<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Notes:</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-6:40</td>
<td>Welcome and Introductions</td>
<td></td>
<td>Committee Chair</td>
</tr>
<tr>
<td>6:40-6:42</td>
<td>Approval of Meeting Minutes</td>
<td></td>
<td>Committee Chair</td>
</tr>
<tr>
<td></td>
<td>-December 2, 2015 Meeting</td>
<td></td>
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<tr>
<td>6:42-6:45</td>
<td>Future Meeting Schedule</td>
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<td>Committee Chair</td>
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<tr>
<td>6:45-6:50</td>
<td>Public Input</td>
<td>Please fill out: Public Input Request form</td>
<td>Committee Chair</td>
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<td>6:50-7:05</td>
<td>Typical Design-Bid-Build Flow Diagram</td>
<td>Hard copies &amp; e-copies will be provided to the BAAC</td>
<td>Chuck and JJ Henri</td>
</tr>
<tr>
<td>7:05-7:35</td>
<td>STORI Jobs Proposal</td>
<td>Hard copies &amp; e-copies will be provided to the BAAC</td>
<td>Anthony Veliz</td>
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<td>7:35-7:40</td>
<td>BAAC Tour Updates</td>
<td></td>
<td>Ellen and Dave</td>
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<tr>
<td></td>
<td>• Welcome Center/DO</td>
<td></td>
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<tr>
<td>7:40-8:10</td>
<td>Project Updates</td>
<td>Hard copies &amp; e-copies will be provided to the BAAC</td>
<td>JJ Henri &amp; Others</td>
</tr>
<tr>
<td></td>
<td>• Welcome Center/DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Success HS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Washington ES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other</td>
<td></td>
<td></td>
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<tr>
<td>8:10-8:25</td>
<td>Budget &amp; Accounting</td>
<td>Hard copies &amp; e-copies will be provided to the BAAC</td>
<td>Nancy Hall and</td>
</tr>
<tr>
<td></td>
<td>• Bond Amount</td>
<td></td>
<td>Chuck</td>
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<tr>
<td>8:25-8:30</td>
<td>Announcements/Good of the Order</td>
<td></td>
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</table>
Meeting called to order: 6:32 pm

Outcomes for this meeting:

1. Shared understanding of current status of all projects
2. Recommendation to WSD Board of Directors for Welcome Center, District Office, Success HS site and program
3. Agreement on site visit guidelines

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Notes:</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-6:40</td>
<td>Welcome and Introductions</td>
<td>John J. Henri will attend the meeting</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>6:40-7:00</td>
<td>General Project Overview and Updates</td>
<td>Jenne Garcia will orient committee to website resources</td>
<td>J.J. Henri Co. and District Staff</td>
</tr>
<tr>
<td>7:00-7:30</td>
<td>Programming needs for Success HS Building Site Development for Welcome Center, District Office and Success HS.</td>
<td>Options and recommendations</td>
<td>Opsis architecture J.J. Henri Co. other staff as needed</td>
</tr>
<tr>
<td></td>
<td>Public Input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30-8:00</td>
<td>Budget implications for options and recommendations from above presentation</td>
<td>Committee to consider possible budget increase</td>
<td>District Staff</td>
</tr>
<tr>
<td>8:00-8:15</td>
<td>Site Visit Schedule (How often and when?)</td>
<td>Process for conducting site visits between or as part of BAAC meetings</td>
<td>All</td>
</tr>
<tr>
<td>8:15-8:30</td>
<td>Future agenda items</td>
<td></td>
<td>Committee Chair</td>
</tr>
</tbody>
</table>
MEETING MINUTES

Dave Vancil moved to amend the agenda to add Public Input after the Opsis presentation. Linda Reeves seconded the motion. The motion passed.

General Overview and Updates:
Welcome Center/DO
Demo started today at the Meridian building. Cabinets are being removed.
Success- program stage, Success RFP out for Construction Manager General Contractor
Washington site- Letter to Intent
Nellie is 4th on the list.

