



BOARD OF COMMISSIONERS
Agenda Item Summary

Agenda Category:	Bids/Awards	Item No.
-------------------------	--------------------	-----------------

Meeting Date: 5/9/23

Department: Tax/ Property Sales

Issue: In the matter of accepting a direct hire quote from Randall+Company for consulting services at 3319 S. 6th St. Klamath Falls, OR 97603, former Hanscam’s Bowling Center.

Background: Klamath County requested a direct hire quote for generating a preliminary schematic design for the remodel and development of the former Hanscam’s Bowling Center to be repurposed for use by the Klamath County Fairgrounds, OSU Extension Service and Klamath Grows. This schematic would be developed in three phases to be billed out separately and not to exceed amounts as follows:

Phase 1 - \$2200

Phase 2 - \$2500

Phase 3 - \$5000

Total - \$9700

Recommended Motion: Accept direct hire quote from Randall+Company for 3319 S. 6th St. Klamath Falls, OR 97603, former Hanscam’s Bowling Center and authorize Property Manager to sign. Fiscal impact not to exceed \$9,700 expenditure from the Klamath County General Fund, Non-Departmental.

DONE AND DATED this 9th day of May, 2023.

_____	_____	_____
Chair	Vice-Chair	Commissioner
Approved <input type="checkbox"/>	Approved <input type="checkbox"/>	Approved <input type="checkbox"/>
Denied <input type="checkbox"/>	Denied <input type="checkbox"/>	Denied <input type="checkbox"/>

April 15, 2023

Klamath County
c/o Rick Vaughn
305 Main Street
Klamath Falls, OR 97601
(541) 883-5100

RE: 3319 South 6th Street Facility
Phase 1 - Preliminary Schematic Design

Mr. Vaughn:

Thank you for the opportunity to prepare this proposal to assist you in generating a preliminary schematic design for your facility located at 3319 South 6th Street (formerly the Hancams Bowling Center - see Exhibit A). The existing structure, built in 1952, is a 23,066 SF single story building, zoned as "General Commercial", that is to be repurposed to provide new spaces for three entities/tenants. Although Klamath County is identified as the project "Owner", the "Tenants" and general program elements are described below, but will be further established during future design phases.

1. Klamath County Fairgrounds:
 - a. Multi-use space including large conference / event space
 - b. Access to commercial kitchen within facility
2. Klamath Grown:
 - a. Administrative space with offices
 - b. Local food distribution center
 - c. Commercial kitchen
 - d. Dry storage + walk-in cooler & freezer storage
3. Oregon State University - Klamath Basin Research & Extension Center
 - a. Administrative space to include offices, co-working spaces and storage
 - b. Certified kitchen
 - c. Teaching / learning kitchen
 - d. Public Learning Center

DESIGN SERVICES

After conversations with you and Tenant representatives, it is my recommendation that Klamath County moves forward with what I have called a "Preliminary Schematic Design" Phase. In this initial phase ("Phase 1"), we will produce up-to-date digital as-builts of the facility; determine a facility name and branding; produce high level programming of where each of the tenants and shared spaces will sit within the facility; and generate schematic exterior renderings of a new façade. While traditional Schematic Design phases include these steps as well, it is our hope that we will generate the minimum documents needed for community engagement and fundraising, with the intent that further programmatic vetting will take place in future phases.

The following details the scope of the services proposed to complete this Phase of design:

TASK 1 - AS-BUILT DOCUMENTATION

- Document existing structure and general site conditions needed to create digital as-built drawings
- Generate a three dimensional model of the facility using Revit software (capable of AutoCAD export) for use in all future design work

TASK 2 - FACILITY NAME + BRANDING

The intent of this is to create a facility theme for the Owner that reflects the collaborative use of the space by its three, diverse tenants. This will integrate the determined "brand" and messaging in three-dimensional space through typography, color, imagery, form, and texture.

- Work collaboratively with facility stakeholders to determine facility name
- Generate a facility logo, including logo families and seals (i.e. variations of logo for different uses) as needed to complete schematic design work.
- Generate supplemental brand elements, including typography, colors and patterns as needed to complete schematic design work

TASK 3 - PRELIMINARY INTERIOR PROGRAMMING + EXTERIOR DESIGN

- Perform preliminary building code review to determine code requirement for each space
- Identify any "at risk" code required elements to vet in future design phases (i.e. sprinkler upgrades, seismic strengthening, etc.)
- Meeting with County Planning & Engineering representative(s) to determine future driveways and access points
- One (1) pre-design meeting with Owner and Tenants to establish and review program elements and restrictions
- Develop a preliminary site plan layout: driveways, access, concrete pads, and designated landscape zones
- Develop preliminary schematic interior program, illustrating the zones in which each tenant will occupy, as well as any shared-use spaces (i.e. entries, restrooms, etc.)

