



**Lebanon Community School
District**

**School Board Meeting:
August 28, 2025
(virtual)**

28 August 2025, 18:00 - 18:30, (PDT)

55 Academy St, Lebanon, OR 97355-2867, United States

Agenda

18:00 - 18:00 **1 WELCOME**

Livestream:

<https://www.youtube.com/@lcsdboardmeetingstream6568/streams>

18:00 - 18:01 **1.1 Call to order**

18:01 - 18:02 **1.2 Flag Salute**

18:02 - 18:07 **2 PUBLIC COMMENTS**

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker's Sign-in Sheet. Each speaker may address the Board for three minutes.

18:07 - 18:12 **3 SEVEN OAK GYM SEISMIC UPDATE**

 08-25-2025 LCSD Board Meeting Memo.pdf	1
 Lebanon CS- Recom...act - 08.22.25.pdf	2
 Lebanon Community...Proposal Rev 2.pdf	3

Motion: Approval requested

18:12 - 18:17 **4 RATIFY CERTIFIED CONTRACT**

Motion: Approval requested

18:17 - 18:22 **5 PUBLIC COMMENTS**

18:22 - 18:23 **6 ADJOURN**

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: William H. Lewis III, Business Director

Date: August 25, 2025 **Meeting Date:** August 28, 2025

Re: Seven Oak Seismic Upgrade Design Services RFP Approval

Approval Request

Seven Oak Seismic Design Services—In spring 2025, LCSD was awarded \$2,493,400 from the Oregon Seismic Rehabilitation Grant Program to upgrade the seismic capacity of Seven Oak Middle School's main gym. The next phase of this project is to select design services.

Upon careful review, the Administration requests approval of ZCS, Inc. for design services for the Seven Oak seismic upgrade project. ZCS, Inc. has completed over 200 seismic projects and was part of the design team for the successful LHS seismic upgrade project completed in 2022. ZCS Inc. was an integral part of LCSD, receiving the Oregon Seismic Rehabilitation Grant, and completed the initial assessment work needed for the grant application. The award amount for design services is \$254,800.00.



August 22, 2025

Will Lewis, Chief Operations Officer
Lebanon Community School District
485 South 5th Street
Lebanon, OR 97355

Re: Lebanon Community School District
Seismic Upgrade Project
Seven Oak Middle School Gym
Recommendation to Award Contract for Design Services

Dear Will,

After careful review and consideration, the District Design Services Scoring Committee and HMK Company recommend the Lebanon Community Schools Board of Directors take action to award a Contract for Design Services to ZCS, Inc. for the Seismic Upgrade Project at Seven Oak Middle School Gym.

This recommendation is based upon a comprehensive Design Services selection process for the project. A request for proposals (RFP) was issued on July 7, 2025 and closed on July 31, 2025 for the Seismic Upgrade Project at Seven Oak Middle School Gym.

- Two (2) firms submitted proposals: Oh Planning + Design, Architecture and ZCS, Inc.

The review committee recommended ZCS, Inc. for the Seismic Upgrade Project at Seven Oak Middle School Gym. HMK Company proceeded with fee negotiations and is recommending award in the amount of \$254,800.00. The fee is 13.8% of the established project Maximum Allowable Construction Cost (MACC) of \$1,850,000.00. Their fee is in line with Design Services fees we have seen with similar projects.

The firm represented above is of good reputation and have committed the necessary resources to accomplish the Lebanon Community Schools project goals.

Sincerely,
Amelia Stirewalt

Amelia Stirewalt, CCM
Project Manager
HMK Company

August 21, 2025

William Lewis
Chief Operations Officer
Lebanon Community School District
485 South 5th Street
Lebanon, OR 97355

Reference: Lebanon Community School District – Seven Oak Middle School Gym Seismic Retrofit

Subject: Consulting Services Proposal

I would like to thank you for the opportunity to prepare a fee proposal to provide professional services for the Seismic Retrofit of the Seven Oak Middle School Gym.

Background

ZCS has participated in the State of Oregon Seismic Grant Program since its beginning in 2009. Since then, ZCS has been the responsible design professional for 209 projects through the program. In addition to our successful record of construction projects, ZCS has helped 91 school districts and 37 emergency service districts obtain 267 grants for a total of \$475 million. This represents 62% of the total \$766 million of available funds through the Seismic Grant Program. This high level of involvement has allowed us to establish a team of engineers and technicians with substantial experience in the evaluation of existing structures, specifically education facilities, to obtain grant funds.

Over the course of the 209 completed projects, our seismic retrofit team has learned valuable lessons and techniques to efficiently perform seismic rehabilitations on schools within summer construction seasons. We have developed a collaborative approach with general contractors developing new solutions that are cost effective and efficient to construct. This approach, along with diligent planning and knowledge of school operations, allows us to help contractors complete the required work in a short window of time.