Opsis Presentation:
Success Alternative High School
Presented a PowerPoint presentation to the Committee
Budget Implications for Success Site:
Main waterline
Fire line
Storm line dumps into creek.
Biggest issue cost wise is going from 10k sq ft to 14k sq ft especially with now having a standalone building.
Original budget for Miles building- $7.2M

4.2M was the original Success cost- 4.5- 5.2 Million is the new estimate for Success, Committee would like to see Welcome Center/DO layout to be able to compare.

Current Welcome Center sq- 2500 sq ft

Public Input:
Max, Community Member
Impact of neighborhood, neighbor of Meridian Building
Highway traffic
Traffic in mornings
Crosswalk in front of
Water back up, water flow
Concerned with creek flooding- into his home

Chuck:
Success is a school site currently.
Renew discussion with ODOT to reconsider current
District will look into Meridian-
The codes will not allow us to destruct the creek. We will direct Busses to highway

Budget Implications:
Premium- 1.5M of premium could be used for the 62M budget.

Recommendation to the Board will be to increase the budget. December 17 the Committee Chair will make a presentation to the Board.

Site visit schedule:
Visit to Welcome Center may be tonight after the meeting if anyone would like to take a look.
Schedule for Site Visits-
John O can create a protocol for committee members to contact him to visit
Suggestion: 6-7 pm notice
503-702-2752- John O cell

Next Meeting: February 3
Future agenda items: Budget, include Heery list

Meeting Adjourned 8:36 pm
Typical Design-Bid-Build Flow Diagram

(including the CM/GC Approach option)
PROPOSAL
Supplier Diversity Program Support Services RFP

Submitted by:
Anthony Veliz
STORI jobs
Prime Contractor

Submitted to the:
Woodburn School District
Superintendent Chuck Ransom
1. INTRODUCTION

For this project, we have assembled a best-in-class team of consultants who bring extensive experience in supplier diversity and equity contracting programs, as well as unparalleled knowledge of government affairs, community outreach/engagement and the public sector.

STORI jobs, will serve as the prime for this contract. STORi jobs is a full-service, strategic, community engagement and creative agency that builds the power of voice and resources of the people, organizations, businesses and communities that drive social change. Since 2009, we have worked exclusively on behalf of social purpose, mission-driven organizations—public agencies, non-profits, and socially responsible businesses.

We work every day to amplify voices—voices that nurture, protect, educate and empower and build vibrant and equitable business communities, ensure widespread equity and inclusion practices.

Numerous partners have enlisted STORI jobs to propel them forward and help solve problems by harnessing the power of diverse voices. We use traditional and non-traditional engagement and communication to drive systems and policy change, and create attitudinal and behavior change that creates direct impact and shifts social and business expectations. We develop strategies and approaches that solicit and support civic engagement and outreach based upon the core belief that the best solutions come from the communities and businesses most impacted, and that accountability for change (systemic or individual) requires community ownership and the resulting agency and capacity to advocate for and reinforce choices.

Because these public issues often require long-term commitment and reinforcement in order for the change to last, we apply a public will building approach to initiatives and campaigns that establishes a platform and engages audiences as stakeholders and change agents to lay the groundwork for sustainable change. Public will building works by linking issues to existing closely held values and integrating grassroots outreach with traditional media.
Point Of Contact: Prime Contractor
Anthony Veliz
aveliz@storijobs.com
503-953-2128

160 W. Cleveland St.
Woodburn, OR  7071
2. PERSONNEL

**Anthony Veliz, Project Lead**

Anthony has over 35 years experience building strong relationships between his community and clients. He is responsible for the overall community engagement, outreach, promotion and communication strategies. Anthony prides himself on providing his clients excellent customer service while working with them from start to finish on each and every project. Anthony’s vast network of local and state organizations serves as added value to his clients. His passion for advocacy is seen by his service to education, leadership and other statewide boards.

