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DESIGN DRIVEN | CLIENT FOCUSED

November 26, 2013

Fred Fields Trust c/o Miller Nash LLP
Attention: Kelly Hossaini
3400 U.S. Bancorp Tower | 111 S.W. Fifth Avenue
Portland, Oregon 97204

Re: **Fields Property Assistance (Wall Street Parcel)**
Development Feasibility Workshop
Project Number 2130474.00

Dear Kelly:

Mackenzie is pleased to present this proposal to work collaboratively with the Fields Trust representatives and the City of Tigard to strategize and develop a plan for how the property might be rezoned and/or reconfigured to better align with the physical characteristics and constraints of the property, find the appropriate balance/mix of industrial, office, and residential users for the site, and assist with Fields Trust's desire to increase the property's market viability.

PROJECT UNDERSTANDING

Through a series of two collaborative, charrette-style workshops, Mackenzie will facilitate structured, interactive meetings with a select group of stakeholders. Stakeholders will include City staff, trust representatives, and real estate experts familiar with the current market (estimated group of 10-15 people maximum).

SCOPE OF WORK

Preparation for Workshop 1:

Mackenzie will prepare and gather documents for Workshop 1. Documents will include a short visual (Powerpoint) presentation illustrating restraints of property, previous layouts that have been looked at, history of the property and surrounding properties, infrastructure, and any other relative information to the site. Mackenzie will also consult with industry experts for input on pros/cons of specific uses on the property (including, but not limited to, industrial, commercial, housing, and/or incubator work space) and review City-provided data and studies to assist the team with quantifying anticipated housing, industrial, and office space needs in the City of Tigard.

Workshop 1:

Goal: Review property constraints and configurations, then brainstorm on zoning options and possible uses on the site, such that two or three possible solutions can be further investigated and developed into a conceptual plan. The projected agenda is as follows.



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- Introductions (10 minutes).
- Present prepared background information on property (20 minutes).
- Prepare and facilitate a 'round table' discussion to review possible options for zoning and uses on the site through the use of wipeboards and 'markable/draw-on' site diagrams such that priorities and value items are ranked in priority-including long term planning goals of the City (30 minutes).
- As a group, review all development solutions developed, review the uses and typologies, as well as alternatives that allow for provisions to blend as specific structures (i.e., flex space), and rank according to priorities and values identified above. Intent is to determine two or three feasible solutions to be developed further (30 minutes).
- Adjourn with intent for group to meet again in 2-3 weeks.

Preparation for Workshop 2:

Mackenzie will review the conceptual diagrams generated from Workshop 1 and develop two to three conceptual bubble diagrams that take into account: accessibility, topography, compatibility, development potential approximate square footages), and through assistance with real estate experts, determine market feasibility of each scheme. Additionally, we will provide relevant examples/precedent images for each development concept chosen to be developed further.

Workshop 2:

Goal: Review the two or three possible solutions based on outcome of Workshop 1 with the intent of reviewing market viability, development costs, entitlement procedures and timing, and contribution to the City's need for jobs and housing. The group will determine the most viable, mutually agreeable product that meets the intent of all stakeholders such that city staff can roll out to planning commission/city council at regularly scheduled work sessions for review and comment. The intent at this workshop is also to outline the timing and costs associated with any legislative procedure required to accomplish required entitlement modifications. The projected outline of the meeting is as follows.

- Introductions (5 minutes).
- Present the two to three conceptual diagrams for review and discussion (25 minutes).
- Prepare and facilitate a 'round table' discussion on the pros and cons of each scheme and work together to outline timing and costs associated with any legislative procedures required to accomplish entitlement modifications (45 minutes).
- Determine a mutually-agreeable plan (or plans) that city staff can present to planning commission/council for review (15 minutes).

After completion of Workshops:

Mackenzie will generate a follow-up document (through the use of narrative and diagrams) that documents the process and outcome from the Charrette Process.

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Next Steps:

Assist City staff with preparation for and presentation of two work sessions (assumes one staff person for two meetings- one with Planning Commission and one with City Council).

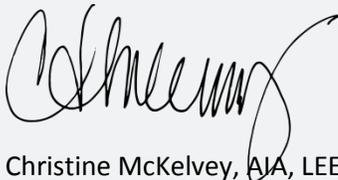
PROPOSED FEE

Preparation for Workshop 1:	\$2,500-3,500
Workshop 1:	\$2,500-3,000
Preparation for Workshop 2:	\$2,500-3,500
Workshop 2:	\$2,500-3,000
Completion:	\$2,000
Total:	\$12,000-15,000

Our fee estimate for this scope of work, as described above, is anticipated to be between \$12,000 and \$15,000, billed on an hourly basis. If this scope services and fee is acceptable, we will prepare and forward a Professional Services Agreement for your client's review and approval. Reimbursable expenses (phone, fax, copying, travel expenses, etc.) are not included in this fee and will be billed monthly at cost plus 10%.

Thank you for the opportunity to assist you and your client with this project. Please do not hesitate to contact Tom Wright, Matt Butts or me if you have any questions or need further information.

Sincerely,



Christine McKelvey, AIA, LEED AP

Enclosure: Hourly Billing Rate Schedule

c: Matt Butts, Tom Wright - Mackenzie



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HOURLY BILLING RATE SCHEDULE*

PRINCIPALS

\$125 – \$200

ARCHITECTURE/LANDSCAPE

Project Architect II - III

\$ 95 – \$135

Project Architect I

\$ 90 – \$115

Architectural Designer IV - V

\$ 65 – \$110

Architectural Designer I -III

\$ 50 – \$ 85

Designer/Drafter

\$ 45 – \$ 70

ENGINEERING

Project Engineer II - III

\$ 90 – \$140

Project Engineer I

\$ 75 – \$105

Designer I - III

\$ 50 – \$ 95

Transportation Analyst

\$ 70 – \$ 90

Designer/Drafter

\$ 45 – \$ 80

PLANNING

Project Planner II - III

\$ 85 – \$125

Project Planner I

\$ 60 – \$ 85

Permit Coordinator

\$ 50 – \$ 65

Assistant Planner

\$ 50 – \$ 70

INTERIOR DESIGN

Interior Designer IV - V

\$ 80 – \$125

Interior Designer I - III

\$ 45 – \$115

Intern

\$ 30 – \$ 45

ADMINISTRATION

Administrator

\$ 45 – \$120

Word Processor

\$ 50 – \$ 75

Secretary/Records Clerk

\$ 30 – \$ 65

Expeditor

\$ 35 – \$ 50

*Subject to change May 1, 2014