

185040

AMENDMENT NO. 2
CONTRACT NO. 30001310
FOR

On-Call Design and Space Planning Services

Pursuant to Ordinance No: N/A

This Contract was made and entered into on the 23rd day of May, 2010 by and between THE BAINBRIDGE CORPORATION, hereinafter called Contractor, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City.

1. RFP No. FAC012 for consultants to provide On-Call Design and Space Planning Services was issued February 2010. A selection committee recommended the five highest scoring firms be awarded a contract, The Bainbridge Corporation being one of the firms.
2. The Agreement amount was \$50,000 with an expiration date of March 23, 2010.
3. Amendment No. 1 dated April 8, 2011 increased the contract amount \$12,500 to allow for additional design and space planning services.
4. Three (3) task orders totaling \$62,500 have been issued against this contract for various projects. There is a balance of \$0 remaining on the contract.
5. Task order 3 dated January 7, 2011 in the amount of \$12,600 allowed the Contractor to provide design and space planning services for the 12th floor of the Portland Building. Services included the following:
 - o Conduct space analysis of current conditions.
 - o Conduct interviews with selected managers on the 12th floor and the Treasurer's Office to gather space requirements.
 - o Prepare new work station typicals.
 - o Prepare space planning options maximizing the space.
 - o Review with client, refine and finalize.
 - o Prepare detailed plans and coordinate with office dealer for purchase of additional inventory as required.
 - o Coordinate power and communication requirements.
 - o Prepare construction documents as required.
 - o Provide construction observation and move coordination.
6. Amendment No. 1 to task order 3 allowed for additional design and space planning services in the amount of \$27,600 to complete space planning and preparation of documents for the 12th floor of the Portland Building to provide the following:
 - o Review signed-off schematic plan with selected managers.
 - o Refine floor plans showing workstation detail and central equipment locations.
 - o Review with managers refine and finalize.
 - o Prepare detailed plans and coordinate with office dealer for purchase of additional Herman Miller inventory as required.
 - o Coordinate power and communication requirements.
 - o Prepare construction documents as required.
 - o Provide construction observation and move coordination.
7. Additional design and space planning services in the amount of \$16,075 are necessary for completion of the 12th floor Portland Building remodel project in accordance with the attached letters dated October 11, 2011 and October 19, 2011 (Exhibit A) and include the following:
 - o Additional space plan options and revisions.

- Additional meetings
- Changes to phasing plans
- Prepare space plan for Treasurer's office in existing vacant space
- Review space plan with City, refine and finalize
- Coordinate with office dealer for purchase of additional inventory as required
- Coordinate power and communication requirements
- Prepare construction documents

8. The City of Portland and the Contractor wish to amend Contract No. 30001310 in the amount of \$16,075 to allow for additional design and space planning services described in #7 above for a new total contract amount of \$78,575.

All other terms and conditions shall remain unchanged and in full force and effect.

Contract No. 30001310 Amendment/Change Order No. 2

Contract Title: On-Call Design and Space Planning Services

CONTRACTOR SIGNATURE:

This contract amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same contract amendment.

The parties agree the City and Contractor may conduct this transaction by electronic means, including the use of electronic signatures.

THE BAINBRIDGE CORPORATION

By:  Date: 11.9.11

Name: ANDREA BAINBRIDGE

Title: PRINCIPAL

Address: 319 SW WASHINGTON #914

Telephone: 503-224-6681

Contract No. 30001310 Amendment/Change Order No. 2

Contract Title: On-Call Design and Space Planning Services

CITY OF PORTLAND SIGNATURES:

By: N/A Date: _____
Purchasing Agent

By: _____ Date: _____
Elected Official

Approved:

By: _____ Date: _____
Office of City Auditor

Approved as to Form:

By:  Date: 11/17/2011
Office of City Attorney

185040



319 SW Washington, Suite 914
 Portland, OR 97204
 T 503 224 6681
 bainbridgedesign.com

Additional Services - 12th Floor Portland Building Remodel

Date: October 11, 2011

To: Connie Johnson

Project: 12th Floor Remodel

The following are services required or requested which were not included in our original contract.

Description of Work:

1. Original proposal assumed all existing finishes would be maintained and any replacement would match existing. New carpet and accent paint colors were later requested. 12 hours
2. Original proposal clearly states that the design process would be completed within 6 weeks with final documents being submitted May 1st. 16 additional weeks has triggered more time for more revisions and 7 additional meetings.
 - Additional space plan options and revisions were prepared after initial sign-offs. The new Bureau Director required additional modifications to the layout again changing the documents after issuance. 46 hours
 - 7 additional meetings 11 hours
 - Phasing plans in the construction documents were changed 2 times after issuance. 8.5 hours
 - Move phasing plans and equipment matrixes were modified 5 times after final issuance. 23 hours
3. Original proposal factored in 10 hours for lunch room modifications and material selection. An additional 17 hours was required for preparation of several lunchroom design options including 3-d renderings of each option and material presentation boards. 17 hours

Total 117.50 hours designer @ \$90.00/hr

\$10,575.00

Please note that no additional time for the Principal-in-Charge has been requested.

