

FEDERAL STREET PLAZA COMMITTEE AGENDA

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**AGENDA**

**FEDERAL STREET PLAZA AD HOC COMMITTEE WORK SESSION**

**JUNE 25, 2025 AT 5:30 PM**

**CITY HALL - 313 COURT STREET**

**VIA ZOOM**

<https://us06web.zoom.us/j/84700681779?pwd=wzPFo5IoCT9vRgZGcYfui0UAU2Sub5.1>

Meeting ID: 847 0068 1779

Passcode: 165113

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - A. Approval of April 9, 2025 Minutes
5. CONSULTANT PRESENTATION
  - A. Federal Street Plaza Development
6. AUDIENCE PARTICIPATION
7. COMMITTEE DISCUSSION
8. ADJOURNMENT

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This meeting conducted Via ZOOM

Prepared by/  
Amie Ell, City Clerk

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# FEDERAL STREET PLAZA

## DEVELOPMENT

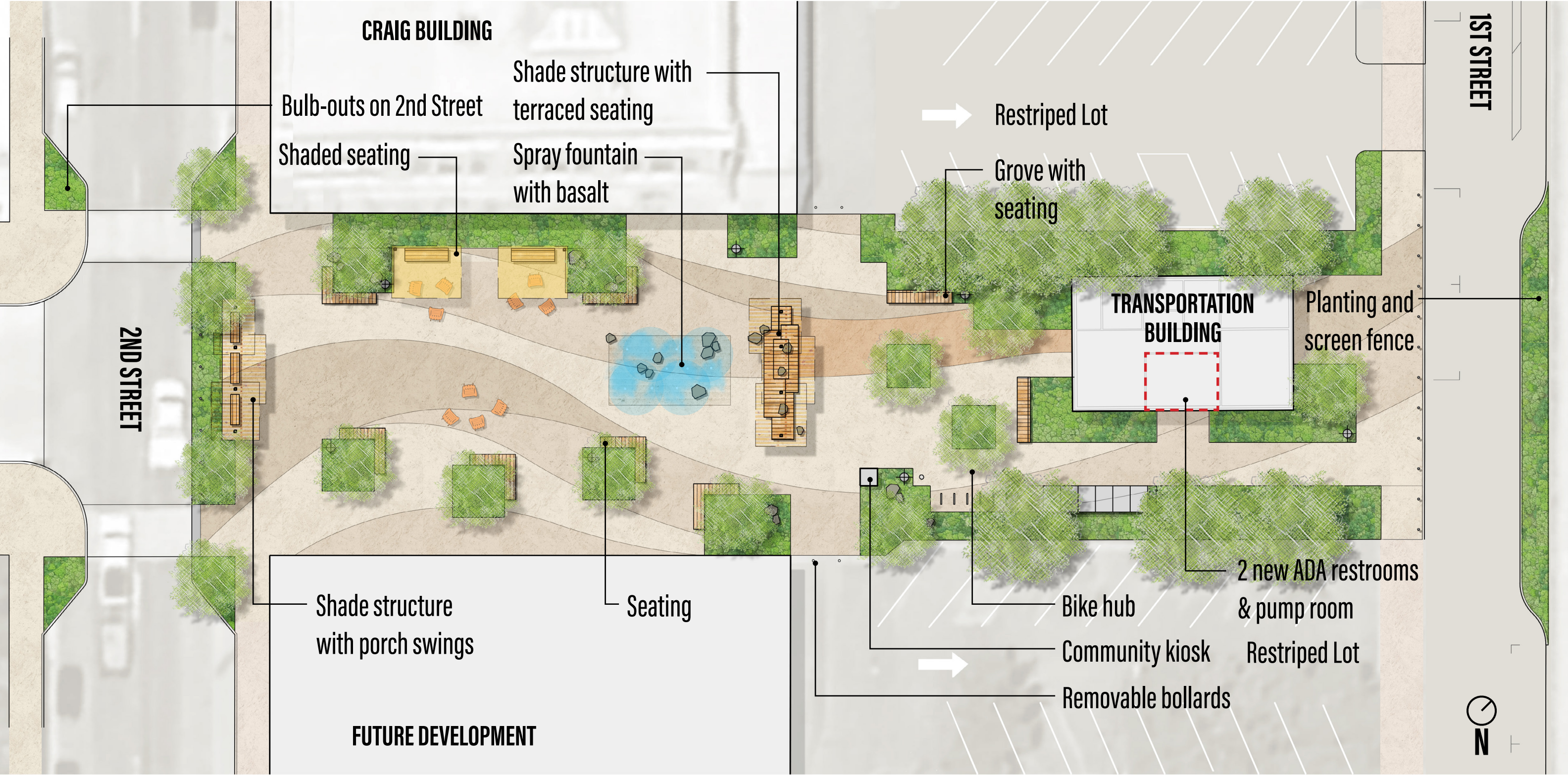
6/25/25



WALKER | MACY

