



CITY OF ALBANY
CITY COUNCIL WORK SESSION
Municipal Court Room
Monday, September 26, 2011
4:00 p.m.

AGENDA

4:00 p.m. **CALL TO ORDER**

4:00 p.m. **ROLL CALL**

4:00 p.m. **BUSINESS FROM THE PUBLIC**

4:05 p.m. **ECONOMIC DEVELOPMENT STRATEGY DISCUSSION**

Action Requested: Information; discussion; direction.

5:05 p.m. **POLICE AND FIRE FACILITIES UPDATE** – Ed Boyd, John Bradner

Action Requested: Information, discussion, direction.

5:50 p.m. **COUNCILOR COMMENTS**

5:55 p.m. **CITY MANAGER REPORT**

6:00 p.m. **ADJOURNMENT**

Rules of Conduct for Public Meetings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

City of Albany Web site: www.cityofalbany.net

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by notifying the Human Resources Department at 917-7500.



TO: Albany City Council
FROM: Wes Hare, City Manager *WH*
DATE: September 23, 2011, for the September 26, 2011, City Council Work Session
SUBJECT: Economic Development

RELATES TO STRATEGIC PLAN THEME: • A Healthy Economy

The Council economic development discussion scheduled for September 26 should be a good opportunity to review what we have done, explain what we are doing, and focus on what we plan to do to help sustain a healthy local economy. I also think it's important to acknowledge that local government is one partner among many in the effort to build community prosperity.

Background

Cities have a long history of providing the infrastructure critical for businesses to survive and flourish. Albany has made extraordinary investments during the past seven years in both water and wastewater treatment facilities, making the community attractive to industries that rely on large quantities of water and/or produce large volumes of wastewater. These facilities also serve our highest paying existing businesses that would either close or relocate if water quality or quantity were to decline. Maintaining healthy utilities is, therefore, one of the highest priority economic development activities the City manages on behalf of our residents. It is also the area where we have invested and routinely spend the largest amounts of money. Unfortunately, no matter how much you spend on utilities, you can always spend more to good effect. We have aging lines that need replacement and areas of the city that need improved service. Our canal is vulnerable to contamination, and we have an inadequate storm water system. Several of our best industrial sites need road improvements, and we have a limited number of sites with rail access. In short, we could easily spend our remaining settlement dollars on critical infrastructure projects needed for economic development.

Maintaining an adequate inventory of industrially zoned land is another function of city government important to economic development. Albany is at a comparative disadvantage to many other communities because we have a relatively small number of sites that are ready for industrial development. We are participating with the Cascades West Council of Governments in a regional effort to simplify the wetlands permitting process, but that is only one hurdle new industries face on most of our available sites. The asking price for property, the lack of transportation infrastructure, distance to major population centers, limited air service, and a shortage of industrial buildings are just a few of the additional barriers. Many communities develop industrial parks to encourage new business, and I am familiar with a number of success stories. I also know of places that have invested heavily in industrial parks without seeing any return. Again, we could easily use more resources than we have to help create ready-to-build or ready-to-occupy sites.

Tax breaks and direct subsidies for new businesses are tools commonly used by local governments to attract or help create jobs. We participate in the Enterprise Zone program, which makes property tax abatements for up to 15 years available for qualifying businesses in some areas. I believe, however, that we are now unable to offer the 15-year abatement since we reached a population exceeding 50,000. We can still offer the three- and five-year incentives that require no direct expenditure from the City. We have also given urban renewal money to

businesses such as Viper Northwest and Hydration Technologies to help them expand and create more jobs. Direct subsidies to businesses carry a great risk that those receiving the benefits may ultimately fail, and it is difficult for the City to know whether a subsidy or tax break is really necessary or simply a nice bonus for the company. I believe our assistance to local companies thus far was justified and successful, but I can't prove it was necessary. Loan programs carry similar baggage because, as any lender will testify, sometimes borrowers don't pay them back. I served on the board of an economic development district that ran revolving loan funds financed by federal grants and a fair number of the loans became uncollectable. In most cases, businesses that are credit-worthy can get loans from existing sources, including government programs such as those offered by the Small Business Administration. Local governments often try to offer the "missing piece" to businesses in an attempt to turn a marginal project into something worth doing. Success is seldom guaranteed with these programs, and some failures are almost inevitable. Using our remaining settlement money or some portion of it for subsidies, a revolving loan program or loan guarantees could, nonetheless, be helpful both to existing companies and those we are recruiting.