Bainbridge.

319 SW Washington St. #914
Portland, OR 97204
503-224-6681

October 19, 2011

Connie Johnson
City of Portland
1001 SW 5th Ave, # 1204
Portland, OR 97204

RE: Space Planning for the 12th floor, Minimal Project - Portland Building - revised

Dear Connie,

We are pleased to submit a proposal for providing additional space planning services for the 12th floor of the Portland Building. Following is our general project understanding, anticipated scope and estimated fees.

Project Understanding

We have based our proposal on providing the following general services.

1. Based on existing information from original programming, prepare space plan for the Treasurer's office in existing vacant space.
2. Make other modifications as discussed.
3. Review with client, refine and finalize.
4. Coordinate with office dealer for purchase of additional inventory as required.
5. Coordinate power and communication requirements.
6. Prepare construction documents as required.
7. Provide construction observation which was included in original proposal.

Please review and call with any questions. If all is acceptable, please add to your documents and return to us for signature.

Thank you for your business!

Sincerely,

ANDREA BAINBRIDGE

Andrea Bainbridge, IIDA
Bainbridge.

Scope of Services

Preliminary & Programming

complete

■ Tasks:

1. Meet with client representative to determine new goals for the project.
2. Confirm programming requirements.

■ Deliverables:

1. Final proposal defining project understanding and scope.

■ Meetings:

1. One meeting with client to achieve the above.

Schematic Design Phase

complete

■ Tasks:

1. Prepare maximum of 3 preliminary space plan concepts for review.
2. Review with Project Manager and receive direction.
3. Refine one final space plan.

■ Deliverables:

1. Maximum of three preliminary space plan concepts.
2. One refined space plan direction.

■ Meetings:

1. One meeting with Project Manager.

Design Development Phase

■ Tasks:

1. Finalize definitive floorplan indicating wall partitions and workstation layouts.
2. Determine and coordinate electrical/voice/data requirements.
3. Coordinate furniture specifications with dealers/manufacturers.
4. Review with Project Manager and receive final approval to proceed to Construction Documents.

■ Deliverables:

1. Final floorplan.

■ Meetings:

1. One meeting with Project Manager.

Construction Document Phase

■ Tasks:

1. Prepare documentation and specifications as required to complete the project as designed.
2. Coordinate furniture plan with dealers.
3. Prepare equipment and move matrixes with city of Portland internal IT staff.
4. Prepare phasing plans.

■ Deliverables:

1. 100% set for permit submittal.

■ Meetings:

1. One client meeting/work sessions.

Construction Observation Phase

■ Tasks:

1. Review required documents submitted by the contractor.
2. Coordinate change orders and/or design directives with supporting documentation.
3. Review progress and schedule.
4. Prepare punchlist and coordinate correction of punchlist items.

■ Deliverables:

1. Written design clarifications and requests for information.
2. Written punchlist.

■ Meetings:

TBD

Project Assumptions and Exclusions:

1. We assume that we are preparing space plans and documents based on current programming information. Should the criteria change, fees may require modification.
2. We have based our fees on maintaining a continuous design process through construction documentation for a maximum of 6 weeks, estimating completion no later than December 1, 2011.
3. Revisions after signoffs at each phase are not included and will be invoiced at our standard hourly rates.

Fees:

Through construction documents \$5,100.00.
Reimbursables are estimated @ \$400.00.

Billings are based on the following hourly rates:

Principal - @ \$130.00/hour
Project Manager @ \$110.00/hour
Senior Designer @ \$100.00/hour
Designer @ \$90.00/hour

Proposal: 12th Floor Space Plan- Portland Building

October 18, 2011

Detailed Scope:

Prepare new space plans, review, revise – 7 hours

new carpet phasing plan – 2.5 hours

CDs – 16 hours

Edits after Connie reviews CDs – 4 hours (1-2 hours every time something needs to be changed)

Move doc save as and edit: 4 hours

Meeting with Bert (POF:) 1.5 hour

Meeting with all stake holders to kick off the moves: 2.5 hours.

Pre bid meeting: 1.5 hour

Addenda: 4-8 hours depending on how many questions the contractor asks.

Any revisions to move docs: 4 hours

Total 51hrs at \$100 hr \$5,100.00

CA: 6 hours a week for 8 weeks 48 hrs at \$100 \$4,800.00



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
1/21/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gales Creek Insurance Services Inc. 800 NW 6th Ave., Suite 335 Portland, OR 97209		CONTACT NAME: Kim Hutchinson PHONE (A/C, No, Ext): (503) 227-0491 FAX (A/C, No): (503) 227-0927 E-MAIL ADDRESS: kim@galescreek.com PRODUCER CUSTOMER ID #: 00008476	
INSURED Bainbridge Design, Inc. 319 SW Washington Suite 914 Portland OR 97204-2635		INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company INSURER B: Philadelphia Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	NAIC #

COVERAGES

CERTIFICATE NUMBER: 2011 to 2012

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		B 4019980186	1/19/2011	1/19/2012	MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	X		B 4019980186	1/19/2011	1/19/2012	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - EA EMPLOYEE \$
B	Professional Liability			PHSD574718	1/6/2011	1/6/2012	E.L. DISEASE - POLICY LIMIT \$
							\$1,000,000 Per Claim \$5,000 Ded
							\$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate Holder is included as an Additional Insured with respect to the operations of the Named Insured.

