

MEMORANDUM

**MEMORANDUM DATE:** 22 March 2006  
**AGENDA DATE:** 05 April 2006

**TO:** Board of HACSA Commissioners  
**AGENCY:** Housing and Community Services Agency of Lane County  
**PRESENTED BY:** James R. McCoy, Development Director  
**AGENDA ITEM TITLE:** ORDER/In the Matter of Approving Contract 06-S-0027 for Architectural Services for the New Winds Apartments in Florence.

**I. MOTION:**

IT IS MOVED THAT WATERBURY AND SHUGAR ARCHITECTURE LLP BE AWARDED CONTRACT 06-S-0027 FOR ARCHITECTURAL SERVICES FOR THE NEW WINDS APARTMENTS.

**II. AGENDA ITEM SUMMARY:**

Board approval is required to execute an Architectural Services Agreement with Waterbury Shugar Architecture LLP to obtain professional architectural services for the New Winds Apartments, a proposed apartment building in Florence.

**III. BACKGROUND:**

**A. Background:**

In May 2005, the Oregon Housing and Community Services Department (OHCS) issued a special Request for Applications (RFA) to develop an 18-unit apartment in Florence targeted for adults with chronic mental illness. In this solicitation, OHCS offered a site, a preliminary design prepared by the architectural firm of William Wilson Architects, and grants from its housing subsidy programs. HACSA responded to the State's RFA and was notified that its proposal had been received favorably.

In mid-2005, The HACSA board approved a Board Order authorizing the Executive Director to contract with William Wilson Architects out of Portland for architectural services for this project. HACSA staff has not concluded a satisfactory contractual arrangement with this firm and are requesting that the Board authorize a contract

with Waterbury and Shugar, the second-ranked firm in the RFP for architectural services. HACSA's switch to this firm has received approval from the State Housing and Community Services Department and will not affect the subsidies reserved for the project.

**B. Analysis**

The OHCS Request for Applications included a preliminary design and outline specifications for an 18-unit apartment building (11,063 sq. ft.) containing seventeen 1-BR and one 2-BR dwelling units. Because the preliminary design had been prepared for the OHCS by William Wilson Architects, HACSA selected this firm to complete project development, and in March 2005, the board authorized a contract in the amount of \$149,600 for this purpose. This amount included \$63,800 for services provided to OHCS for the preliminary design and approximately \$85,700 for services going forward.

Since that time, HACSA staff has not been able to successfully conclude negotiation of an architectural services contract with William Wilson Architect. This is primarily due to different understandings regarding the Scope of Work involved with engineering services for the project. In their fee proposal, William Wilson Architects had assumed a design-build approach for engineering services. However, this approach does not readily allow for the accurate cost-estimating necessary in a Construction Manager/General Contractor approach with a fixed Guaranteed Maximum Price and HACSA staff felt that the Architect should contract for engineering services at an earlier point in the design process. This resulted in an increase in the proposed fee, and it has been determined that it is more cost-effective to obtain services from the firm that had ranked second in the RFP process carried out last year. In addition, HACSA will receive a greater frequency of site visits and inspections with the Waterbury and Shugar contract (weekly instead of every three weeks).

The cost comparison can be described as follows:

	William Wilson Architects	Waterbury Shugar
Preliminary Design (Must be paid to OHCS)	63,800	63,800
Construction Drawings	85,800	98,000
Contracted Engineering Services	46,700	23,570
Resulting Contract:	<hr style="width: 50px; margin: 0 auto;"/> 132,500	<hr style="width: 50px; margin: 0 auto;"/> 121,570

Total Cost for Services	196,800	185,370
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The proposed contract arrangement with Waterbury Shugar is not to exceed \$121,570 (not including reimbursable expenses). As outlined above, this results in a total architectural cost of \$185,370 when we include the prior cost (\$63,800) incurred by OHCS for the preliminary design results.

**C. Recommendation.**

Approve the proposed Motion.

**E. Timing.**

Upon approval of the Order, the Executive Director will execute an Architectural Services Contract.

**IV. IMPLEMENTATION/FOLLOW-UP:**

Same as Item III. E. above.

**V. ATTACHMENTS:**

None.

**IN THE BOARD OF COMMISSIONERS OF THE  
HOUSING AND COMMUNITY SERVICES AGENCY  
OF LANE COUNTY, OREGON**

ORDER )In the Matter of Awarding Contract 06-S-0027 for Architectural Services  
 )for the New Winds Apartments in Florence.

WHEREAS, HACSA wishes to obtain professional design services to construct the affordable housing project "New Winds Apartments" in Florence;

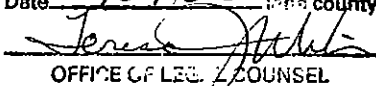
WHEREAS, Waterbury Shugar is the most cost-effective firm to provide these services;

NOW IT IS HEREBY ORDERED:

That Waterbury Shugar Architecture LLP Is Awarded Contract 06-S-0027 For Architectural Services for the New Winds Apartments in Florence.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2006

\_\_\_\_\_  
Chair, HACSA Board of Commissioners

**APPROVED AS TO FORM**  
Date 3/27/06 Lane County  
  
OFFICE OF LEGAL COUNSEL

In the Matter of Awarding Contract 06-S-0027 for Architectural Services for  
the New Winds Apartments in Florence