Albany actively recruits new businesses, primarily through the Albany-Millersburg Economic Development Corporation (AMEDC). John Pascone, AMEDC's Director, works closely with local businesses to assist with expansions and also responds to leads provided by the state's Economic Development Department. City staff often assists John in gathering information, and we are occasionally able to meet with businesses looking to move or expand into this area. Our annual contribution of \$40,000 seems like a relatively small investment in a program that has had some success in helping retain existing businesses and attract new ones. I believe one of the primary benefits of AMEDC is the connection it helps us maintain to the business community and other partners. Economic development should not be the sole responsibility of any one jurisdiction or organization. Businesses do not care much about lines on a map and are generally looking to operate in a given area rather than in a specific city.

Working with existing businesses to expand is almost certainly the most effective way to add jobs, and I believe AMEDC and the City have been good partners in this effort. We could almost certainly do better, and the request for resources from the Small Business Development Center at Linn-Benton may be one way to improve. I strongly believe that building and maintaining good relationships with local businesses should be our first economic development priority. This goal is not always easy to achieve given that we are also required to regulate businesses and our resources are limited. CARA has been a valuable tool in the past, and I think we can do more outreach through the Chamber of Commerce and AMEDC.

The City has not been involved in any recent attempts to market Albany to industry. Some communities invest significant resources in sending delegations to trade shows or in purchasing advertising in business relocation publications. I believe this use of public funds is a little like purchasing lottery tickets to solve revenue shortfalls. There are a few winners, but most of these initiatives are short-lived and unsuccessful.

I believe we could do a better job of coordinating the resources we have to increase our economic development opportunities and improve our response to them. Many local officials and business leaders are involved in economic development activities, but we rarely work together to brainstorm and plan. AMEDC's monthly meetings are generally too brief and do not have enough of the right people in the room to effectively coordinate a community economic development effort. This is not a criticism of AMEDC, but it raises the question of whether the

organization is the right venue to plan and direct the community's economic development activities.

If AMEDC is not the right place to coordinate economic development, then other choices might include the Council of Governments, the Chamber of Commerce, the City, or counties. Each of these organizations is an important partner, but I think each also has inherent limitations that, in my opinion, make AMEDC the best choice to take on the leadership role. I believe it is critically important that Albany-Millersburg businesses be connected with local government in a meaningful effort to improve the local economy. We do some things well now, but I believe we can and must do better.

Recommendations

1. City staff assist AMEDC with coordinating and setting agenda for monthly planning meetings.
 - a. Create community economic development plan with meaningful input from businesses and local government.
2. Create a revolving loan fund to assist existing businesses with expansion and job creation.
 - a. Make use of Albany settlement resources and existing programs at Cascades West and the Central Albany Revitalization Area (CARA).
 - b. Allocate \$150,000 to maintain the HARP team through 2013.
3. Upgrade community response to economic development opportunities by:
 - a. Improving and maintaining AMEDC website.
 - b. Creating a community response team to meet with prospective employers who may be interested in locating in the area.
 - c. Develop and maintain materials to provide to prospective employers.
 - d. Allocate resources to improve website and develop materials.
4. Continue work with Cascades West Council of Governments to build and maintain an inventory of sites where job creation can occur.
 - a. Continue as a partner in reducing barriers imposed by wetland regulation.
 - b. Identify infrastructure hurdles and include needed improvements in economic development and local government capital plans.
 - c. Set aside significant resources in flexible infrastructure funding for job-creating projects.
5. Participate in regional efforts to better coordinate and market the area to prospective employers.
 - a. Quarterly meetings that include Oregon State University, Linn-Benton Community College, Samaritan Health, Corvallis, Lebanon, and smaller communities.
 - b. Maintain commitment to marketing through Albany Visitors Association and Albany Downtown Association.

RWH:ldh



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SEP 21 2011

City of Albany
City Manager's Office

September 21, 2011

Mayor Sharon Konopa, Albany City Council Members Jeff Christman, Bill Coburn, Floyd Collins, Bessie Johnson, Ray Kopczynski, and Dick Olson:

Economic Development
Committee

Rich Catlin, Chair
Reece & Associates

Rebecca Bond,
AVA Marketing

Greg Byrne,
City of Albany Planning

Anne Catlin,
City of Albany Planning

Oscar Hult,
ADA

Marc Manley,
Flinn Block

Jessica Pankratz,
Town & Country Realty

Kate Porsche,
CARA

Michael Waldock,
HARP

Kate Williams,
US Bank

The Albany Downtown Association supports the initiative of the Albany City Council to reinvigorate economic development in our community. We find ourselves in a crucial period of inactivity and crisis. In today's conditions, it is estimated that 7 out of 10 downtown businesses don't have a two year horizon. If we pool our resources and work collaboratively toward this common goal, we can do much to position ourselves in the local, regional, and global economies.

