



RESOLUTION No. 2018-3504

A resolution to authorize the City Manager to enter into a professional services agreement with WRK Engineers to design the city's Public Safety Building Seismic Retrofit Project

RECITALS:

1. Ability to maintain law and order, and direct timely response, recovery and relief efforts in the event of a catastrophic seismic disaster is an essential part of emergency management for the City of Newberg.
2. The City advertised the Public Safety Building Seismic Retrofit Project in the Daily Journal of Commerce and also through the city's Bid Management System on August 29, 2018 and received three (3) qualified proposals. WRK Engineers was selected as the most qualified consultant per ORS.279C.110.
3. WRK Engineers submitted a detailed proposal outlining the scope of work with a reasonable phase-by-phase cost breakdown which is attached as Exhibit "A" and by this reference incorporated.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

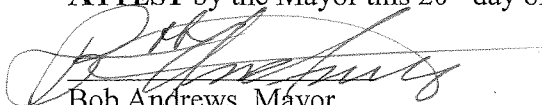
1. The City Council, acting as contract review board for the city, does hereby authorize the City Manager to enter into a Professional Services Agreement with WRK Engineers to complete the city's Public Safety Building Seismic Retrofit Project that includes the engineering design, bid and construction phase services in the amount of \$84,968.00.
2. The City Attorney will modify and approve all contracts and agreements as to form and content.
3. The City Manager is authorized to amend the Professional Services Agreement up to ten (10) percent of the original contract amount.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: December 18, 2018.

ADOPTED by the City Council of the City of Newberg, Oregon, this 17th day of December, 2018.


Sue Ryan, City Recorder

ATTEST by the Mayor this 20th day of December, 2018.


Bob Andrews, Mayor



Our approach will focus on providing a project that achieves the seismic strengthening while minimizing impacts to building function during construction, meets project budget goals and is completed in accordance the project schedule.

SCOPE OF BASIC SERVICES

Our scope of work will include preparing Construction Documents for the seismic strengthening as well as providing Construction Administration support through Project Closeout.

Construction Documents

At the beginning of the project, we will revisit the 2017 seismic evaluation prepared for the building as the starting point for our work. We will meet with the City to determine if the proposed strengthening scheme needs adjustment so as to avoid interruption of the 911 Call Center or other critical building functions. This might include moving proposed shear wall strengthening to alternate locations. In addition, we will investigate strengthening the roof diaphragm from below to avoid the need for roofing removal and replacement. However, this option may be incongruent with the desire to minimize operations disruptions during construction.

Our approach will include building upon the work shown in our 2017 seismic evaluation report. We will use ASCE Standard 41-17, "Seismic Evaluation and Retrofit of Existing Buildings", published by the American Society of Civil Engineers (ASCE) to further develop the seismic strengthening scheme.

Our evaluation, and subsequent final strengthening recommendations, will consider 75% of the BSE-1N earthquake event (10% probability of exceedance in 50 years aka 475 yr. mean recurrence period) as required by the Oregon Seismic Rehabilitation Grant Program. However, if the strengthening scheme can accommodate 100% of the BSE-1N for Immediate Occupancy performance and stay within the Grant budgeted funds, we will use the full BSE-1N hazard.

The selected concepts will be developed to a 30% Construction Documents design level. These drawings will identify the various strengthening elements for both the structural and nonstructural systems and will be cost estimated to validate the project budget will align with available funding thresholds.

After issuance of the 30% Construction Documents, we will refine our analysis and finalize the design for the selected strengthening schemes. In addition, our scope of services includes the following additional assumptions:

- We will visit the building at least two times to further investigate and detail the as-built conditions. During these site visits we will also identify constructability issues with our proposed strengthening scheme and make adjustments as necessary.