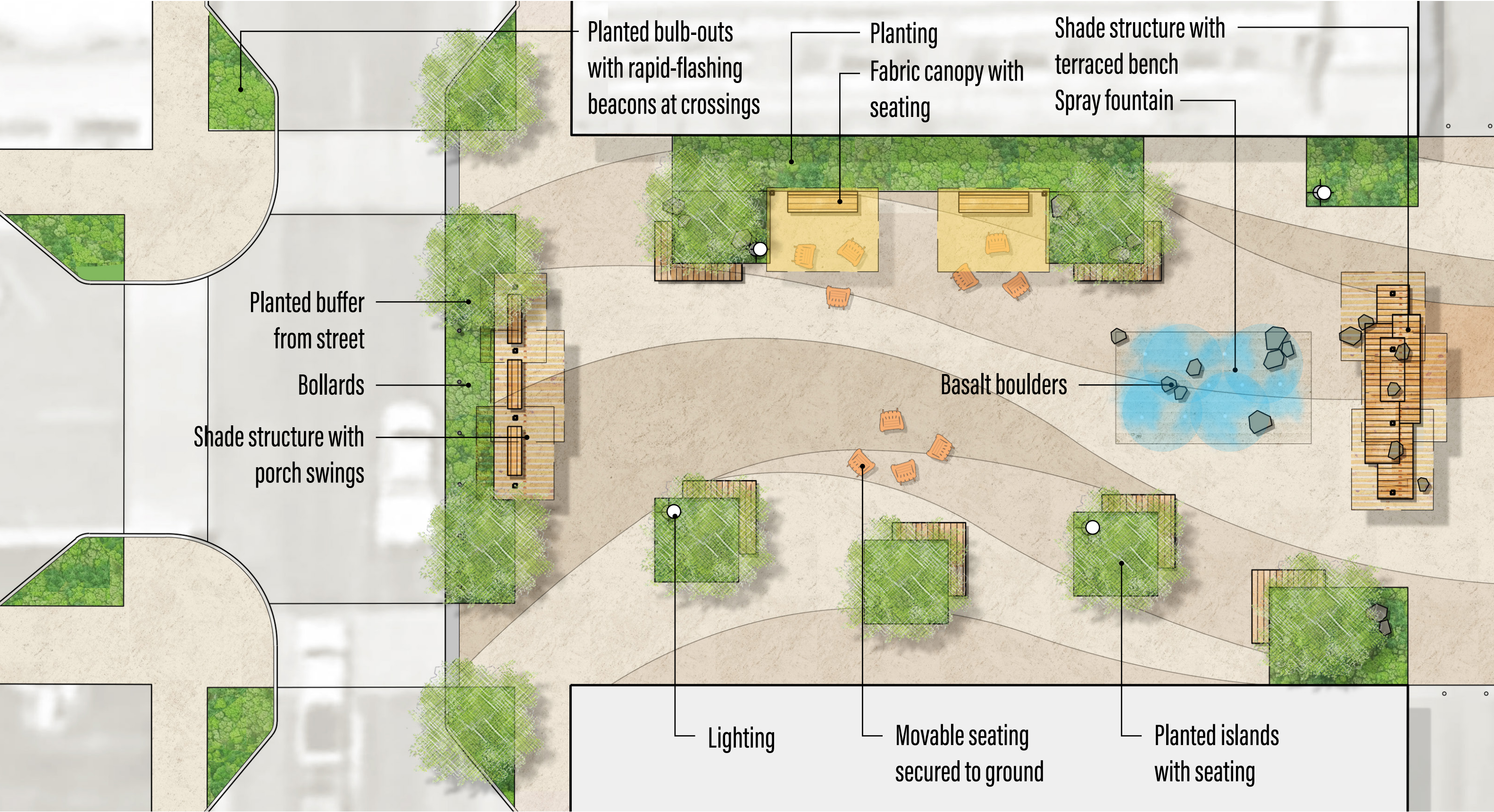


# SITE PLAN



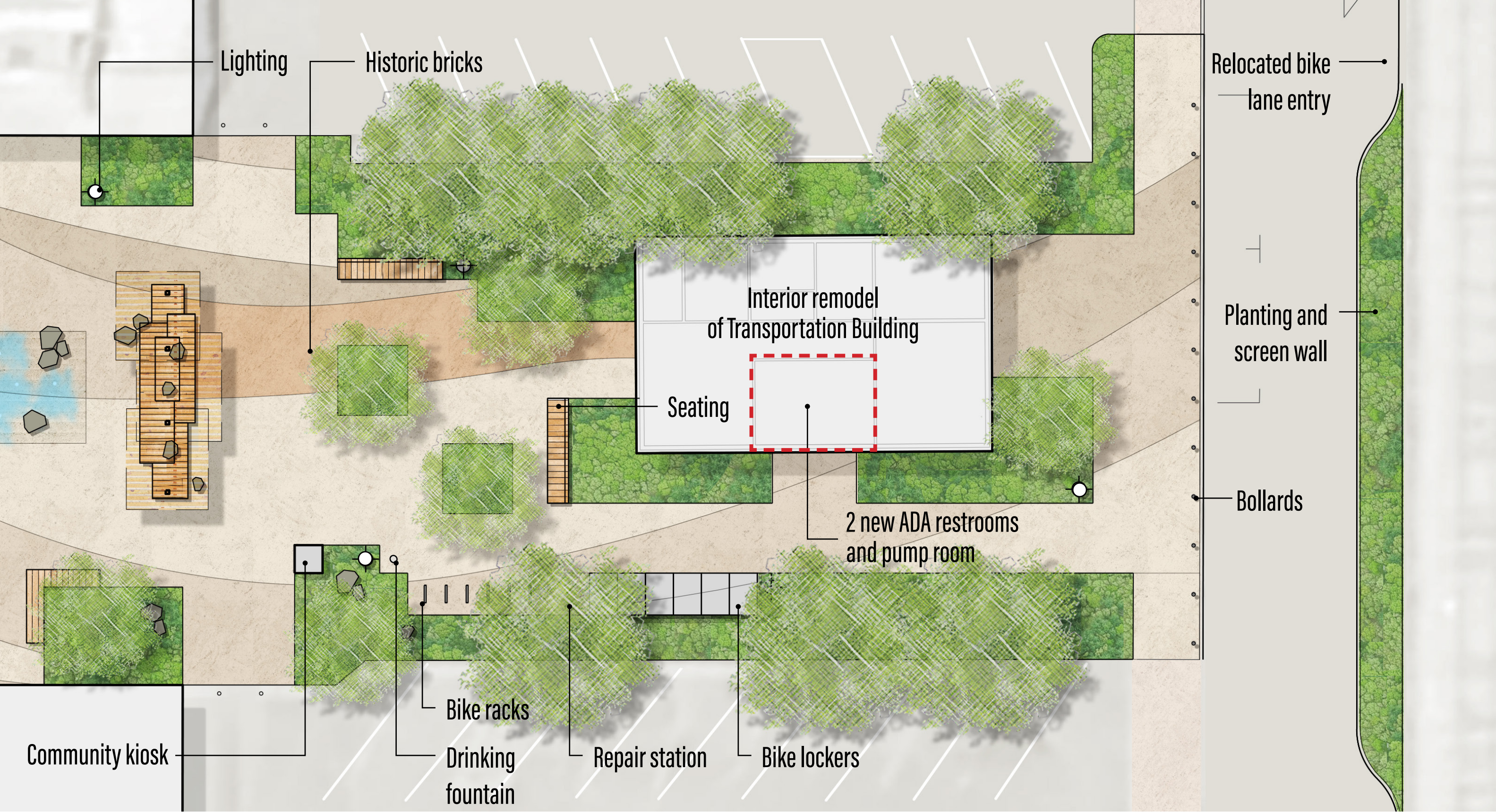


# SITE PLAN - SOUTH



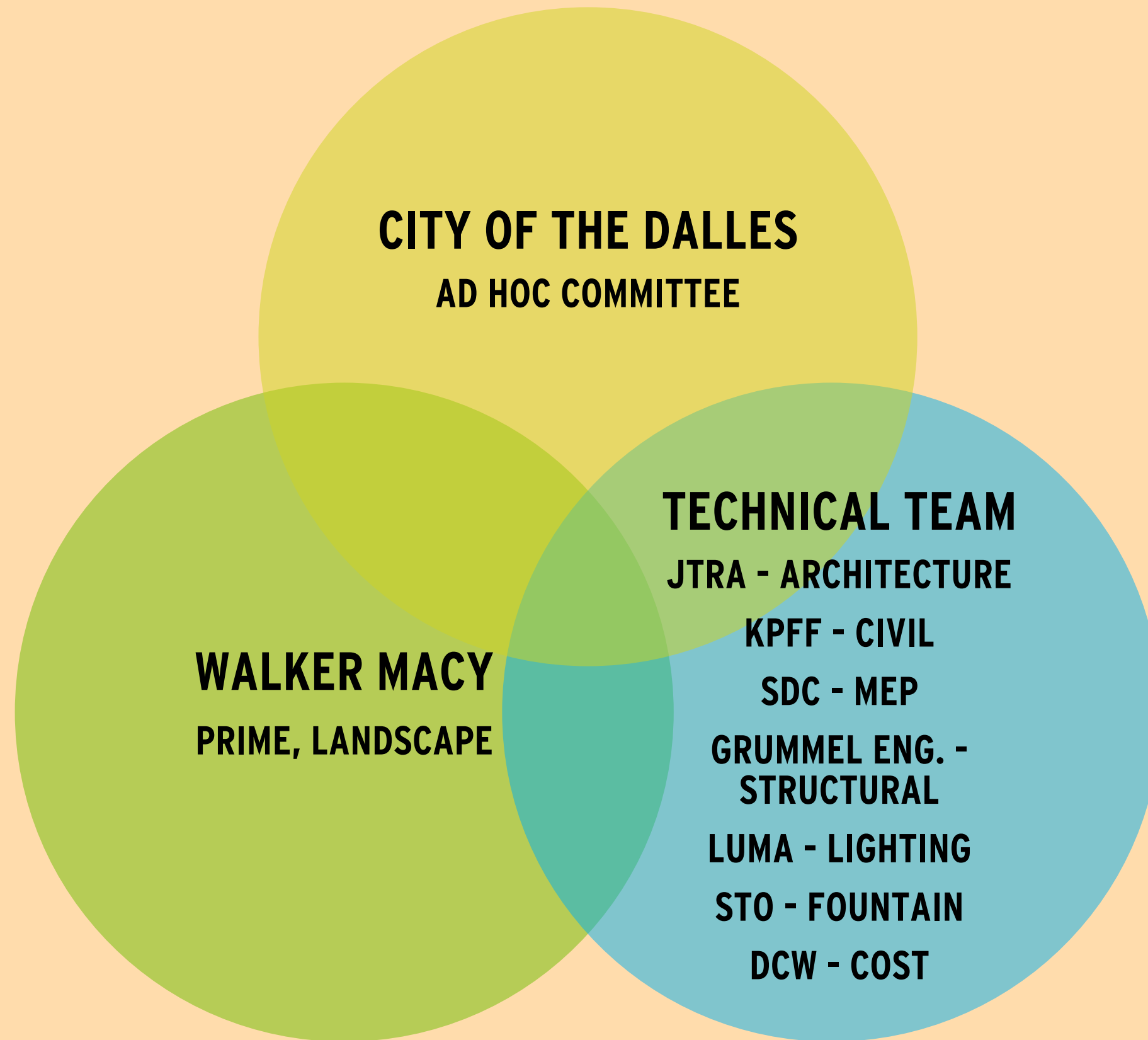


# SITE PLAN - NORTH





# TEAM



# SCHEDULE

2025

2026

7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10

DESIGN DEVELOPMENT

100% DD

CONSTRUCTION DOCUMENTS

75% CD

100% CD

PERMITTING

BIDDING

AWARD

CONSTRUCTION

AD HOC COMMITTEE MEETINGS

CITY COORDINATION MEETINGS

WEEKLY ON-SITE MEETINGS

HOLIDAY

HOLIDAY

HOLIDAYS

# DESIGN DEVELOPMENT

- On-site kickoff meeting with design team
- Develop plaza design in detail
- Design the remodel of Transportation Building
- Two Ad Hoc Committee meetings to review design progress
- Biweekly coordination meetings with the City
- Coordinate with City officials (life safety, security, public works, etc.)
- 100% DD Submittal
- Cost Estimate