As the ADA name implies, our primary interest is to advocate, promote, and support businesses in our downtown core. That's not to say we lose sight of what's happening in the rest of our community. Instead we leverage the advantages of our location in the historic heart of Albany, rooted in our origins on the banks of two rivers and adjacent to the seat of local government, to recruit and retain businesses that complement our unique blend of clusters. To do this, we have to know who we are and what we have to offer that can't be found elsewhere in the Albany area. That is our place in the economic development community.

We serve the entire community. Downtown merchants do business with many other companies throughout Albany. Our dollars stay in the community because we are locally owned. Most importantly, downtown is the heart of the community. If downtown thrives, the community thrives.

Our charge as a Main Street community organization is to learn about downtown's current economic condition and identify opportunities for market growth; strengthen existing businesses and recruit new ones; find new economic uses for traditional Main Street buildings; develop financial incentives and capital for building rehabilitation and business development; and monitor the economic performance of the district. To that end, the ADA Economic Development Committee is finalizing our work plan for the year. It is crucial that we continue our close alliances with our downtown partners,

Albany Downtown Association

240 Second Ave. SW #120, Albany, Oregon 97321

Phone 541-928-2469 • www.albanydowntown.com

including City of Albany, CARA, Chamber of Commerce, AMEDC, AVA, HARP, and the LBCC Small Business Development Center, and to find ways to coordinate our activities with other economic development partners in the greater Albany area.

We support Wes Hare's recommendation to form a task force of economic development representatives to select discrete opportunities to act on. We also support the initiative to form a strategic plan for economic growth in our community. We look forward to working with you in these efforts.

Respectfully,

A handwritten signature in black ink that reads "Rich Catlin". The signature is written in a cursive, slightly slanted style.

Rich Catlin, Chair
ADA Economic Development Committee

Submitted by Jeff
Christman

City of Albany
Economic Development Funds
June 20, 2011

The city of Albany has approximately \$4 to 405 million allocated out of the Pepsi funds for economic development. At this point there is no clear strategy or plan on the use of these funds. Below are some notes I have put together with the hope of starting the conversation of creating this strategy.

Focus Group – I put together a small group and asked them the question “What would be the best use of these funds for the economic health of the city of Albany?” Participants in the group were:

- Large Employer
- Fast growing business in the area
- Small Business who has been through several economic times and is still here
- AMEDC
- Albany Chamber of Commerce

Two key items from meeting:

- Create a revolving loan fund
Funds are to be paid back. They are not a grant.
Secured
Low Interest
Very Specific Eligibility Requirements
For Expansion of existing business and attraction of new business
Work with others to administer program but City has final approval on all loans
(example Council of Governments)
- Shovel Ready Sites
Albany has no truly shovel ready sites
Help get all services to a site such as water, sewer, and roads
Take care of wetlands issues
Work with serious property owners
Take proposals or bids from property owner
Choose 2 maybe 3 properties to work with

Other Thoughts

Create local incentive list so business know ahead of time the type of things we are willing to help with in order to attract there business.

There are possible ways for us to leverage our funds with the county and the state to actual make more funds available.

There was a real sense that we all need each other. Need industry to help retail and retail needs to be in place to attract business.

I would like to recommend we have staff set up some work session time to discuss this in more detail.

Recommendation for Use of Economic Development Funds

Presented by

Albany Area Chamber of Commerce
And
Albany-Millersburg Economic Development Corp.

The above organizations have previously offered suggestions for the use of these funds and recently, following a meeting with business leaders of large and small businesses, offer the following to the council.

1. The funds were acquired as a result of the community's economic development efforts to encourage investments which create jobs for our citizens. The funds should be dedicated to additional job creating activities.
2. Create an endowment type of fund set aside solely for this effort.
3. Set aside some of the funds for a City of Albany Revolving Loan Fund. Interest earned on the endowment funds could be added to the CARLF* to increase its ability to lend more money.
4. Loans would be made to businesses for job creating projects and investment and be secured by real estate, equipment and personal guarantees.
5. Loan payments would go back to the Loan Fund (thus the term revolving) to provide funds for more loans.
6. The City Council will approve all loans.
7. The endowment would be held and used to help "bird-in-the-hand" job creating projects, investing in "Shovel Ready Sites" or other target projects.
8. Help fund a public private partnership with land owners to build "Incubator" space in the CARA district or elsewhere such as the former Stone Forest site. When the buildings are leased or the property sold, city funds are repaid.

