoring, instrumentation, and seismic hazard evaluation. His expertise with shallow and deep foundations includes driven and cast-in-place piles, drilled shafts, and micro-piles. He has also designed and prepared specifications for retaining and excavation systems including soil-nail walls, MSE walls, sheet pile, solder pile with earth/rock anchors, internally braced deep excavations, and conventional cast-in-place retaining walls.

Mr. Reed has extensive experience providing site-specific seismic analysis for a variety of new and seismic upgrade projects. He has recently provided seismic upgrade recommendations for the following projects: Shattuck Hall at Portland State University, Alder Park and Buddha Building upgrades in downtown Portland, North Going Street Bridge seismic strengthening in Portland, and Fire Station No. 21 seismic evaluation for the City of Portland.

6. Approach to the Project and Schedule

KPFF will approach the project in the following steps to ensure that the City's goals are fully met and the project is completed on-time and within the available budget:

PROJECT SCOPE OF WORK DEFINITION – The work completed prior to getting the design underway is often the most critical step in a successful project. During this phase, the goals of the City and Fire Department will be verified by the design team and the steps necessary to achieve those goals will be established.

» **Structural Retrofits –** In order to achieve the performance goal of Immediate Occupancy, the previous analysis using ASCE 31 Seismic Evaluation of Existing Buildings will be verified and also compared with the retrofit work required by ASCE 41 Seismic Rehabilitation of Existing Buildings. ASCE 31 was published in 2003 and is the current standard method of evaluating the vulnerability of a structure to withstand seismic events. While it is possible to retrofit a structure to meet the requirements of ASCE 31, the more recent ASCE 41 (published in 2006) was written specifically with the intention of being used as a rehabilitation standard for buildings that were found to be deficient seismically using ASCE 31. As such, ASCE 41 reflects the current state-of-the-art thinking in seismic retrofit design and therefore is more likely to provide superior building, seismic performance. ASCE 41 is also specifically identified as a retrofit standard by the International Existing Building Code (IEBC), while ASCE 31 is not.

» During this phase, the following work tasks are anticipated:

- 1. Perform a detailed review of available drawings and the previous ASCE 31 evaluation of the building. During this stage, we will determine any need for materials testing. It is our experience that, with an adequate set of existing building drawings, materials testing is not required for wood and masonry buildings. It is our understanding that existing building drawings will be available to the design team.
- 2. Visit the building to verify the scope and constructability of the retrofits recommended in the previous study.
- 3. Perform an ASCE 41-06 Seismic Rehabilitation of Existing Buildings analysis of the building to quantify what (if any) additional retrofit measures are required to achieve the Immediate Occupancy level of performance in ASCE 41.
- 4. Evaluate and verify costs required to install retrofits and prepare recommendations to the City to be included in the final work scope.

» **Architectural Retrofits** – In addition to restoring non-structural elements of the building that will be impacted by the structural retrofits

KPFF is experienced in serving various roles on projects; ranging from subconsultant to prime to working directly for the owner as an independent expert. We believe in open communication, an inclusive process, and collectively working with all disciplines and stakeholders to achieve project goals.

and seismically bracing some architectural elements, we understand that the City would also like to upgrade the building to comply with the Americans with Disabilities Act (ADA.) The scope of work required to fully upgrade the building to ADA requirements has not been fully defined and therefore, in this phase of the work, it will be important to fully define all non-compliant elements and prepare cost estimates for upgrading these areas to allow the city to decide whether some or all of the work will be included in this project.

» During this phase, if approved by the City, the following work tasks are anticipated:

- 1. Visit the building to verify architectural work scope related to structural upgrades, and also perform a detailed investigation to identify all non-ADA compliant areas and components.
- 2. Prepare an itemized cost estimate for all work required to restore building components after structural upgrades and to correct non-ADA compliant elements.
- 3. Prepare recommendations and a prioritized list of non-ADA compliant elements to allow the City to decide what the final scope of work will be for the project.