**Marin Arreola, Project Specialist**

Owner and president of Advanced Economic Solutions Inc., located in Salem, Oregon. Mr. Arreola served as the main consultant in marketing and outreaching to minority, women and emerging small businesses for the Hoffman Construction Oregon State Hospital Salem Project, the Oregon Department of Transportation Remodeling Project, the City of Salem and the Oregon State Hospital Junction City Project. Over the past five years he has worked closely with Hoffman staff to implement the above mentioned Hoffman projects. All projects have met their M/W/ESB participation goals. Mr. Arreola has a vast network and extensive relationships with M/W/ESB firms throughout the Willamette Valley and Southern Oregon. He has nineteen (19) years of experience in developing and implementing M/W/ESB outreach and training programs in Oregon and California. Additionally, he has provided coaching, mentoring, technical assistance and business consulting services to hundreds of M/W/ESB firms.

**Marcela Alcantar, Project Specialist**

Marcela has over 21 years of extensive experience in project management; including technical design, operations, budgets, schedules, and quality control; design of roadways, bikeway and pedestrian facilities, stormwater facilities, sanitary sewer systems, waterlines, site development, and hydraulic systems; engineering calculations and computations; and field checks and site reconnaissance. Her technical software proficiency includes AutoCAD Civil 3D, SBUH, TR 55, Pond, StormCad, WaterCad, Microsoft Project, Microstation- Inroads, Geo office surveying software.

**Daniel Franco-Núñez, Business Consultant Specialist**

Daniel was born in Guadalajara Mexico, immigrated with his family to the United States in the late 80’s. He has spent most of his career working with Public Education and particularly in programs for Hispanic outreach and Hispanic success. Daniel is also a professional translator with over a decade of translation and interpretation.
3. APPROACH

PHASE 1 – MONTHS 1 THROUGH 3

Minority and Women-Owned Businesses (MWBEs) Program Design

Upon project kickoff, we will work with agency staff to identify equity contracting program objectives. This will ensure the consulting team and JJ Henri Co. are on the same page and allow us to finalize the Program’s implementation timeline. Specifically, we will need to finalize roles and responsibilities for implementation and identify key short- and medium-term deadlines to be able to monitor the Program’s development. We propose a two-year time frame for this initiative, with Months 1 through 3 mostly focusing on the Program’s initiation, including goal-setting. Months 4 through 24 will be the core time frame for implementation and monitoring.

Goal-setting

Our team is intimately familiar with the federal DBE Program and its implementation. We plan to create a MWBE program for the Woodburn School District that mirrors the federal DBE Program and meets all requirements. A number of key components of the applicable federal regulation at 49CFR Part 26 requires the program to follow a strict analytical process; develop a goal and implement the race-neutral goal through a set of race-neutral measures that ensure MWBE participation. Below is a description of the key steps in developing this program and the 100% race-neutral Program goal.

Identify Pipeline of Contracting Opportunities for MWBEs, by NAICS code

First, our analytics team will review and analyze upcoming contracting opportunities identified in the project pipeline, by NAICS code and industry. This review is crucial to determining which contracts can be unbundled, and RFPs issued in a way that allows for MWBE participation.

As part of this process, we will identify those opportunities that are best suited for subcontracts, as those might be even more easily accessible to MWBEs.

Determine Availability of Ready, Willing, and Able (RWA) MWBEs, by NAICS code

Consistent with the regulation and industry standards, our analytics team will identify the market area and conduct an analysis of the availability of ready, willing, and able State certified MWBE firms, by NAICS code and industry. To do this, we will use a number of approved data sources, within Oregon (including the UCP directory and other publically available databases).
Review State-level Disparity Studies to Inform Goal-setting

Per the regulation and USDOT instructions, we will adjust our first goal calculation if necessary by reviewing existing state Disparity Studies and the findings included with regards to MWBE availability and evidence of discrimination in the marketplace. This should inform whether an adjustment to the goal is necessary.

Finalize Overall MWBE Program Race-Neutral Goal

We will finalize the overall program goal for the Woodburn School District. This will result from the computation of the relative availability of firms to the upcoming contracting opportunities identified in 1.1. Note that in order to meet all requirements and in the absence of a full Woodburn School District disparity study, the goal will purely be race-neutral and met 100% through race-neutral means (i.e.: there will be no individual contract goals).