*Note: Cascades West administers numerous revolving loan funds and has done so for many years. They could perform loan processing, credit services and payment collection to monitor the CARLF.

Incentives

Summarize local incentives that could apply to a new occupant:

The City of Lebanon can offer the following incentive package to Project Go:

- 100% property tax abatement on the appraised value of all real property improvements and capital equipment for a period of 3 - 5 years.
- Negotiated partial property tax abatement on the assessed value of all real property improvements and capital equipment for a period of 3 - 15 years.
- Negotiated 20 year price freeze on water rates.
- Negotiated fixed value water rate increases for 21 – 50 years.
- Negotiated discounts of current water and sewer rates of 10% - 50% for up to ten years.
- Waiver of all development/impact related fees.
- Waiver of local building permits fees.
- Assistance with obtaining work force training benefits.
- Priority processing of all land use and building permit applications, as well as building inspections.

These incentives do not include any county, state or federal incentives that might be available and/or provided.

Additional Information

If available, provide in a digital format*, the following items for each site submitted:

- Ground Photograph
- Aerial Photograph
- Building Blueprint (No building on property)
- Topographic Map
- Highway Map

* **Preferred formats: PDF, JPG, 96 dpi**
Other Acceptable Formats: TIF, EPS
Not Acceptable: BMP or GIF



TO: Albany City Council
VIA: Wes Hare, City Manager
FROM: John R. Bradner, Fire Chief *JRB*
DATE: September 22, 2011, for the September 26, 2011, City Council Work Session
SUBJECT: Fire Station 11 - ZCS Engineering Proposal

RELATES TO STRATEGIC PLAN THEME: ● A Safe City

Action Requested:

Council approval to hire ZCS Engineering to perform services as defined in Option 1 (Existing Fire Station 11 Split Facility Review) of the Services Proposal for Phase I, Part 'B' – Options Studies.

Discussion:

Results of the Fire Station 11 facility needs assessment were presented to Council on June 13, 2011. The facility needs assessment indicated that the 20-year need for the Fire Department will be for 29,387 square feet located on 1.37 to 1.88 acres, depending on the number of stories, for approximately \$8.4 million (not including land acquisition costs). The Council then requested a proposal from ZCS Engineering to proceed with evaluating three options for the downtown fire station. The attached Services Proposal for Phase I, Part 'B' – Options Studies, provides further clarification.

Station 11 is currently located on one-half acre and the existing building has deficiencies with seismic stability, the electrical system, emergency power, accessibility, inadequate space, and ongoing maintenance issues associated with a more than 60-year-old structure. As referenced in the ZCS proposal, "The existing site is not a feasible option when considering a single station full build-out scenario."

Replacement of Station 11 to the full build-out scenario described by ZCS and the challenges associated with the options previously discussed with Council, have brought about another option. Option 1 of the ZCS proposal uses the current Station 11 site as a smaller substation, and considers an additional future fire station to relocate Life Safety Division and Training Division staff, training facility needs, reserve engines and medic units, fire and EMS equipment, and supply storage.

As Fire Chief, I recommend pursuing Option 1. It allows the Fire Department to maintain a safe, adequate downtown fire station, addresses current and future emergency response needs, and addresses the Department's immediate space needs. A formal evaluation of Option 1 is needed to determine if it is feasible within the estimated budget described by ZCS in the facility needs assessment.

Budget Impact:

Up to \$10,000 as allocated by Council direction.

JB:ljh
Attachment

August 11, 2011

John Bradner
Albany Fire Chief
PO Box 490
Albany, OR 97321

Reference: Albany Fire Department – Fire Station #11

Subject: Services Proposal for Phase I, Part 'B' – Options Studies

Mr. Bradner:

For your consideration, ZCS Engineering, Inc., in association with hsr architecture and master planning, LLC, has prepared the following services proposal to provide preliminary development consultation services for a new Albany Fire Station. We have recently completed Phase I – Part 'A': Department Programming and Needs Assessment for the existing fire station #11 located at the corner of Lyon Street and 6th Avenue. This document has been submitted for review and consideration by the Albany Fire Department, City Staff, and the City Council. On June 13th the team of ZCS and hsr attended a City Council work session to review the report and discuss options in which the City may wish to proceed.

In February of 2011, our design team provided you with a Statement of Qualifications and Fee Proposal for a multi-phase facilities assessment and preliminary development planning exercise to assist with determining both facility needs and potential site locations for a new station #11. Initially Council authorized our team to proceed with Phase I, Part 'A' of that proposal. Recently we have been requested to work with you to prepare an updated scope of work and associated fee structure for Phase I, Part 'B' services.

