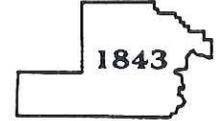


Yamhill County



Location: 434 NE Evans St, McMinnville • Mailing: 535 NE Fifth St, McMinnville, OR 97128
Phone (503) 434-7501 • Fax (503) 434-7553
TTY (800) 735-2900 • www.co.yamhill.or.us

KENNETH HUFFER
COUNTY ADMINISTRATOR

JUSTIN HOGUE
BUSINESS SERVICES DIRECTOR

DATE: October 11, 2019
TO: Yamhill County Board of Commissioners and Ken Huffer, County Administrator
FROM: Justin Hogue, Business Services Director
SUBJECT: Intent to award contract for Space Needs Analysis

ATTACHMENT(S): SERA Architects, Inc. Space Needs Analysis Proposal

I am requesting approval for the direct appointment of SERA Architects, Inc. (SERA) to perform a space needs analysis for County facilities. Pursuant to ORS 279C.110(8) and OAR 137-048-0200 we can appointment a consultant like SERA if the estimated cost of the project does not exceed \$100,000.00. The County requested proposals from approximately 10 architecture firms and received six proposals. SERA was determined able to provide the most comprehensive study at the lowest cost to the County. SERA also demonstrated an in-depth understanding of court needs and has assisted other counties in the region such as Clackamas, Washington, and Marion Counties in addressing their facility needs. Based upon the scope of work, SERA provided a quote of \$94,800 to complete the analysis. With the total cost of the project falling below \$100,000, the County is able to direct appoint for this service.

Thank you for your consideration.

Justin Hogue
Business Services Director

Accepted by Yamhill County
Board of Commissioners on
10/17/19 by Board Order
19-423