- Develop preliminary exterior elevations and renderings of new façade options, utilizing the established branding
- One (1) meeting with Owner and Tenants to review preliminary schematic program and exterior renderings
- Complete updates for deliverable documents as required by Owner and Tenant feedback. Please note: Minor revisions to presented work is included in base fee. Should major changes require additional schemes, design alternatives, perspectives, or other materials, these services may be provided as an Additional Design Service.

It is understood that representatives from each Tenants will provide feedback on all designs; however we request Klamath County provide final approvals of all designs produced under this proposal.

DELIVERABLES

TASK 1 – As-Built Documentation

- Digital As-built drawings including PDF, Revit and AutoCAD files suitable for Owner and Tenant use and distribution

TASK 2 – Facility Name + Branding

- Digital suite of all logos, seals, badges, color palettes generated suitable for Owner and Tenant use and distribution

TASK 3 – Preliminary Interior Programming + Exterior Design

- Design package including approved program floor plan, site plan (see Exhibit B for sample), exterior elevations including 4-6 color renderings (see Exhibit C for sample) suitable for Owner and Tenant use and distribution

SCHEDULE

The following details a preliminary proposed schedule to complete this Phase of design. Please note, the below is subject to approval of this proposal and subsequently may be subject to change based on the acceptance timeframe and scope.

As-Built documentation + drawings	1 week
Preliminary branding + facility design	4 weeks
Completion of branding, interior and exterior design	6 weeks

FEE

The following are fees broken down by each task described above. These services will be performed on a "Jump sum" basis and billed out based on percentage of completion; however will not be billed in excess of these amounts per task.

TASK 1 – As-Built Documentation	\$2,200
TASK 2 – Facility Name + Branding	\$2,500

Rick Vaughn

From: Kelsie Randall <kelsie@randall-company.com>
Sent: Thursday, April 20, 2023 12:29 PM
To: Rick Vaughn
Subject: 3319 S 6th St Consulting Services Proposal
Attachments: Klamath Co._Hanscams Phase 1 - Consulting Services Proposal (Bound).pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Rick,

I apologize for my delay in getting this proposal to you. As you recall, you requested that I put together a proposal based on my recommendations for your best next steps in the 3319 S 6th St facility project.

I recognize that the Board has approved \$5,000 towards this work. I apologize, however I was unfortunately not able to accomplish all that I feel is necessary for this first, preliminary phase of work within that budget. In an effort to help, I broke my fee into three separate tasks, in the event the County wanted to perform the first two tasks independently, rather than hiring me to assist.

Please note, however, Task 1 is necessary to complete (whether by me, or others) prior to me being able to do any work on Task 3. Additionally, the cost efficiencies I have included in the Task 2 fee come from me being able to do them concurrently with the work (and meetings) for Task 3.

I hope this approach is acceptable to you. Please let me know if you have any questions or would like anything changed within this proposal.

Thank you so much for the opportunity to partner with you on this exciting new project!

Kelsie

—
Kelsie Randall
Project Manager

RANDALL+COMPANY

M 541-891-9057

TASK 3 - Preliminary Interior Programming + Exterior Design \$5,000

PROPOSAL ASSUMPTIONS + EXCLUSIONS

- Tax lot information and Google Earth overlays for schematic site plan design per Exhibit A.
- A Survey of the site is recommended but not required for this phase.
- Architectural specifications and drawings for the purposes of permitting and construction of the project are excluded from scope.
- Assessment of existing building conditions outside of observable accessibility requirements are excluded from scope. This includes but is not limited to building envelope and structural assessments.
- "Major" change/revision to work is defined as adding additional options or impacting 20% or more of the presented work. A "minor" change/revision to work is considered to impact less than 20% of the work to date.
- Other services related to the Project but not specifically outlined in this proposal are excluded from scope.
- Any unforeseen conditions that require design revisions may be considered additional services contingent upon the extent of the impact to the overall design.

If necessary, this proposal is open for scope and fee negotiations to ensure that I accurately meet the needs of the County and your Project. Please do not hesitate to contact me if you have any additional questions or require any additional information.

Thank you again for the opportunity to work with you on this exciting new project!

Respectfully,



Kelsie M. Randall
Project Manager

RANDALL + COMPANY LLC IS PROUDLY A WOMEN OWNED BUSINESS

If the above Consulting Services proposal is acceptable, please confirm your authorization by returning a copy with your signature below.