We are excited to continue our application phase services for the Seven Oak Middle School Gym into the design phase. The purpose of this proposal is to outline the professional consultant effort and associated fees for developing the construction documents and support necessary to fulfill the grant obligation. The scope of our work for this project is defined as follows:



Our Services

Our work includes advancing preliminary structural rehabilitation plans prepared by ZCS for the Seismic Rehabilitation Grant (SRG). The rehabilitation work will be designed based on the 2022 Oregon Structural Specialty Code (OSSC) and the American Society of Civil Engineer's rehabilitation document ASCE 41-17: Seismic Evaluation and Retrofit of Existing Buildings. Once final construction has been completed under the rehabilitation plan, the building will meet the performance level as identified in the seismic application and ASCE 41-17. The following tasks outline our services:

Seismic Retrofit Design

Pre-Design (PD) Phase

- Review original building construction drawings to verify areas of structural concern
- Perform site visits to verify structural systems and advance as-built building drawings
- Generate structural and architectural revit models
- Perform a structural evaluation of existing structure based on the ASCE 41-17 and identify all areas of structural deficiency
- Collect geotechnical and HAZMAT information as needed to start schematic design
- Conduct material testing as needed to start schematic design

Schematic Design (SD) Phase

- Collate findings from initial evaluation in preliminary calculations to assist in the determination of the existing building structural seismic deficiencies
- Prepare SD narrative and exhibits, as required, for preliminary budget analysis and revise as necessary
- Advance the SD plan set to 100% SD. Submit to District for review
- Included in this phase are regular team meetings by ZCS

Design Development (DD) Phase

- Meetings with the owner to discuss proposed schematic rehabilitation program and make adjustments to benefit the use of the building during and after construction
- Perform site visits to review existing conditions exposed during destructive investigation
- Perform a collaborative in-house work session to develop structural repair strategies to resolve primary structural deficiencies and perform value engineering of the schematic design
- Perform structural calculations per the seismic rehabilitation program to the building as proposed based on the 2022 OSSC, and ASCE 41-17
- Develop 50% DD structural rehabilitation construction plans illustrating the seismic rehabilitation plan for review and cost estimation by CM/GC contractor
- Review cost estimate and perform value engineering as required to ensure alignment with project budget
- Advance the 50% DD plan set to 100% DD and incorporate value engineering. Submit to District for review
- Perform in-house quality control peer review and principal engineer review



- Meetings with the owner to discuss the seismic rehabilitation scheme findings and solution options

Construction Document (CD) Phase

- Finalize structural analysis of final seismic rehabilitation program
- Develop complete structural rehabilitation construction documents and specifications to implement selected seismic rehabilitation program for G.C.
- Refine and finalize floor plans, code plans, roof plans, finish plans, reflected ceiling plans, building sections, schedules, and interior and exterior elevations as necessary to describe the project
- Coordinate 50% CD drawings with the owner and design team
- Submit 50% CD plans to CM/GC for cost estimation
- Review cost estimate and perform value engineering as required to ensure alignment with project budget
- Advance the 50% CD plan set to 100% CD and incorporate value engineering. Submit to District for review
- Perform in-house quality control peer review and principal engineer review
- Incorporate final team comments, address any conflicts, and review for value engineering strategies as needed
- Work with, and submit all the necessary documents to, the State Historical Preservation Office (SHPO) as required by the grant program. ZCS will submit all the necessary information to SHPO on the behalf of the District. If mitigation is required ZCS will assist the District through this process to ensure proper closeout of the grant

Bidding and Permitting Phase

- Coordinate permit submittal documents and provide response to local building department review comments as needed
- Attend pre-bid meeting
- Provide clarification to bid questions and issue addenda if required
- Coordinate bid documents and provide response to Request For Information (RFI) received during the bidding period as needed

Construction Administration Phase

- Perform review of shop drawings, material testing reports from special inspector, inspection reports, and other submittals
- Attend weekly project meetings and perform necessary site visits and observations and document observations with field reports and project photos.
- Perform necessary structural observations and provide observation reports
- Provide response to Request for Information (RFI) issued by the G.C.
- Provide review of, and make recommendations for, material substitution requests, alternate construction options (design not included), review pay requests, and change orders issued by the G.C.
- Prepare preliminary and final punch lists

ZCS will provide comprehensive construction documents including ancillary requirements, necessary to secure all permits and approvals, procure contractors via public procurement, and execute the work required by the grant, as described within the scope of work described by the grant application, funded by the grant, or ancillary to the grant. All



work shall be executed in accordance with the requirements of the grant. The above services will include structural calculations stamped by a registered structural engineer and bid level construction documents.

