



5 Centerpointe Drive
Suite 130
Lake Oswego OR 97035

503.451.4500 phone
530.756.5991 fax
westyost.com

February 18, 2021

SENT VIA: EMAIL

Mr. Blair Larsen, JD/MPA
Community & Economic Development Director
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

SUBJECT: Proposal for Engineering Services for the Sankey Park Bandstand Rehabilitation Evaluation

Dear Blair:

The purpose of this letter proposal is to provide the City of Sweet Home (City) with the proposed Scope of Services, Budget and Schedule to complete an initial evaluation of requirements and cost to rehabilitate the Sankey Park Bandstand. The scope also includes site visits to three reference Willamette Valley amphitheater facilities that may be of interest to City staff and elected officials.

PROJECT TEAM

West Yost's project team will be managed by Preston Van Meter with support from Sandrine Ganry from West Yost, Allan Goffe with ACE Engineers (structural), Mike Faha with Greenworks (landscape architecture), Ben Perry with Landis Consulting (electrical).

SCOPE OF SERVICES

Following is a list of the key tasks necessary to perform this proposed Scope of Services, each further described below:

- Task 1.** Project Management
- Task 2.** Existing Bandstand Rehabilitation Cost Estimate
- Task 3.** Reference Amphitheater Site Visits
- Task 4.** Technical Memorandum
- Task 5.** City Council Presentation

Task 1. Project Management

Project management includes coordination of West Yost's internal team and sub-consultants, quality assurance and quality control (QA/QC) activities and preparation of monthly project updates and invoices. Sub-tasks include the following:

- **Monthly Project Status Reports and Invoices.** We will prepare monthly project updates including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget utilized, key upcoming project milestones and any anticipated issues that may impact project budget or schedule.
- **Team Coordination Activities.** West Yost Project Manager and key team members will conduct monthly project check-in conference calls with City staff to review progress compared with schedule milestones, confirm timing for upcoming meetings and site visits, review current budget status, discuss outstanding issues or requests for information, and items related to overall project progress. For budgetary purposes, monthly check-in conference calls will be attended by Preston Van Meter and will be 30 minutes in duration.

Task 1 Assumptions

- The anticipated project duration is three months; therefore, three monthly project progress reports and invoices are budgeted.
- Action items from monthly project check-in conference calls will be sent to attendees via email.
- To preserve budget, no formal Project Kickoff Meeting is anticipated as part of the project.

Task 1 Deliverables

- West Yost will provide one electronic (PDF) copy of monthly progress reports with invoices.
- West Yost will provide one electronic (email) copy of meeting summaries and action items from monthly project check-in conference calls.

Task 2. Existing Bandstand Rehabilitation Cost Estimate

West Yost and our team will prepare a preliminary rehabilitation plan for the Sankey Park bandstand and a cost estimate, based on the following assumptions:

- One electronic construction cost estimate for the demolition and replacement of the peeled log framed bandstand with concrete foundation at Sankey Park.
- Construction cost estimate of demolition and removal of existing framing and concrete foundation.
- Construction cost estimate of replacement concrete foundation.
- Construction cost estimate of replacement of peeled log wood framed elevated platform, perimeter railing, stairs and roof structure.
- Construction cost estimate of finishes applied to the complete structure including, preservative treatment of wood framing, roofing, gutters, downspouts.
- One preliminary drawing with notes and generally depicting the elements and assumptions of the construction cost estimate.
- Electrical narrative and estimated costs.

The estimate assumes the bandstand will be replaced with a new structure matching the architecture of the existing bandstand with electrical and lighting upgrades to improve useability by bands and other groups using the facility.

Task 2 Assumptions

- No geotechnical field investigations, special inspections or other services are anticipated to be required as part of the project.
- No detailed building, electrical or plumbing code evaluations will be provided.

Task 2 Deliverables

- One electronic (PDF) copy the Sankey Park Bandstand narrative and cost estimate will be incorporated into the final Technical Memorandum.

Task 3. Reference Facility Summary and Site Visits

Develop summary of reference amphitheater facilities in the mid-Willamette Valley and costs for facility development for information purposes. Conduct a site visit to Sankey Park and 2-3 reference amphitheater facilities. The goal of the reference facility site visits is to help City staff and elected officials understand potential opportunities that could be implemented at Sankey Park along with the rehabilitation of the existing bandstand.

A narrative section summarizing reference amphitheater facilities, costs and a drawing will be prepared for incorporation into the final technical memorandum.

Task 3 Assumptions

- Sankey Park and reference facility site visits will be attended by Preston Van Meter and Mike Faha (Greenworks).

Task 3 Deliverables

- One electronic (PDF) copy the Sankey Park Bandstand narrative and cost estimate will be incorporated into the final Technical Memorandum.

Task 4. Technical Memorandum

The evaluations of the existing Sankey Park bandstand rehabilitation along with reference amphitheater facility costs and site visits will be consolidated in a final technical memorandum for City Council consideration. It is anticipated this document will help the elected officials determine the best path forward for the rehabilitation of the existing Sankey Park Bandstand and potential opportunities for Sankey Park to best accommodate the range of users anticipated for the facility.

Task 4 Assumptions

- None

Task 4 Deliverables

- One electronic (PDF) copy of Draft and Final Sankey Park Bandstand Evaluation Technical Memorandum.

Task 5. City Council Presentation

Coordinate with City staff to prepare a summary presentation for the City Council that highlights the rehabilitation cost evaluation, reference facility costs and site visit along with recommendations and potential next steps.

Task 5 Assumptions

- The City Council presentation will be conducted by MS Teams.

Task 5 Deliverables

- One electronic (PDF) copy of draft and final City Council presentation in MS Powerpoint format.

PROJECT BUDGET

West Yost's proposed level of effort and budget for each of the tasks described above is summarized in Table 1 below. West Yost will perform the Scope of Services described above on a time and expense reimbursement basis at the billing rates set forth in West Yost's current contract for providing City Engineer-of-Record services, with a not-to-exceed budget of \$22,184.

Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Hours and Budget	
Task	Budget, \$
Task 1. Project Management	2,161
Task 2. Existing Bandstand Rehabilitation Cost Estimate	6,051
Task 3. Reference Facility Summary and Site Visits	6,559
Task 4. Technical Memorandum	5,204
Task 5. City Council Presentation	2,209
Total Budget	\$22,184

SCHEDULE

West Yost's preliminary project timelines are summarized in Table 2 below. Dates are subject to change as the project progresses through design and into bidding and construction.

Table 2. Preliminary Milestone Schedule	
Milestone/Task	Date
Notice to Proceed from City	March 8, 2021
Existing Bandstand Rehabilitation Cost Estimate	March 2021
Sankey Park and Reference Facility Site Visits	Early April 2021
Prepare Technical Memorandum	April 2021
City Council Presentation	May 2021

Thank you for providing West Yost the opportunity to be of continued service to the City. We look forward to working with you on this important project. Please call, 503.784.9536, if you have any questions or require additional information

Sincerely,
WEST YOST



Bob Ward, PE
Vice President
PE# 58810



Preston Van Meter, PE
Principal Engineer
PE# 51615