See Outreach for the strategies related to obtaining MWBE participation through race-neutral measures (e.g.: outreach, technical assistance, prime monitoring).

Presentation to Board

At this point of the project, we believe it will be important for everyone at the School district to understand how the MWBE program is structured, what the participation goal is and how we propose it be achieved. This will also be an opportunity to get the Board on the same page re. communication about the program.

Ongoing Outreach Coordination

Our team specializes in knowing how to engage MWBEs to ensure they have access to the right types of contracting opportunities. A MWBE program can be won or lost based on the outreach techniques used by a firm.

We will use our tried and true techniques to remove barriers for MWBEs to succeed in bidding on contracts and ensure MWBEs are aware of opportunities as they come open.

As a result of our work with JJ Henri Co. and prime contractors, we will be in the best position to identify contracting opportunities where we know there are pools of MWBEs both in Woodburn and across the state.

Part of our approach will be to develop and strengthen relationships with partner organizations, SBDCs, trade associations, and community organizations so that they can notify their members about future opportunities. And, we will work one-on-one to
make MWBEs aware of upcoming bids, notify MWBEs of opportunities through a web portal, and feature MWBEs as part of our marketing and public relations campaign.

In addition to strategic outreach, we will implement a public relations campaign through the use of social media platforms. The web content will feature MWBE’s, and will feature the latest information about the construction projects.

The MWBE outreach program will be kicked off by an Annual Program Networking and Matchmaking Session with over 50 participants in year one. The networking session will invite existing and prospective prime contractors along with MWBEs. Participants will hear opening remarks from the Superintendent, Board Members, and JJ Henri Co on the School District’s commitment to foster an inclusive contracting program. The speaking portion of the event will be followed by a matchmaking session where the contractors will learn about the various scopes of work that will be let by the District.

The matchmaking event will occur within two-months of entering into a contract. The objectives of the event include matching potential primes (who may bid on work) with potential subcontractors who wish to sub the work. By creating an atmosphere where potential primes and subcontractors, meet and network, and where the District expresses its desire for an inclusive contracting environment, will set the tone and direction for implementation of the overall program.

We will use this networking session as a spring board to provide ongoing outreach to MWBEs about forecasted opportunities.

PHASE 2 – MONTH 4 THROUGH 24

Technical Assistance to JJ Henri Co Outreach by itself will not ensure an effective MWBE contracting program. It is critical that contracts are issued in a manner that will ensure MWBEs can bid on and obtain work. We have experience working on construction projects and with prime contractors to develop strategies and techniques to increase opportunities for MWBEs to win contracts.

Agencies across the country understand the an MWBE program has on the local community. This type of a program strengthens relationships with the local community, increases local MWBEs capacity to bid on other public works projects, and tends to result in a local reinvestment by MWBEs in their own community.
Due to the fact that the Woodburn School District has not conducted a disparity study, we will ensure the local program meets the requirements of a federal program, namely employing all race neutral methods.

Our technical assistance will focus on a two pronged approach. We will work with JJ Henri Co. and prime contractors, on an ongoing basis, to identify strategies to increase MWBE participation at all levels of the contracting program.

We will review past procurement activities to identify barriers and impediments that may exist for MWBEs to win contracts. We will also work with JJ Henri Co. to assess future procurement methods. Activities will include a procurement analysis and thereby assess MWBE participation, contract data, bids and proposal data (who responded to solicitations and which were the winning bids and proposals, and why).

In order to ensure the construction schedule remains on time, we recommend a weekly coordination meeting with JJ Henri Co. and construction staff. As part of our technical assistance, we will conduct a procurement analysis that assesses bid documents, time required to respond to solicitations, contract delivery methods, and bid packages. As a result of our ongoing analysis, we will provide JJ Henri Co. with recommendations on effective strategies to identify and remove barriers for small firms to bid on and obtain work. This approach enables us to forecast opportunities, conduct outreach to MWBEs about those opportunities, and ensures the project stays on-time and within budget.