As requested, the following time and materials (T&M) proposal has been prepared to evaluate development opportunities for a new station #11. The fee structure and associated scope of work has been altered somewhat from our initial February proposal, in particular the work included under Option 1. You'll find that our scope of work and fee's have remained the same for Options 2 and 3. Under Option 1 we'll consider the possibility of reducing the current operations at station #11 to a single engine company and relocate the remaining station operations to an alternate location within the City. This concept is further explained in the following pages. This exercise has replaced the original Option 1 scope to perform a study for a new station #11 at the current site to contain all of the items identified in the recently completed needs assessment. We have determined that the existing site is not a feasible option when considering a single station full build-out scenario.

We have generated the scope of work and associated fee schedule to be used as a menu for your consideration. Any of the options can be selected independently if you

choose. Meeting and travel expenses will be adjusted accordingly depending on which options may be selected.

We appreciate this opportunity and look forward to continuing our work with you. Please feel free to contact me directly should you have any questions or require further clarification regarding our proposed scope of services. We are prepared to proceed upon receiving directive from you.

Sincerely,



D. Scott Souders, PE
General Manager

Att.

Scope of Work Albany Fire Station 11

PHASE I - Programming and Option Studies

Part A-Programming and Needs Assessment

Part A services have been completed and delivered to Albany Fire and City representatives for review and approval. A City Council work session was held on 13 June, 2011, to review the programming document. Council accepted the document as submitted and requested that the Fire Department proceed in negotiating services for Part B – Option Studies. The following scope of work and associated fee structure options have been prepared based on those negotiations.

Part B-Option Studies

We will evaluate development opportunities for each of the following options to meet current, 20 and 40 year needs for Fire Station 11 (Option 1 excluded). We will pursue each option until it appears that it is not feasible or practical – See Decision Tree. Information to be independently provided by the City of Albany has been identified below.

1. Based on the information identified in Part A, Options 2 and 3 will be studied based on the following:

- Site and Building Evaluation – Location, Site Size and Configuration, Existing Building, Parking and Site Access, Property Acquisition Cost
- Preliminary Traffic Analysis – By City of Albany personnel
- Environmental Level 1 Study – Central School Property and one additional property to be identified by City of Albany
- Preliminary Geotechnical evaluation using available data for site and soil classification
- Preliminary Civil Study
- Preliminary Architectural Study
- Preliminary Structural Study
- Preliminary Mechanical Study
- Preliminary Electrical Study
- Identify costs and opportunities associated with construction, property acquisition, relocation and development phasing
- Timeline and opportunities for development of each of the options including phasing

***The scope of services for Option 1 will be limited to only those items identified below.**

Option 1 – Existing Fire Station 11 Split Facility Review

Provide preliminary planning consultation to evaluate possible uses of the existing station #11 as it pertains to the recently completed needs assessment. We understand the City may consider reducing the current operations at station #11 to a single engine company and relocate the remaining station operations to an alternate location within the City. In order to evaluate the feasibility of this concept, the City is requesting that we assist in studying the possible uses of both the existing station #11 building and site along with an alternate site to be determined. It is understood there are two alternate site locations currently being considered; one undeveloped site and another with an existing building. Both parcels are understood to be nearly equal in size.

The ZCS team proposes to conduct one full day site visit to meet with City staff and review the current options under consideration and then to visit each of the above mentioned locations; station #11 and both alternate site locations. Once our site evaluation is complete we will develop a written summary of our findings and associated recommendations.

It should be noted that the referenced deliverable will be in text document format and that no schematic drafting for building layout design work has been considered at this time. A subsequent schematic design level fee proposal will be developed for your consideration should the above described exercise yield positive results.