# CONSTRUCTION DOCUMENTS

- Incorporate design comments
- Detailed documentation
- Develop comprehensive sets of technical drawings
- Develop project specification manual
- Biweekly coordination meetings with the City
- Coordinate with City officials
- Construction Document Submittals: 75% CD & 100% CD (Permit/Bid Set)
- Two Cost Estimates



# PERMITTING

- Provide final stamped drawings for permit submittals
- Develop permit applications
- Manage the permit process
  - Site Team Review (City of The Dalles)
  - Land Use Permit (City of The Dalles)
  - Fountain Permit (OHA)
  - Building Permit (Wasco County)
- Respond to permit comments
- Resubmit drawings if required



# BIDDING

- Pre-bid conference
- Assist in review of bids
- Prepare bid addenda as needed

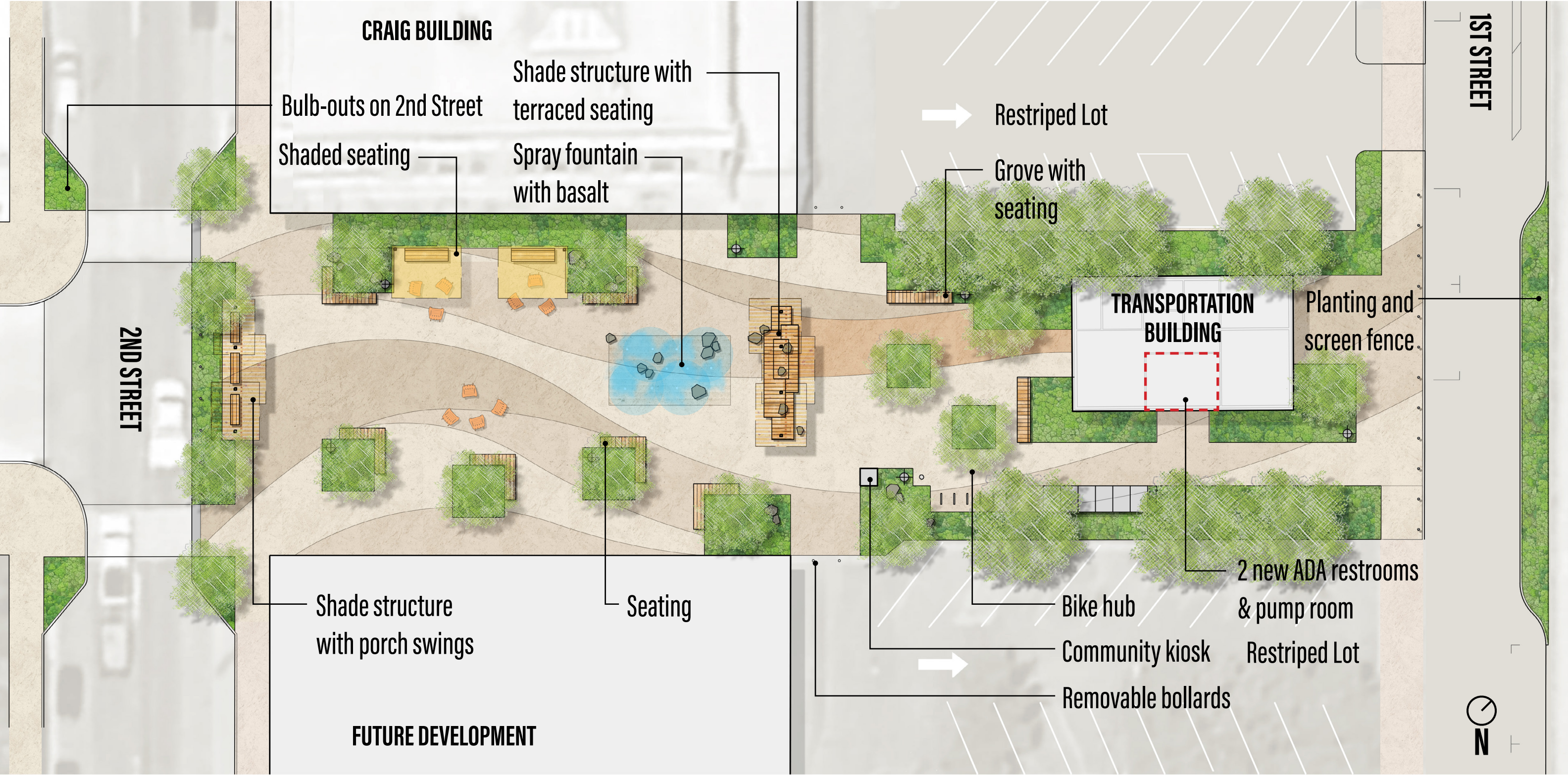


# SERVICES DURING CONSTRUCTION

- Develop “For Construction” (IFC) set of Construction Documents
- Pre-construction meeting
- Review product submittals, shop drawings, etc.
- Respond to requests for information, change orders, etc.
- Coordinate with City and contractor throughout construction
- Weekly on-site project meetings
- Substantial completion review & punch list
- Final acceptance review
- Warranty review (1 year after)
- Project Closeout - Record drawings



# SITE PLAN





# FEDERAL STREET PLAZA

## DEVELOPMENT

6/25/25



WALKER | MACY



June 16, 2025

Matthew Klebes  
City Manager  
City of The Dalles  
313 Court St, The Dalles, OR 97058

RE: Federal Street Plaza

Dear Matthew,

We are excited to collaborate with you and the Ad Hoc Committee to complete the design, document, and support implementation of Federal Street Plaza in The Dalles. The following is a scope of work for the design and documentation of the plaza based on our understanding of the project and how the City of The Dalles intends to conduct the effort.