Authorization Signature

Date

EXHIBIT A

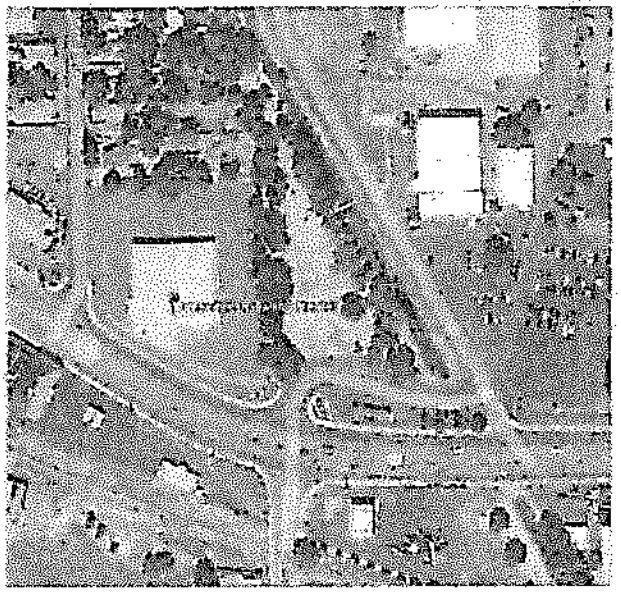
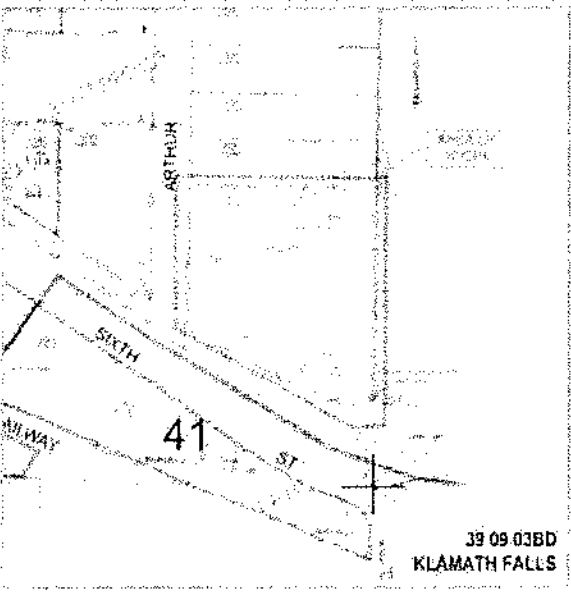
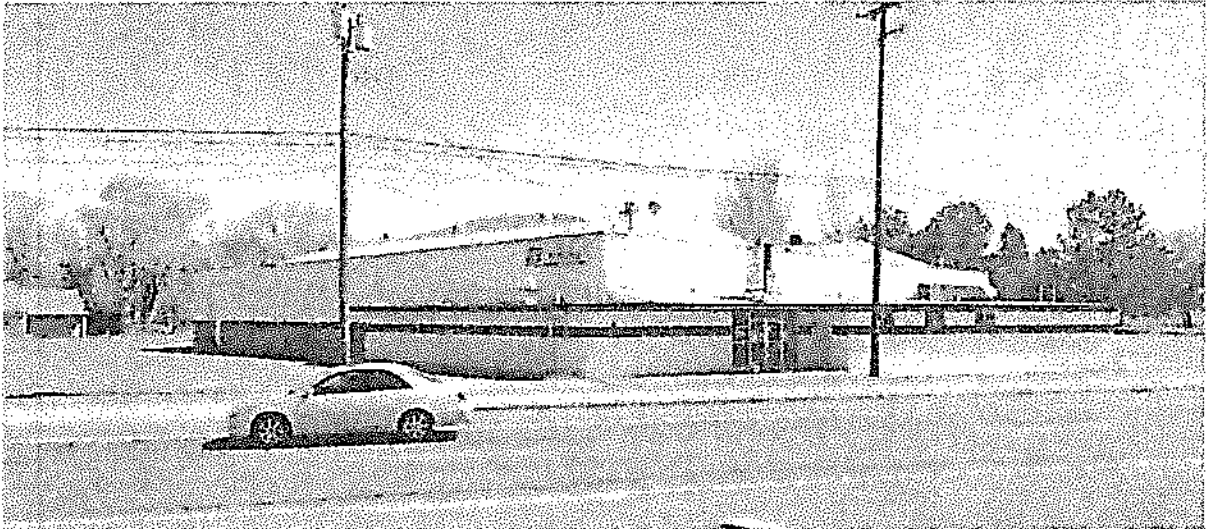
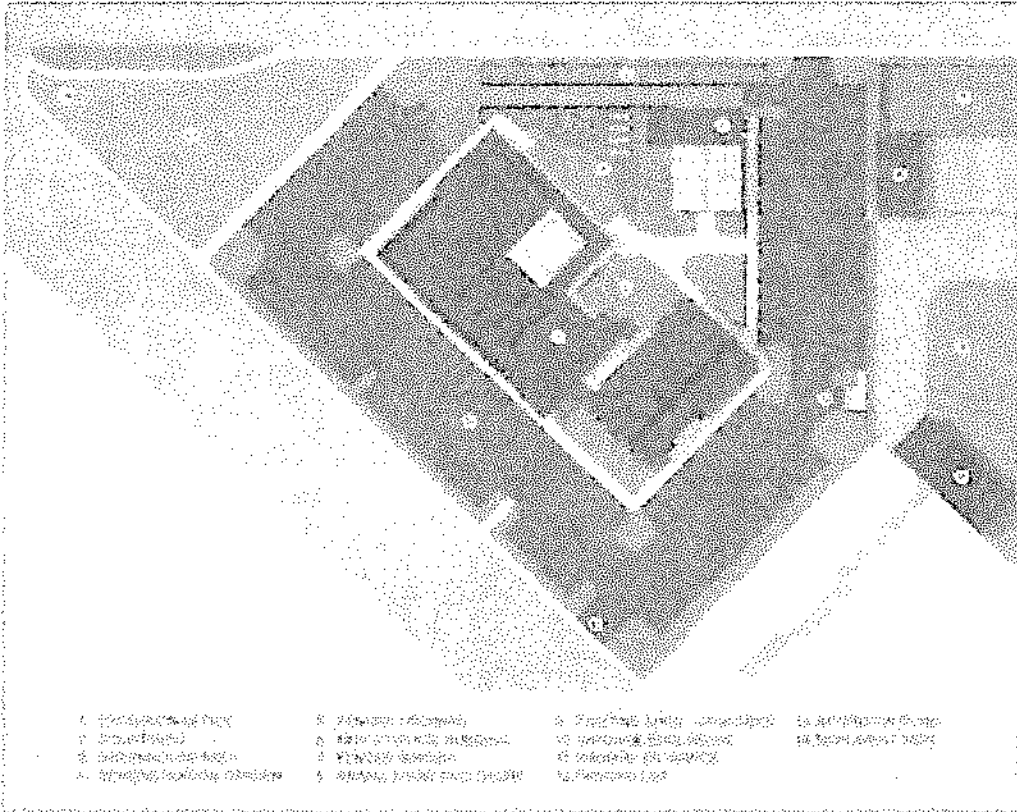