Option 2 – Central School Property

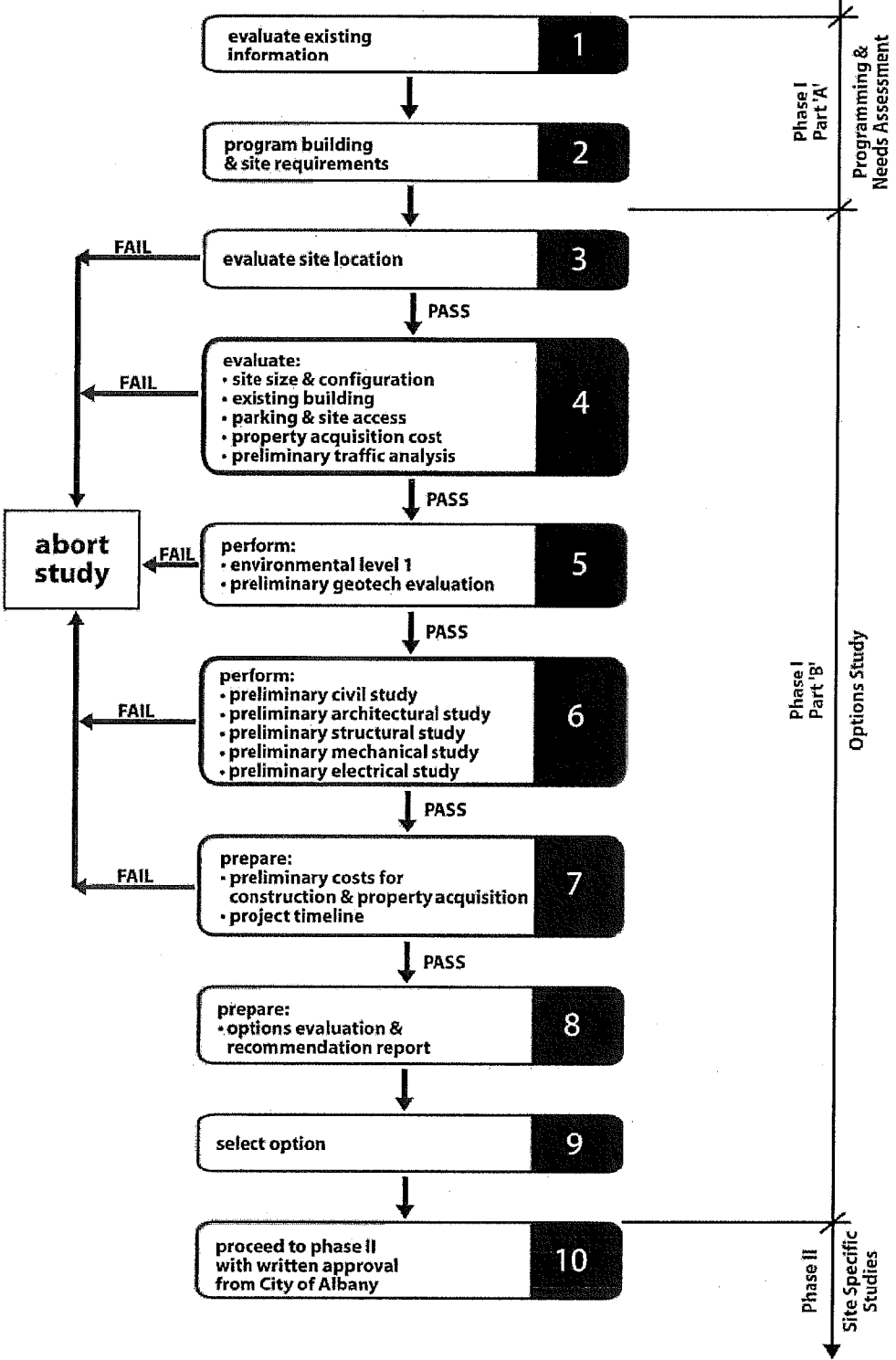
We will review the feasibility of building a new Fire Station 11 on the Central School Property.

Option 3 – One (1) site to be determined

Construct Station 11 on a new site within strategic response time for central Albany. The owner will identify one property for the team to evaluate. It is understood the new site would not consist of building remodel, but rather a new station would be constructed.

2. **Deliverable:** We will prepare a written report evaluating each option and provide a recommendation of the most feasible option for presentation to City Council.
3. **Presentation:** We will deliver presentation(s) as required to City Council.

City of Albany Fire Facilities Options Study Phase 1 Decision Tree



**Albany Fire Department - Station 11
Department Programming and Facilities Assessment
Summary of Fees**

Task	Description	Task Totals
Ph1A	Programming & Needs Assessment	Complete
Ph1A Reimbursables	Reimbursable Expenses	Complete
Ph1A Subtotal		Complete
Ph1B - Option 1	Extg Station 11 Split Facility Review	\$7,930
Ph1B - Option 2	Central School Property	\$19,820
Ph1B - Option 3	One (1) Site To Be Determined	\$19,820
Ph1B - Mtgs/Admin	Meetings & Project Administration	\$12,225
Ph1B Reimbursables	Travel Expenses	\$8,331
Ph1B Subtotal		\$68,126
Total Estimate Fee		\$68,126

The fees noted in the above table are to be considered estimated allowances. It is understood this project will be tracked on a Time & Materials basis and that it may be necessary to adjust individual task allowances as necessary to meet study demands.