**PROJECT UNDERSTANDING AND TEAM ROLES:**

1. The project includes a new public plaza located in the public Right-of-Way on Federal Street between 2<sup>nd</sup> and 1<sup>st</sup> streets, with an interactive fountain, shade structures, lighting, seating, and a variety of other public amenities as shown in the June 16, 2025, attached plan. This effort will also include interior renovations of the existing Transportation Building to include new restrooms, mechanical equipment for the fountain, space for tenants, and storage for the plaza. The project also includes curb extensions on 2<sup>nd</sup> street and circulation adjustments to adjacent parking areas to accommodate the new plaza.
2. Walker Macy proposes the following consultant team to assist us on the project:
  - Architect: JTRA
  - Civil Engineers: KPFF
  - MEP Engineers: SDC
  - Structural Engineers: Grummel Engineering
  - Cost Consulting: DCW
  - Fountain Designer: STO
  - Lighting Designer: LUMA
  - Irrigation Consultant: LandARC Associates
3. Walker Macy's role will be to provide the following:
  - Detailed design for the plaza and related site improvements. The design of the plaza will be based on the schematic plans and construction budget established in the prior conceptual design phase, as confirmed by the City Council in April 2025.
  - We will work directly with the City of The Dalles, the Ad Hoc Committee and the design team during the effort to ensure a comprehensive approach to the work.
  - Walker Macy, in collaboration with the design team, will document demolition, tree protection, and surface improvements including paving in pedestrian areas, planting, grading, irrigation, and site furnishings for areas within the scope area scope.
  - The team's civil engineer will document all subsurface utilities, roadway, vehicular improvements, and any work within the public right-of-way. The team will collaborate on the



design of roadway improvements, parking, and site design. The civil engineer will document all erosion and sedimentation control.