» Mechanical Retrofits – Piping flexible couplings were identified in the previous study as being required, and we also understand that the Fire Department would like to install Air Conditioning for the building. The number and size of required flexible coupling was not quantified therefore it will be necessary to identify the scope of this work correctly. In addition, options and costs for installing air conditioning or improved natural ventilation in portions, or all of the building, will be evaluated, allowing the City to decide how much of this work will be included in the project.

» During this phase, the following work tasks are anticipated:

- 1. Visit the building to determine the number of flexible couplings that are required and also, if approved by the City, perform a feasibility study for installing air conditioning.
- 2. Prepare an itemized cost estimate for all mechanical work including couplings and budget costs for options for installing air conditioning.
- 3. Prepare recommendations to allow the City to decide what the final scope of any air conditioning retrofits will be.

After the structural, architectural and mechanical evaluations and cost estimates are completed, the design team will then present their findings and recommendations to the City in a workshop to allow the City to make an informed decision as to what elements of the project will be included. In the event that the costs of desired elements may exceed available funding, the design team will work with the City to develop a prioritized list of bid alternatives to be included in the final bid package. This will allow the City to add elements of work to the final contract in the event that the construction bid is below the estimate or additional funding becomes available.

Fire Station 26 Renovation, Portland, OR
**completed by John Sargent while at Hennebery Eddy*

Addition of new apparatus bay as well as renovation, seismic upgrade, conversion of dormitories to sleeping rooms, creation of individual restrooms with showers and upgrade of all mechanical and electrical systems.

30% PRELIMINARY DESIGN – Following selection of elements to be included in the scope of work, the design will be advanced to a 30% level of completion. The 30% plans will include enough definition to identify the overall impacts of the project. Detailed estimates of construction costs will also be developed with the 30% plans. After the City staff have had time to review the submittal and prepare comments, our Project Manager and members of our design team will meet with the City to answer questions and ensure that the City's comments and are fully understood and addressed.

Hazardous materials testing will need to be performed by the contractor on areas of the building that are impacted by this work. Locations for hazardous materials testing will be clearly defined in the contract documents.

FINAL DESIGN – The final design will consist of the development of the plans, specifications, and estimates necessary for the bidding and construction of the project. KPFF's approach to this phase of work includes continued close coordination among the design team and City staff to ensure that the project is progressing as necessary to meet the project goals, schedule and budget.

KPFF typically provides submittals to the client at 60%, 90% and 100% levels of completion to provide the opportunity for comments and to ensure that it is continuing to meet the client's requirements. At each submittal, our Project Manager will meet with the City to discuss your comments and make sure that the City's needs are being met. The finished product will include plans, specifications, construction cost estimates and bid documents.

BIDDING SERVICES – We understand the public bid process and the necessity of tracking all contacts with contractors that may occur during the bid period. Documentation of all contacts and questions raised by the contractors will be maintained. Addenda will also be prepared as necessary to reflect changes and/or clarifications resulting from contractor questions.

WORK QUALITY AND COST CONTROL – In addition to industry standard practices (principal level input from the start, independent senior level reviews, coordination reviews, constructability reviews, and review of subconsultant deliverables), KPFF also incorporates several quality control methods that we believe are unique within the industry and allow us to provide additional value to our clients.

KPFF's Quality Control Process is as follows:

- The Principal / Project Manager is responsible for scheduling and overseeing QA/QC reviews.
- All deliverable documents are reviewed by the Principal / Project Manager prior to submittal.
- Internal independent peer reviews are conducted at milestone submittals by a KPFF principal - Blake Patsy for this project.
- Frequent constructability and cost reviews are held.
- Solicitation of input on constructability from contractor partners during the design phase (when appropriate).

Eastern Oregon University, Inlow Hall Seismic Study, La Grande, OR
**completed by KPFF Consulting Engineers and SERA architects*

KPFF is providing structural engineering design services for the renovation of Inlow Hall located at Eastern Oregon University. The existing building was constructed circa 1929 with wood floors supported by steel beams and columns at the interior and concrete walls at the exterior. The roof structure is also wood framed, but is supported by steel trusses at the longer spans near the center of the building. The primary goal of the renovation is to strengthen the building seismically to meet the requirements of ASCE-41 and to improve the building's mechanical and electrical systems. Architectural improvements are planned as well.