**2011 Fee Schedule
ZCS Engineering & hsr architecture**

Hourly Rates ZCS Engineering:

Principal-in-Charge	\$125 ⁰⁰ / hr
Project Manager	\$95 ⁰⁰ / hr
Engineer 1	\$90 ⁰⁰ / hr
Engineer 2	\$80 ⁰⁰ / hr
Engineer 3	\$75 ⁰⁰ / hr
Technician 1	\$70 ⁰⁰ / hr
Technician 2	\$65 ⁰⁰ / hr
CAD Staff	\$60 ⁰⁰ / hr
Administrative Assistant	\$55 ⁰⁰ / hr
Support Staff	\$35 ⁰⁰ / hr

Hourly Rates hsr architecture:

Principal Architect	\$120 ⁰⁰ / hr
CAD Staff	\$50 ⁰⁰ / hr
Administrative Assistant	\$45 ⁰⁰ / hr

* Subconsultant Fees = Cost +5%

* All long distance phone & fax services are considered incidental to the above hourly rates. No additional fees are billed for these services.

* All reproductions and deliveries will be billed as additional services on a time and materials basis.

Albany Fire Department - Station 11
Department Programming and Facilities Assessment
Detailed Summary of Fees per Consultant

	Project Mgr ZCS Civil/Structural	hsr Architecture	BHE Mechanical	BHE Electrical	CES Environmental	FEI Geotechnical	DMC Estimating	Task Totals
Ph1B - Option 1	\$3,610	\$4,320	\$0	\$0	\$0	\$0	\$0	\$7,930
Ph1B - Option 2	\$6,025	\$7,695	\$0	\$0	\$4,200	\$1,000	\$900	\$19,820
Ph1B - Option 3	\$6,025	\$7,695	\$0	\$0	\$4,200	\$1,000	\$900	\$19,820
Ph1B - Mtgs/Admin	\$7,185	\$5,040	\$0	\$0	\$0	\$0	\$0	\$12,225
Ph1B Reimbursables	\$4,291	\$4,040	\$0	\$0	\$0	\$0	\$0	\$8,331
Ph1B Subtotal	\$27,136	\$28,790	\$0	\$0	\$8,400	\$2,000	\$1,800	\$68,126
Totals	\$27,136	\$28,790	\$0	\$0	\$8,400	\$2,000	\$1,800	\$68,126

The fees noted in the above table and the associated detailed anticipated fee schedules are to be considered estimated allowances. It is understood this project will be tracked on a Time & Materials basis and that it may be necessary to adjust individual task allowances as necessary to meet study demands.

Albany Fire Department - Station 11
Department Programming and Facilities Assessment
ZCS Engineering Anticipated Fees

Phase 1 - Part B: Options Studies

Direct Expenses -

Item	Description	Principal Engineer \$125/hr	Project Manager \$95/hr	Engineer 2 \$80/hr	Tech 1 \$70/hr	Admin. Assistant \$55/hr	Sub-Totals
<i>Option 1</i>	Extg Fire Sta. 11 Split Facility Review (preliminary planning consultation)						
	Project Mtg w/ Fire & City Staff		4				4
	Prelim Evaluation of Site Layout		9				9
	Prelim Evaluation of Extg Building(s)		9				9
	Findings Report Preparation		16				16
Total Hours:		0	38	0	0	0	
Fees:		\$0	\$3,610	\$0	\$0	\$0	\$3,610
<i>Option 2</i>	Central School Property						
	Evaluate Site Location		1		1		2
	Evaluate Site Size & Configuration		4		8		12
	Evaluate Extg Building		---				0
	Evaluate Parking & Site Access		4		8		12
	Property Acquisition Costs		4				4
	Traffic Study Mgmt & Coord		8				8
	Environmental Mgmt & Coord		4				4
	Geotech Mgmt & Coord		4				4
	Prelim Civil Study & Report		4		8		12
	Architectural Mgmt & Coord		4				4
	Prelim Structural Study & Report		---				0
	MEP Mgmt & Coord		4				4
	Prelim Costs & Timeline		4				4
Total Hours:		0	45	0	25	0	
Fees:		\$0	\$4,275	\$0	\$1,750	\$0	\$6,025
<i>Option 3</i>	Site to be determined by City						
	Evaluate Site Location		1		1		2
	Evaluate Site Size & Configuration		4		8		12
	Evaluate Extg Building		---				0
	Evaluate Parking & Site Access		4		8		12
	Property Acquisition Costs		4				4
	Traffic Study Mgmt & Coord		8				8
	Environmental Mgmt & Coord		4				4
	Geotech Mgmt & Coord		4				4
	Prelim Civil Study & Report		4		8		12
	Architectural Mgmt & Coord		4				4
	Prelim Structural Study & Report		---				0
	MEP Mgmt & Coord		4				4
	Prelim Costs & Timeline		4				4
Total Hours:		0	45	0	25	0	
Fees:		\$0	\$4,275	\$0	\$1,750	\$0	\$6,025