4. The team's electrical engineer will document all lighting and electrical services. Walker Macy will collaborate with the team's lighting designer and City of The Dalles to select and locate site lighting fixtures.
5. The team's cost estimating consultant will provide statements of probable costs.
6. The team's fountain designer will design and document the in-ground spray fountain and mechanical equipment.
7. The team's Mechanical, Electrical and Plumbing engineers will design and document the systems within the renovated Transportation Building and the site electrical systems.
8. The team's irrigation designer will document a new automatic irrigation system for the plaza and the adjoining parking lot planters.
9. The City of The Dalles will provide the following:
  - Topographic survey with utilities and property lines as noted in the assumptions.
  - Geotechnical study
  - Hazardous materials study of the Transportation Building
  - Design direction of sanitary sewer upgrades
  - Management of public art process and installation
  - Interface and management of future tenants of the Transportation Building including providing direction to the design team relative to interior office improvements. The intent is that the building will be renovated to accommodate future tenants but not intended to provide tenant improvements specific to the future users.
  - Division 1 specifications in CSI format, bid form, and construction contract.
  - Management of bidding process and award of construction contract.
  - Daily management of the construction process including contractor interface, budget and contract management, materials testing, pay requests.
  - All fees necessary to obtain permits will be by the City of The Dalles. Walker Macy will provide drawings and specifications for inclusion in the permit applications. Preparing additional documents that are specific to permitting are not anticipated or included in this proposal. We assume the 100% Construction Documents set will be used for permitting.

## **SCOPE OF WORK:**

Based on our understanding of the project, and the information provided, we propose the following scope of work:

### **1. Design Development (DD)**

- 1.1 Meet with city and design team to review the previously completed conceptual design phase, discuss construction budget for the site and building improvements, design development goals and schedule.



- 1.2 Begin Design Development. Develop plaza design, including material selections, furnishings, light fixtures, preliminary fountain design, site grading. Evaluate stormwater management, emergency and maintenance access, and other technical requirements. Develop design for the interior of the Transportation Building.
- 1.3 Attend two review meetings with Ad Hoc Committee and incorporate review meeting comments into advancement of the plaza and building interior design.
- 1.4 Coordinate outreach to city departments.
- 1.5 Meet with members of Site Team to discuss project requirements.
- 1.6 Develop estimate of probable construction costs
- 1.7 Deliverables at 100% Design Development:
  - Site Demolition Plans
  - Grading Plans
  - Materials Plans
  - Irrigation Conceptual Zone Plans (includes point of connection, mainline routing, and irrigation value locations).
  - Planting Area Plans noting plant types (e.g., tree, shrub, groundcover not specific plant species).
  - Fountain Plans including Site Plan, Layout Plan, Equipment Room Plan, Surge Tank Plan and Fountain Sections
  - Site Utility Plans
  - Site Lighting Plans
  - Site Details
  - Transportation Building: Architectural Plans, Elevations and Details of interior modifications
- 1.8 Meetings:
  - (1) Initial kickoff meeting with city and team (on site).
  - (1) Initial meeting with Site Team (virtual)
  - (2) Committee review meetings (1 in person and 1 virtual).
  - Bi-weekly meetings with city to coordinate the effort. (virtual)
  - (2) meetings with adjoining property owners and potential developers (1 each virtual)
  - (2) architectural evaluation visits of Transportation Building (in person).
  - (4) consultant coordination meetings (virtual).

## **2. Construction Documentation (CD)**

- 2.1 Attend coordination meetings with the city and design team.
- 2.2 Respond to comments regarding the DD submission and incorporate this information into the construction documentation. Review the construction budget, schedule, and milestones. Attain approval to proceed with Construction Documentation.
- 2.3 Produce and submit 75% and 100% Construction Documents.
- 2.4 Provide cost estimates for city's review at 75% and 100% submittal.
- 2.5 Attend virtual meetings with design team and city for review and coordination.
- 2.6 Incorporate review comments following 75% submittal.
- 2.7 Deliverables 75% and 100% completion:



- Site Demolition Plans
- Site Utility Demolition Plans
- Site Erosion & Sediment Control Plans
- Site Utility Plans
- Drainage Plans
- Grading Plans
- Site Layout Plans
- Site Materials Plans
- Irrigation plans and Details
- Planting Plans and Details
- Fountain Plans, Details and Electrical Schematics
- Site Electrical & Lighting Plans
- Site Construction Details
- Transportation Building: Architectural Demolition Plans
- Transportation Building: Architectural Plans and Details
- Transportation Building: Structural Plans, Details and Calculations
- Transportation Building: Mechanical, Electrical and Plumbing Plans and Details
- Specifications in CSI format. Walker Macy to provide standard specification format template to Design Team. City of The Dalles to provide Division 01 specifications, bid form and contact for inclusion.