We will work with JJ Henri Co. to track the construction schedule and forecast future opportunities, and thereby conduct outreach to firms so that they can begin teaming arrangements.

In addition to meeting with JJ Henri Co. on a recurring basis, we recommend a bi-monthly primes technical assistance working session. During those meetings we will provide similar technical assistance to primes who wish to bid on District work.

As a result of our work with JJ Henri Co. and the primes we will ensure bids are publicized and reach the MWBE community, update the webpage, and feature MWBE as part of a larger public relations campaign.
As part of our ongoing webpage management and maintenance, we will feature advertorial stories about MWBE’s who successfully win contracts. The page will provide reviewers with the latest content on the program, provide the District’s MWBE aspirational goal, and MWBE achievements relative to that goal. The portal will be the face of the campaign and will be frequently updated to include the latest outreach activities, as well as the effectiveness of our outreach program.

Program Monitoring
Another requirement of the federal regulations found at 49CFR Part 26 include putting in place an effective monitoring program, which allows agencies to track MWBE program participation and be proactive in adjusting and improving its race-neutral measures. This program monitoring ensures internal policies and procedures encourage and promote the participation of small, historically underutilized firms, and ensures we work towards achieving aspirational goals.

Develop Tracking and Reporting Tools
In order to effectively measure the ongoing success of the program (ie: MWBE participation in contracting), our team will ensure that a number of tracking and reporting tools are in place. Examples of these include RFP tracking sheets, contract and procurement tracking sheets (this includes information on prime and subcontractors, MWBE status, % MWBE participation), monthly payment tracking (this will allow us to know when primes are getting paid by Woodburn), among others.

Monitor Primes for MWSDBE Participation
The federal program requires agencies to monitor primes in their treatment of MWBEs to ensure the success of a program. This process enables our team to check that MWBEs are properly and promptly paid by primes for the work performed. The agency here acts as a mediator at times in order to ensure the contract runs smoothly and work is performed per the approved project schedule.

Monitor Outreach Activities
Last but not least, we will constantly monitor the results of the team’s outreach activities, such as partner engagement, events participation, and address potential gaps where specific MWBEs seem to be left out.
OPTIONAL Task – Pre-bid MWBE Technical Assistance

One-on-one technical assistance sessions with potential contractors can be supplemented as part of our scope of services. However, due to the costs associated with providing a pre-bid technical assistance program, we recommend a phased in approach by the Woodburn School District.
PROJECT FEE

We will submit monthly invoices showing hourly rates and hours worked per team member and by task.

A fixed fee Cost Proposal for the two years has been included below:

<table>
<thead>
<tr>
<th>TASK</th>
<th>FEE</th>
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<tbody>
<tr>
<td>TASK 0 - MWBE Program Design</td>
<td>$840</td>
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<td>TASK 1 - Goal-setting</td>
<td>$11,430</td>
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<td>TASK 2 - Outreach on Goal-Setting</td>
<td>$8,210</td>
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<td>TASK 3 - Outreach</td>
<td>$44,500</td>
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<td>TASK 4 - Technical Assistance to JJ Henri Co &amp; Primes</td>
<td>$115,540</td>
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<td>TASK 5 - Program Monitoring</td>
<td>$72,675</td>
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<td>TASK 6 - Ongoing Project Management and Communication</td>
<td>$22,440</td>
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<td>TOTAL</td>
<td>$275,635</td>
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The Pre-bid Technical Assistance (TA) budget is below is not incorporated to the overall budget above:

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<thead>
<tr>
<th>TASK</th>
<th>Project Management/Business Consulting Specialist</th>
<th>FEE</th>
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<tbody>
<tr>
<td>Develop TA plan</td>
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<td>$2,200</td>
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<tr>
<td>Check-ins with Project Lead and Specialists</td>
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<td>$3,570</td>
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<tr>
<td>One-on-one TA</td>
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<td><strong>Total Fee</strong></td>
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<td><strong>$112,870</strong></td>
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Welcome Center and New District Office

Project Status Report
January 2016

Welcome Center New District Office
Welcome Center New District
Administration Office
District training and Conference Center
Welcome Center
After School Programs