<i>Meetings</i>	City Council - Mtg and Prep		8				8
	Team Meetings						
	Options Meeting		8	8	8		24
	Report Review Meeting		4				4
	Final Owner Meeting		3				3
	Gen Project Admin		40				40
Total Hours:		0	63	8	8	0	
Fees:		\$0	\$5,985	\$640	\$560	\$0	\$7,185
Reimbursable Expenses (Travel) -							
Item	Description	Travel Labor \$40	Travel Mileage \$0.50/mi	Meals \$46/day	Lodging \$85/night	Notes:	
<i>Trip-1</i>	Option 1 Travel Expenses	16	400	2	1	2 persons x 1 day	
<i>Trip-2</i>	Site Recon & Info Gather - 2 Sites	24	400	6	2	3 persons x 2 days	
<i>Trip-3</i>	Report Review with Owner	8	400	1	1	1 person x 1 day	
<i>Trip-4</i>	City Council Presentation	16	400	2	1	2 persons x 1 evening	
Total Units:		64	1600	11	5		
Expense:		\$2,560	\$800	\$506	\$425	\$4,291	
						Estimated Grand Total - Ph1B: \$27,136	

Albany Fire Department - Station 11
Department Programming and Facilities Assessment
hsr architecture Anticipated Fees

Phase 1 - Part B: Options Studies

Direct Expenses -

Item	Description	Principal Architect \$120/hr	CAD Drafter \$50/hr	Admin. Assistant \$45/hr			Sub-Total Hours
<i>Option 1</i>	Extg Fire Sta. 11 Split Facility Review (preliminary planning consultation)						0
	Project Mtg w/ Fire & City Staff	4					4
	Prelim Evaluation of Site Layout	8					8
	Prelim Evaluation of Extg Building(s)	8					8
	Findings Report Preparation	16					16
Total Hours:		36	0	0	0	0	
Fees:		\$4,320	\$0	\$0	\$0	\$0	\$4,320
<i>Option 2</i>	Central School Property						
	Evaluate Site Location	6					6
	Evaluate Site Size & Configuration	6					6
	Evaluate Extg Building	---					0
	Evaluate Parking & Site Access	4					4
	Property Acquisition Costs	2					2
	Traffic, Enviro, Geotech Coord	4					4
	Prelim Architectural Study & Report	24					24
	Engineering Coord	9					9
	Prelim Costs & Timeline	8					8
	Admin			3			3
Total Hours:		63	0	3	0	0	
Fees:		\$7,560	\$0	\$135	\$0	\$0	\$7,695
<i>Option 3</i>	Site to be determined by City						
	Evaluate Site Location	6					6
	Evaluate Site Size & Configuration	6					6
	Evaluate Extg Building	---					0
	Evaluate Parking & Site Access	4					4
	Property Acquisition Costs	2					2
	Traffic, Enviro, Geotech Coord	4					4
	Prelim Architectural Study & Report	24					24
	Engineering Coord	9					9
	Prelim Costs & Timeline	8					8
	Admin			3			3
Total Hours:		63	0	3	0	0	
Fees:		\$7,560	\$0	\$135	\$0	\$0	\$7,695

<i>Meetings</i>	City Council - Mtg and Prep	8					8
	Team Meetings						
	Options Meeting	16					16
	Report Review Meeting	4					4
	Final Owner Meeting	6					6
	Administration (note keeping)	8					8
Total Hours:		42	0	0	0	0	
Fees:		\$5,040	\$0	\$0	\$0	\$0	\$5,040
Reimbursable Expenses (Travel) -							
Item	Description	Travel Labor \$60	Travel Mileage \$0.50/mi	Meals \$46/day	Lodging \$85/night	Notes:	
<i>Trip-1</i>	Option 1 Travel Expenses	10	250	2	2	2 persons x 1 day	
<i>Trip-2</i>	Site Recon & Info Gather - 2 Sites	10	250	4	2	2 persons x 2 days	
<i>Trip-3</i>	Report Review with Owner	10	250	2	2	2 persons x 1 day	
<i>Trip-4</i>	City Council Presentation	10	250	2	2	2 persons x 1 evening	
Total Units:		40	1000	10	8		
Expense:		\$2,400	\$500	\$460	\$680	\$4,040	
						Estimated Grand Total - Ph1B: \$28,790	