EXHIBIT B
 SAMPLE - SITE PLAN



SAMPLE - SCHEMATIC FLOOR PLAN / PROGRAMMING

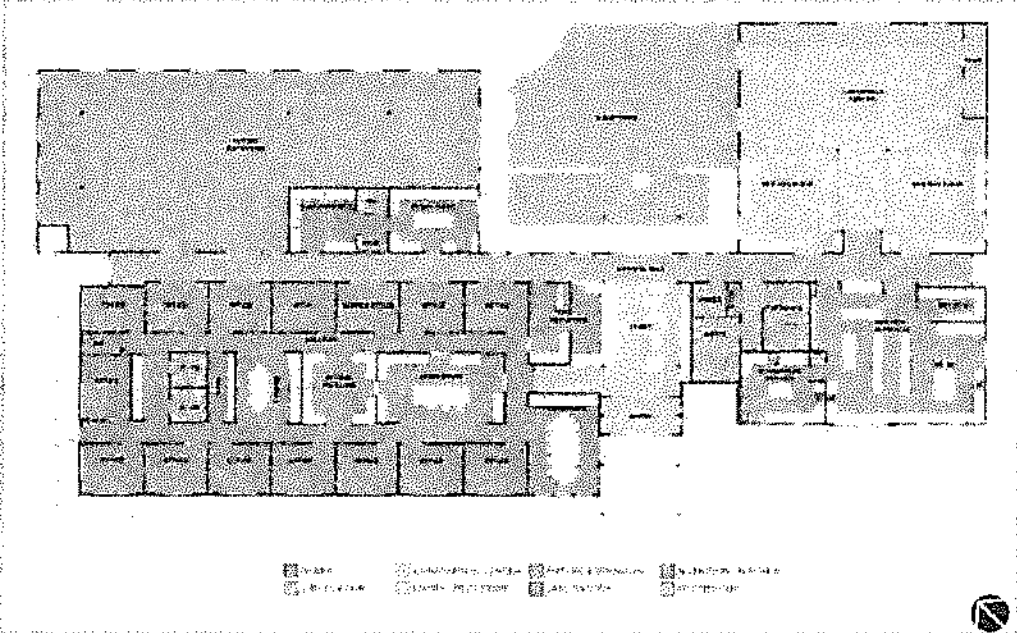


EXHIBIT C

SAMPLE - RENDERINGS

