



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: May 21, 2025

SUBJECT: Approve a Notice of Intent to Award a contract to Steele Associates Architects for design of the Gray Courthouse Improvements Project

RECOMMENDED MOTION:

Move approval of Document No. 2025-472, a Notice of Intent to Award a contract to Steele Associates Architects for design services for the Gray Courthouse Improvements project.

BACKGROUND AND POLICY IMPLICATIONS:

Steele Associates Architects submitted a proposal to provide comprehensive design services for improvements to the Gray Courthouse building. The anticipated scope of work includes a tenant improvement for the District Attorney's Office and other building-wide improvements including flooring replacement, LED lighting upgrade, limited rooftop mechanical unit replacement, seismic upgrades, roofing replacement, building envelope repairs, site drainage improvements, and construction cost estimating.

The Facilities Department issued a publicly advertised RFP for design services for the Gray Courthouse Improvements project on March 19th, 2025, in accordance with ORS 279C. Steele Associates Architects, a firm based in Bend, received the highest scores in both the proposal and interview rounds. The selection committee recommends that a Notice of Intent to Award Contract be issued and that the County and Steele Associates Architects proceed with contract negotiations.

Proposals were reviewed by a selection committee with members of the District Attorney's Office, Legal Department, and the Facilities Department. Nine (9) firms submitted proposals: Cole Architects, Hacker Architects, Hennebery Eddy Architects, LRS Architects, ORW Architects, Pinnacle Architecture, SAJ Architecture, Steele Associates Architects, and Ten Over Studios.

In the proposal scoring phase, Cole Architects, Hennebery Eddy Architects, and Steele Associates Architects were the high-scoring firms and were subsequently invited to the interview round. Steele Associates Architects was the highest-scoring firm in the interview round.

BUDGET IMPACTS:

This action issues a Notice of Intent to Award Contract to the highest-scoring firm in the RFP interview round, Steele Associates Architects, and allows seven (7) days for concerned parties to protest the award. If there is no protest within the seven-day period, the County will begin negotiations with Steele Associates Architects and subsequently enter into a services contract.

Project costs for design services are budgeted in Campus Improvement Fund 463 for Fiscal Year 2026.

ATTENDANCE:

Eric Nielsen, Capital Improvement Manager