CERTIFICATE HOLDER
CANCELLATION

 City of Portland
 OMF/ Facilities Services
 Facilities Office Specialis III
 ATTN: Rhonda Anderson
 1120 SW 5th Avenue
 Portland, OR 97204

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kim Hutchinson/KIM

CERTIFICATE OF INSURANCE

This certifies that

- ☒ STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
☐ STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
☐ STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
☐ STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
☐ STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Name of policyholder Bainbridge Design, Inc.

Address of policyholder 319 SW Washington, Suite 914 Portland, OR 97204

Location of operations same

Description of operations

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
This insurance includes:	Comprehensive Business Liability			BODILY INJURY AND PROPERTY DAMAGE
	<input type="checkbox"/> Products - Completed Operations			
	<input type="checkbox"/> Contractual Liability			
	<input type="checkbox"/> Underground Hazard Coverage			Each Occurrence \$
	<input type="checkbox"/> Personal Injury			General Aggregate \$
	<input type="checkbox"/> Advertising Injury			Products - Completed \$
	<input type="checkbox"/> Explosion Hazard Coverage			Operations Aggregate
	<input type="checkbox"/> Collapse Hazard Coverage			
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)
	<input type="checkbox"/> Umbrella	Effective Date	Expiration Date	Each Occurrence \$
	<input type="checkbox"/> Other			Aggregate \$
				Part 1 STATUTORY Part 2 BODILY INJURY
				Each Accident \$ Disease Each Employee \$ Disease - Policy Limit \$
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
97-ES-9157-0	Workers Comp.	05/08/2010	05/08/2011	\$500,000/\$500,000/\$500,000
182 1073-C01-37K	Auto Liability	03/01/2010	03/01/2011	1MIL/1MIL/1MIL
97-CS-1239-4	Fidelity Bond	07/14/2009	07/14/2011	\$12,000

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

Name and Address of Certificate Holder

City of Portland
 OMF/Facilities Services
 Rhonda Anderson
 Facilities Office Specialist III
 1120 SW 5th Avenue
 Portland, Oregon 97204

APPROVED AS TO FORM

Rhonda Anderson
 CITY ATTORNEY
 WC

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Todd Houser by Alicia Wragg
 Signature of Authorized Representative
 Agent 03/16/2011
 Title Date

Agent's Code Stamp

AFO Code

T. HOUSER


37-9A86

MAFO NW Portland 15-F477

185040

☒ STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
☐ STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
☐ STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
☐ STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
☐ STATE FARM LLOYDS, Dallas, Texas

Name of policyholder	Bainbridge Design, Inc.
Address of policyholder	319 SW Washington, Suite 914 Portland, OR 97204
Location of operations	SAME
Description of operations	INTERIOR DESIGN

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY	
		Effective Date	Expiration Date	(at beginning of policy period)	
	Comprehensive Business Liability			BODILY INJURY AND PROPERTY DAMAGE	
This insurance includes:	<input type="checkbox"/> Products - Completed Operations <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Underground Hazard Coverage <input type="checkbox"/> Personal Injury <input type="checkbox"/> Advertising Injury <input type="checkbox"/> Explosion Hazard Coverage <input type="checkbox"/> Collapse Hazard Coverage <input type="checkbox"/> <input type="checkbox"/>			Each Occurrence	\$
				General Aggregate	\$
				Products - Completed Operations Aggregate	\$
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE	
	<input type="checkbox"/> Umbrella	Effective Date	Expiration Date	(Combined Single Limit)	
	<input type="checkbox"/> Other			Each Occurrence \$	
	<p style="text-align: center;">APPROVED AS TO FORM</p>  <p style="text-align: center;">CITY ATTORNEY</p>			Aggregate \$	
				Part 1 STATUTORY	
				Part 2 BODILY INJURY	
				Each Accident \$	
				Disease Each Employee \$	
				Disease - Policy Limit \$	
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY	
		Effective Date	Expiration Date	(at beginning of policy period)	
97-E8-4352-1	Workers Comp.	05/08/2011	05/08/2012	Worker's Comp	
182 1073-C01-37N	Auto Liability	09/01/2011	09/01/2012	\$1,300,000	

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Todd Hauschild
Signature of Authorized Representative
Agent _____ 11/15/2011
Title _____ Date
Agent's Code Stamp _____

AFO Code  TODD HOUSER, CLU, Agent
7515 SW Barnes Road
Suite 101
Portland, OR 97225-6200
Office Phone: (503) 297-3788