- Post design surveys of owners to solicit feedback on what went well (and what did not.)
- Active participation of our design engineers throughout construction.
- Post construction debriefs with clients and contractors to identify areas in which the design and documentation can be improved on future projects.

Effective cost control will be accomplished through: maintaining quality, consideration of cost in decision making, solicitation of input from contractors as appropriate during design, comprehensive cost estimates during alternatives analysis, and close coordination of the design team to maintain focus on the project goals.

CONSTRUCTION SERVICES – Our approach to construction services is based on our understanding that construction issues are time-critical. This means that responding to issues during construction takes precedence over other work due to the potential for contractor claims and impacts to construction schedules. Development of a good working relationship with the contractor is also something that KPFF strives for with the understanding that a contentious relationship can lead to small issues becoming big problems. Establishing the appropriate communications protocol is essential during the pre-construction meeting. Clear and consistent communications between the owner, the design team, construction inspectors, and the contractor is essential to success.

ADDITIONAL SERVICES – It is understood that the City would like to investigate opportunities to improve ADA accessibility and climate control within the facility. With the City's approval, our team will work with you to evaluate these opportunities and their effects on budget and schedule, prior to incorporating them into the project.

Schedule

(based on a notice-to-proceed being issued November 8, 2010)

PROJECT SCOPE OF WORK DEFINITION:	November 8, 2010 to November 30, 2010
30% PRELIMINARY DESIGN:	December 1, 2010 to December 22, 2010
FINAL DESIGN:	January 2, 2011 to January 31, 2011
BIDDING AND CONSTRUCTION:	After February 1, 2011 depending on grant money timing and City's ability to accommodate impacts to operations from construction activities.

7. Certification Statement

Exhibit V-1
CERTIFICATION STATEMENT

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.

B. Proposal and cost schedule shall be valid and binding for sixty (60) days following the proposal due date and will become part of the contract that is negotiated with the City.

C. The proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise.

D. Proposer's Federal Taxpayer Identification number 91-0755897.

E. The proposer certifies that this proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

September 29, 2010

Proposer's Signature Date

This certification statement must be signed and submitted with the proposal

DALLAS CITY COUNCIL
REPORT

TO: MAYOR JIM FAIRCHILD AND CITY COUNCIL

City of Dallas	**Agenda Item No.** **8 c**	**Topic:** City Manager's Evaluation Procedure
Prepared By: Emily Gagner	**Meeting Date:** October 18, 2010	**Attachments:** Yes ■ No ☐
Approved By: Jerry Wyatt		

RECOMMENDED MOTION:

None

BACKGROUND:

The Council traditionally evaluates the City Manager in November, completing the process with an Executive Session in December. In order to give the Council time to complete the evaluation and staff time to compile the results, the Council-approved evaluation form is attached. Please complete the form and return it to Emily no later than November 29. We will plan to hold an executive session at the December 6 meeting to discuss the results with the City Manager. I will have paper copies of the forms available at my desk and can also send them to you electronically.

FISCAL IMPACT:

None

ATTACHMENTS:

City Manager's evaluation form

Submit by Email | Print Form

CITY MANAGER PERFORMANCE EVALUATION

Rating Scale Definitions (1-5)

Unsatisfactory (1)	The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
Improvement Needed (2)	The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Meets Job Standard (3)	The employee's work performance consistently meets the standards of the position.
Exceeds Job Standard (4)	The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
Outstanding (5)	The employee's work performance is consistently excellent when compared to the standards of the job.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1. City Council Relationships ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not observed

Comments:

2. Public Relations ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not observed

Comments:

3. Effective Leadership of Staff ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not observed

Comments:

4. Fiscal Management ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not observed

Comments:

5. Personal Traits ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not observed

Comments:

6. Intergovernmental Affairs ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not observed

Comments:

7. Planning and Implementation of Council Policies and Goals ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Not observed

Comments:

II. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory _____ Improvement Needed _____ Meets Job Standards _____ Exceeds Job Standards _____ Outstanding _____

GENERAL COMMENTS: _____

_____ Date

_____ Signature

RESOLUTION NO. 3210

A Resolution establishing permit fees for the Oregon Solar Installation Specialty Code and repealing prior conflicting Resolutions.