## 2.8 Meetings:

- Bi-weekly city coordination meetings with city.
- CD phase kickoff and review of 100% DD submittal meeting
- Review meeting of 75% CD submittal
- Architectural Building reviews.
- (1) Coordination meeting with Site Team (virtual).
- (8) Consultant coordination meetings (virtual).

## 3. Permitting

3.1 Provide final stamped and signed documents as required for permitting. Develop applications and manage the permitting process.

3.2 The permits currently anticipated for this project are:

- a. Site Team Review (City of The Dalles)
- b. Land Use Review (City of The Dalles)
- c. Fountain Review (OHA)
- d. Building Permit (Wasco County)

3.3 Respond to permit comments during permitting.

3.4 Revise drawings and resubmit to the permitters if required.

## 4. Bidding

4.1 Utilize 100% Construction Documents for bidding.

4.2 Attend pre-bid conference(virtual).

4.3 Prepare addenda during bid period as necessary.

4.4 Assist in review of bids.

4.5 Attend city review meeting (virtual)

## 5. Services During Construction

6.1 Develop "For Construction" set of Construction Documents.

6.2 Attend (1) pre-construction meeting.

6.3 Review product submittals and shop drawings; respond to requests for information, produce change orders and clarification drawings as needed.

6.4 Attend weekly project meetings and Construction Observation site visits as required during construction. This proposal assumes an 8-month construction period.

6.5 Attend (1) substantial completion walk-through and develop a punch list.

6.6 Attend (1) final acceptance walk-through to review completion of the punch list.

6.7 Attend (1) warranty walk-through and develop a warranty list.

## 6. Project Closeout

7.1 Prepare record documents (digital) for all work within our scope based on contractor provided record drawings in CAD format.

## FEES:

We propose the following fees:

1. Design Development	\$194,850.00	
2. Construction Documents	\$296,950.00	
3. Permitting	\$ 37,000.00	
4. Bidding	\$ 23,800.00	
5. Service During Construction	\$179,500.00	
6. Project Close-Out	<u>\$ 10,000.00</u>	
Total:	\$742,100.00	<i>plus expenses</i>

We propose to bill monthly on a percentage of completion per phase. Expenses are additional and will be billed at 1.1 times our cost.

## ASSUMPTIONS:

- Our proposal is based on the above scope of work, attached limit of work and approved concept design from recently completed Conceptual Design phase. A project construction budget of \$4,100,000.00 was established prior to the determination of a complete remodel of the Transportation Building being added to the scope.
- A detailed site survey in AutoCAD 2010 drawing format (or earlier), suitable for construction documentation, will be available for our use. Survey will include detailed spot elevations of all material transitions and site elements. Survey will include locations of all site features, structures, building foundations, curbs, hardscape areas, vegetation, underground utilities, and pavement markings. Survey will include all applicable property lines and easements.
- A geotechnical report of the project site will be available for our use.



- A hazardous materials report of the existing Transportation Building will be available for our use.
- Construction Documentation will be provided or based upon Walker Macy's standards.
- Revisions to the construction documents due to value engineering which occur after 75% submittal reconciliation will require Walker Macy to evaluate potential impact to fees.
- City of The Dalles will provide complete Division One specifications, Bid Form and Construction Contract. The city will manage the submittal and RFI process during construction. Walker Macy to assist in the coordination of the team in these efforts.
- The Walker Macy team will attend all meetings outlined in the scope of work. Meetings beyond those noted will be additional services and will be billed as time and materials.
- This proposal assumes the project will be constructed in one phase. If the project is broken into multiple design or construction phases, scope and fees will be re-evaluated.
- Project is scheduled to be completed by October 31, 2026. If project extends substantially beyond the scheduled date additional scope and fees will be re-evaluated.
- LEED documentation is not currently a part of the proposed scope of services.
- Walker Macy is not responsible for verifying the accuracy of Contractors' record documents.
- Walker Macy will provide CSI-formatted technical specifications.

Please contact me or Reif Larsen if you have any questions, require clarification, or if we can be of further assistance. We look forward to working with you on Federal Street Plaza.

Sincerely,

WALKER MACY

Michael W. Zilis  
Principal  
(mzilis@walkermacy.com)