The work associated with non-structural finishes for this project include the development of bid level specifications and room finish schedules as required for the contractor to implement a replacement program of impacted non-structural finishes and building envelope outlined in the demolition plan. The work will also include the attachment of non-structural components such as lights, ceilings, cabinets, storage racks, etc. Work will also include (as necessary for proper communication of the work) site plan, code analysis summary, floor plans, roof plan, wall sections, exterior elevations, interior elevations, reflected ceiling plans, and special inspection schedules.

It is our understanding the mechanical, electrical, and plumbing work will be limited to the work ancillary to the required demolition plan. In addition, the seismic rehabilitation of these systems will include the attachment and bracing of specific units, components, and duct systems to secure them from falling. It is our understanding these systems are in good working order.

Designs will be coordinated and submitted at the completion stages noted above. It is expected that each phase will be subject to owner and contractor review, comment, or revision as required. It is our intent to communicate the scope of this project effectively and allow the owner to participate in decisions that will impact the performance and overall use of the facility. We will work closely with the owner to develop a pre-construction and construction schedule to help reduce the stress this project will have on the district staff and operations of the facility.

Sub-Consultants

Architectural Design Services: Soderstrom Architects

Deliverables

The following describes the major deliverables we anticipate:

Schematic Design

- 100% SD Drawing Set and Narratives

Design Development

- 50% DD Drawings Set for coordination and cost estimation
- 100% DD Drawing Set and Outline Specifications

Construction Documents

- 50% CD Drawings Set for coordination and cost estimation
- 100% CD Drawings Set for Bidding and Permit
- 100% CD Project Specifications for Bidding and Permit
- Structural Calculations Package



Schedule

We propose developing the design and construction documents through the fall and winter of 2025 for a bidding window in early spring for construction in summer of 2026. Upon notice to proceed and discussions with you, we can finalize this schedule.

Fee

Our services will be performed on a lump sum basis and billed based on percentage of completion unless otherwise noted in the fee schedule. We have attached a fee schedule exhibit showing our fees per the phases described above. Any additional work will only be performed after approval in writing by the District. Subconsultant costs will be billed at cost plus ten percent and are included within the presented fees.

Any significant scope changes made by the Owner or required by local review committees after commencement of work affecting design or drawings may be considered extra services and would be billed under prior authorization from you.

Assumptions and Exclusions

The following assumptions and exclusions apply to the above fee proposal but can be provided upon your request:

- Engineering related to construction sequence or procedures and value engineering during the construction phase are considered extra services and can be negotiated as needed
- Contractor procurement will be the responsibility of the District or the District's owners representative
- All required grant program documentation and closeout will be prepared and submitted by the District
- Procurement of the necessary plaque required to be installed as part of the grant will be completed by the District
- Third party cost estimating services are excluded.
- All required subconsultants will be solicited and procured by the District or the District's owner representative included but not limited to; geotechnical engineering, HAZMAT testing, materials testing and special inspections services
- Reimbursement requests through the grant program will be prepared by the District
- Special inspection services are excluded and will be provided by the District directly
- Geotechnical hazard report will be provided by the District directly
- Acquisition of required building permits will be the responsibility of the District or the District's selected General Contractor
- Destructive testing and investigation will likely be required for this project. If needed, it is assumed that the work will be performed by the CM/GC contractor or the District will hire a contractor to perform the destructive testing and inspection based on a testing and investigation plan prepared by ZCS
- Hazardous materials (HAZMAT) testing and inspection and abatement contractor will be provided by the District directly
- Any work resulting from modifications of the scope of work made by the owner after commencement of work affecting structural design or drawings will be provided under prior authorization from the District



- Scope items outside of the scope of the seismic retrofit project will be performed as additional services under prior authorization from the District
- LEED Certification services are excluded
- Physical models and renderings are excluded
- District will be responsible for the removal and replacement of IT related fixtures and equipment and a dedicated IT design is not anticipated
- Systems furniture design and procurement services are excluded
- Our current insurance coverage will be satisfactory and not required to be increased under our agreement with the owner

Please accept this proposal for your review and feel free to contact me if you have any questions or require additional information. We are willing to negotiate our scope and fee as required to better suit the objectives of the District. Please review and contact our office if you have any questions or would like to discuss an alternate approach.

Thank you again for the opportunity to provide this proposal.

Sincerely,

Kristofer N. Topping, PE, SE
Senior Associate | Lead Engineer

Zach Stokes, PE
Principal, COO

Enclosure: Fee Schedule



FEE SCHEDULE

	Pre-Design	Schematic Design	Design Development	Construction Documents	Bidding & Permitting	Construction Admin	Total
Engineering & Design Services	\$17,836	\$38,220	\$63,700	\$71,344	\$12,740	\$50,960	\$254,800
Total	\$17,836	\$38,220	\$63,700	\$71,344	\$12,740	\$50,960	\$254,800