Section 1. The following are hereby adopted as the permit fees for the Oregon Solar Installation Specialty Code under Dallas City Code 8.270:

System Type	**Permit Fee**
Prescriptive installation	$250.00
Non – prescriptive installations; structural	Based on dollar valuation and the current code fee schedule.
Systems greater than 25 Kilowatts structural	Based on dollar valuation and the current code fee schedule.

Other Inspections and Fees:

1. Inspections outside of normal business hours.....$62.11 per hour
2. Re-inspection fees…… $62.11 each
3. Inspections for which no fee is specifically indicated.....$62.11 per hour
4. Additional plan review required by changes, Additions or revisions to approved plans.....$62.11 per hour

Section 2. The above fees shall automatically be adjusted each July 1, beginning July 1, 2011, based on the percentage of change in the Portland, Oregon Consumer Price Index (CPI-W) second half report, published in the preceding February of each year.

Section 3. This resolution shall take effect as soon as it is adopted and approved, and upon its effective date, all conflicting prior Resolutions are repealed.

Adopted: October, 18, 2010
Approved October, 18 2010

_____
JAMES B. FAIRCHILD, MAYOR

ATTEST:

_____
JERRY WYATT, CITY MANAGER

7.500 Definition.

For purposes of sections 7.500 to 7.545, "garage sale" means the public sale or offering for sale of new or used goods within the city by any individual or group of individuals from private or public property, including but not limited to garages, porches, carports and yards, when:

(1) The individual or group of individuals is not regularly engaged in the business of selling such goods; or

(2) When the property on which the sale is conducted is not regularly used for business purposes or is not in a zone permitting commercial use.

7.505 Exemption.

The following are exempt from the provisions of sections 7.500 to 7.545:

(1) Offering for sale one item by public display with a sign indicating the item is for sale, and the sale of more than one individual item not offered for sale by public display or by signs concerning a sale or place of sale; and

(2) Sales commonly referred to as "rummage sales," conducted by members of fraternal, civic, patriotic, religious, service, charitable or~~,~~ educational~~, or eleemosynary~~ organizations with a chapter, lodge, post, congregation, or other unit existing within the city.

7.510 Permit Required.

(1) No individual or group of individuals shall hold a garage sale without first obtaining a permit.

(2) A homeowners association or condominium association organized and existing under the laws of the State of Oregon, including a mobile home or manufactured park association organized as a condominium association, may obtain a permit for the benefit of identified individuals who are members of the association.

7.515 Application.

In addition to the provisions of sections 7.000 to 7.080, the application shall include:

(1) The name of the applicant. In the case of an application submitted by a group of individuals or by an association, as provided in Section 7.510, the application shall name all of the individuals who will be conducting a garage sale under the permit, and, in the case of an association, the name and address of the association.

(1) A description of the place from which the sale is to be held. In the case of an application submitted by a group of individuals or by an association, as provided in Section 7.510, the application shall identify the locations from which all garage sales under the permit are to be held.

(2) The dates and hours of the day during which the sale is to be conducted.

~~(3) Whether the person will be selling any upholstered furniture or bedding.~~

(3~~4~~) Whether the owner of such goods is to pay any commission for the sale.

(4~~5~~) Whether the owner or lessee in possession of the premises from which the sale is to be conducted is to receive any compensation for the use of the premises.

(5~~6~~) Whether the individual ~~or group of individuals~~ conducting the sale ~~have~~ has conducted any~~a~~ sales within the ~~past 12 months~~same calendar year during which the sale is to be held and, if so, how many. In the case of an application submitted by a group of individuals or by an association, as provided in Section 7.510, the application shall indicate whether any of the individuals named on the application have conducted any sales within the same calendar year during which the sale is to be held and, if so, how many.

(~~7~~6) Whether other garage sales have been held upon the premises, or any of the premises, upon which the sale is to be held during the calendar year in which the proposed sale is to be held and, if so, how many.