Project Status:

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<tr>
<th>Project Schedule:</th>
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<td>Final Completion:</td>
<td>April, 2016</td>
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<td>Initial Project Estimate:</td>
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<td>Project Arch.:</td>
<td>Lang Bates</td>
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<tr>
<td>CM/GC:</td>
<td>Triplett Wellman Contractors</td>
</tr>
<tr>
<td>Construction Manager:</td>
<td>Steve Duch</td>
</tr>
</tbody>
</table>

December Construction Activities:

- Submitted plans and specification for permit
- Received demolition permit
- Salvaged building components
  - Doors
  - Casework
  - Counters,
  - Electrical
  - Restroom equipment
- Completed interior demolition
- Clean and prepare for construction.

Upcoming activities

- Complete structural upgrades
- Interior wall framing,
- Utility rough-in
- Remove and replace roof
- Interior surfaces
- Utility finishes.
Woodburn School District
2015 Capital Improvement Bond Program
Project Information Sheet

Success Alternative High School
Project Status Report
January 2016

New Success Alternative High School:
Alternative High School Program
Continuing Education Program
Community meeting space

Project Details

<table>
<thead>
<tr>
<th>Project Schedule:</th>
<th>On Schedule</th>
</tr>
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<tbody>
<tr>
<td>Begin Design:</td>
<td>January, 2016</td>
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<tr>
<td>Project Completion:</td>
<td>July, 2017</td>
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<tr>
<td>Initial Budget:</td>
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<td>Mark Stoller</td>
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<td>Triplett Wellman Contractors</td>
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<td>Construction Manager:</td>
<td>Steve Duch</td>
</tr>
</tbody>
</table>

PROJECT MANAGEMENT:
Bond Project Manager: John O. Henri
Telephone: (503) 981-9555
Email: johenri@jjhenri.com

Project Activity

December Design Progress:
- Meet with the City to introduce the Project and review the City requirements that need to be achieved upon completion
- Completed the Programming Design phase task including the following:
  - Identified classroom size and quantity
  - Identified staff and support needs
  - Established community and after hours usage areas
  - Developed future facility expansion plan
  - Issued RFP for Construction Management/General Contractors Services

January Project Activities:
- Award the Construction Manager/General Contract, solicitation to Triplett-Wellman Contactors
- Establish the site utility requirements
- Establish access and Emergency vehicle easement options

Upcoming Activities:
- Planning pre-application meeting
- Geotechnical investigation
- Schematic Design
- Project estimating
- Project schedule

New Success Alternative High School Site
Woodburn School District
2015 Capital Improvement Bond Program
Project Information Sheet

Washington Elementary School
Project Status Report
January 2016

Washington Elementary School:
Classroom Addition
New Gymnasium
New Media Center
Upgrade Building Support Systems
   (HVAC, intercom, Fire Systems)

PROJECT MANAGEMENT:
Bond Project Manager: John O. Henri
Telephone: (503) 981-9555
Email: johenri@jjhenri.com

Project Details

<table>
<thead>
<tr>
<th>Project Schedule:</th>
<th>On Schedule</th>
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<td>Project Arch.:</td>
<td>Henry Fitzgibbon/ Marlene Gillis</td>
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<td>CM/GC:</td>
<td>TBD</td>
</tr>
<tr>
<td>Construction Manager:</td>
<td>TBD</td>
</tr>
</tbody>
</table>

January Project Activities:
• Enter the Programming Phase
• Establish communications with the City
• Review City standards and requirements
• Identify the space program needs of the staff and students
• Issue preliminary floorplan for approval.

December Design Progress:
• Awarded Architectural Services RFP to Soderstrom Architects
• Developed conceptual plan based on original project list
• Reviewed student movement and access to and around the facility
• Investigation of the existing facility.

Upcoming activities
• Meet with the City to introduce the project and review the City requirements
• Planning pre-application Meeting
• Geotechnical investigation
• Establish the site utility requirements
• Issue RFP for Construction Manager General Contractor Services.