7.520 Permit Issuance.

The city manager shall issue a permit for the sale if ~~he~~ the city manager finds that:

(1) The application is properly completed; ~~and~~

(2) No commission is to be paid by the individual or individuals owning the goods to be sold and that no compensation is to be received by the owner or lessee of the premises from which the sale is to be conducted; ~~and~~

(3) The individual ~~or~~, ~~group of~~or individuals conducting the sale have not conducted ~~a~~ two like sales previously during the same calendar year during which the sale is to be held~~during the past 12 months~~; and

(4) Not more than one other such sale has been held upon any of the premises upon which the garage sale is to be held during that portion of the same calendar year during which the sale is to be held ~~past 12 months~~ in which the individual or individuals then occupying the premises have occupied the premises.

(5) Notwithstanding the provisions of this section, the city manager may issue a permit for a ~~second~~ third sale within a ~~12-month period~~calendar year to the same person or to be held on the same premises.

7.525 Duration of Permit.

The permit issued by the city manager shall be valid for a period not to exceed three consecutive days and shall permit the sale only between the hours of 8 a.m. and 9 p.m.

7.530 Permit Fee.

No fee shall be required if the application is made prior to the commencement of the sale. If the application is made after the commencement of the sale, a fee ~~of $15~~ in an amount set by resolution of the City Council shall be charged. In the case of more than one garage sale conducted by a group of individuals or an association, for which the application is made after commencement of the sale, each individual conducting a sale shall be subject to the fee.

[Section 7.530 amended by Ordinance No. 1561, passed August 3, 1998.]

7.535 Display of Permit.

No garage sale shall be held without a permit being prominently displayed so that it can be seen readily from the street.

7.540 Signs.

(1) Only one sign shall be posted upon the premises on which the garage sale is to be held.

(2) One off premises sign for the purpose of directing people to the garage sale shall also be permitted but only a sign issued by the city shall be allowed. In the case of more than one garage sale conducted under a permit by a group of individuals or an association, the group of individuals or association shall be entitled to one off premises sign. Such off premises sign shall be placed at the arterial street that is nearest to the location of the sale. The city shall have available a reasonable supply of garage sale signs for use by individuals at no cost. The city may secure a deposit up to an amount sufficient to cover the cost of replacing the sign in the event it is damaged or lost.

(3) Signs shall not be placed in the public right-of-way and shall be placed upon private property only with the consent of the property owner. Signs shall not be placed earlier than one hour before the garage sale starts and shall be removed by no later than one hour after the conclusion of the garage sale. [Section 7.540 added by Ordinance No. 1462, passed June 1, 1992.]

7.545 Penalty.

Violation of a provision of sections 7.500 to 7.540 is a civil infraction.

ORDINANCE NO. 1730

An Ordinance amending provisions of the Dallas City Code Sections 7.500 to 7.545, relating to garage sales; and repealing conflicting provisions.

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. Dallas City Code Sections 7.500 to 7.545 are hereby amended in their entirety to read as follows:

7.500 Definition.

For purposes of sections 7.500 to 7.545, "garage sale" means the public sale or offering for sale of new or used goods within the city by any individual or group of individuals from private or public property, including but not limited to garages, porches, carports and yards, when:

(1) The individual or group of individuals is not regularly engaged in the business of selling such goods; or

(2) When the property on which the sale is conducted is not regularly used for business purposes or is not in a zone permitting commercial use.

7.505 Exemption.

The following are exempt from the provisions of sections 7.500 to 7.545:

(1) Offering for sale one item by public display with a sign indicating the item is for sale, and the sale of more than one individual item not offered for sale by public display or by signs concerning a sale or place of sale; and

(2) Sales commonly referred to as "rummage sales," conducted by members of fraternal, civic, patriotic, religious, service, charitable or educational organizations with a chapter, lodge, post, congregation, or other unit existing within the city.

7.510 Permit Required.

(1) No individual or group of individuals shall hold a garage sale without first obtaining a permit.

(2) A homeowners association or condominium association organized and existing under the laws of the State of Oregon, including a mobile home or

manufactured park association organized as a condominium association, may obtain a permit for the benefit of identified individuals who are members of the association.

7.515 Application.

In addition to the provisions of sections 7.000 to 7.080, the application shall include:

(1) The name of the applicant. In the case of an application submitted by a group of individuals or by an association, as provided in Section 7.510, the application shall name all of the individuals who will be conducting a garage sale under the permit, and, in the case of an association, the name and address of the association.

(1) A description of the place from which the sale is to be held. In the case of an application submitted by a group of individuals or by an association, as provided in Section 7.510, the application shall identify the locations from which all garage sales under the permit are to be held.

(2) The dates and hours of the day during which the sale is to be conducted.

(3) Whether the owner of such goods is to pay any commission for the sale.

(4) Whether the owner or lessee in possession of the premises from which the sale is to be conducted is to receive any compensation for the use of the premises.

(5) Whether the individual conducting the sale has conducted any sales within the same calendar year during which the sale is to be held and, if so, how many. In the case of an application submitted by a group of individuals or by an association, as provided in Section 7.510, the application shall indicate whether any of the individuals named on the application have conducted any sales within the same calendar year during which the sale is to be held and, if so, how many.

(6) Whether other garage sales have been held upon the premises, or any of the premises, upon which the sale is to be held during the calendar year in which the proposed sale is to be held and, if so, how many.

7.520 Permit Issuance.

The city manager shall issue a permit for the sale if the city manager finds that:

(1) The application is properly completed;

(2) No commission is to be paid by the individual or individuals owning the goods to be sold and that no compensation is to be received by the owner or lessee of the premises from which the sale is to be conducted;

(3) The individual, or individuals conducting the sale have not conducted two like sales previously during the same calendar year during which the sale is to be held; and

(4) Not more than one other such sale has been held upon any of the premises upon which the garage sale is to be held during that portion of the same calendar year during which the sale is to be held in which the individual or individuals then occupying the premises have occupied the premises.

(5) Notwithstanding the provisions of this section, the city manager may issue a permit for a third sale within a calendar year to the same person or to be held on the same premises.

7.525 Duration of Permit.

The permit issued by the city manager shall be valid for a period not to exceed three consecutive days and shall permit the sale only between the hours of 8 a.m. and 9 p.m.

7.530 Permit Fee.

No fee shall be required if the application is made prior to the commencement of the sale. If the application is made after the commencement of the sale, a fee in an amount set by resolution of the City Council shall be charged. In the case of more than one garage sale conducted by a group of individuals or an association, for which the application is made after commencement of the sale, each individual conducting a sale shall be subject to the fee.

7.535 Display of Permit.

No garage sale shall be held without a permit being prominently displayed so that it can be seen readily from the street.

7.540 Signs.

(1) Only one sign shall be posted upon the premises on which the garage sale is to be held.

(2) One off premises sign for the purpose of directing people to the garage sale shall also be permitted but only a sign issued by the city shall be allowed. In the case of more than one garage sale conducted under a permit by a group of individuals or an association, the group of individuals or association shall be entitled to one off premises sign. Such off premises sign shall be placed at the arterial street that is nearest to the location of the sale. The city shall have available a reasonable supply of garage sale signs for use by individuals at no cost. The city may secure a deposit up to an amount sufficient to cover the cost of replacing the sign in the event it is damaged or lost.

(3) Signs shall not be placed in the public right-of-way and shall be placed upon private property only with the consent of the property owner. Signs shall not be placed earlier than one hour before the garage sale starts and shall be removed by no later than one hour after the conclusion of the garage sale.

7.545 Penalty.

Violation of a provision of sections 7.500 to 7.540 is a civil infraction.

Section 2. All prior and conflicting ordinances are hereby repealed.

Read for the first time: October 18, 2010
Read for the second time: November 1, 2010
Adopted by the City Council: November 1, 2010
Approved by the Mayor: November 1, 2010

_____
JAMES B. FAIRCHILD, MAYOR

ATTEST:

_____
JERRY WYATT, CITY MANAGER