- We do not anticipate the need for destructive investigation or materials testing as part of the project as currently scoped. Should the project scope change, the City may need to retain a materials testing firm to perform either destructive or non-destructive investigation and materials testing. Should this be necessary, we will provide direction of these investigations and material sample collection.
- We will identify temporary protection measures that may need to be installed at the beginning of construction to protect building occupants during construction.
- We will work with the City to develop Construction Phasing and Temporary Relocation Plans as part of the Construction Documents to outline the expectations for the construction sequencing and staff relocation.
- We will provide complete nonstructural bracing plans and details for all nonstructural components that pose a life-safety hazard.
- We will provide plans, sections, elevations and details (as appropriate) for all architectural system work related to the seismic strengthening work. We anticipate this work will be completed by our subconsultant under our direction.
- We assume there will be no modifications or upgrades for the HVAC, electrical or plumbing systems for these buildings as part of this project.
- We have made an allowance for preparing a Construction Cost Estimate at the completion of the 30% Construction Documents phase.
- We will use the Geotechnical Report prepared as part of the original building construction as part of our seismic evaluation. We assume no additional geotechnical work will be needed as part of this project.

During this phase of the project, we will attend and participate in project team meetings at City offices to coordinate the work. We will also be available via telephone to resolve specific issues that may arise during this phase of the project.

Permitting Phase

For the Permitting Review phase, we have included an allowance in our scope of services to respond to agency plan check comments. We assume the City of Newberg Building Department will review the project drawings, calculations and specifications.

If necessary, we will assist the City with submission of the project to the Building Department. Please note, the seismic strengthening work should be considered "voluntary" by the Building Department and, as such, should not be subject to an extensive building permit review process.

Bidding/Negotiation Phase

We assume the City will solicit and procure the General Contractor for the project. We will also assist by responding to questions during bidding, issuing bid addendum packages (if needed) and providing support during contract negotiations.



Construction Administration

During Construction Administration, we will review required submittals, respond to General Contractor requests for information (RFI's), review change proposals related to our work, and issue bulletins and supplemental instructions as needed.

We will visit the site at appropriate intervals to observe the general progress of construction. We estimate construction will last approximately 3 month, depending upon phasing of work. This proposal is based on being on-site for weekly project progress meetings and structural observation over the course of construction.

Please note, detailed inspection and any special inspections required by the local jurisdiction or the Building Code are the responsibility of the Inspector of Record, retained by the City.

Project Close Out

At the completion of construction, we will perform a final walk-through of the project to identify any project scope items requiring correction by the General Contractor. We will also prepare Record Drawings for the project based on red-line drawings provided by the General Contractor showing all revisions to the Construction Documents during construction.

Project Deliverable Summary

For this project, we anticipate our deliverables will include the following:

- **30% Construction Documents Review Set.** Based on the selected strengthening option for the building, we will develop the 30% Construction Documents for review and approval. As previously mentioned, these documents will be accompanied by a construction cost estimate and will form the basis for developing the detailed Construction Documents. The construction cost estimate will provide a clear breakdown of the construction cost to achieve an Immediate Occupancy performance level. The intent is to validate the established project budget and, if necessary, make adjustments to the strengthening approach.
- **60% Construction Documents Review Set.** We anticipate issuing a 60% Construction Documents review set. We anticipate our documents will include plan drawings, sections, elevations and details. We anticipate our deliverables will include progress drawings for the following:
 - Temporary Protection and Demolition Plans (if applicable)
 - Construction Phasing and Staff Relocation Plans (if applicable)
 - Foundation Strengthening Plans
 - Roof Strengthening Plans
 - Building Sections (if applicable)
 - Typical detail sheets



- Condition specific details sheets
 - Nonstructural Bracing Plans
 - Nonstructural Bracing Details
 - Architectural System Plans/Details (as applicable)
 - Project Outline Specifications
- **95% Construction Documents/Permit/Bid Set.** The 95% Construction Documents will include complete plans, sections, elevations and details for typical and special conditions. We anticipate our 95% CD/Permit Set will include Temporary Protection drawings that will identify the protection expectations for the General Contractor selected. We will also provide an updated construction cost estimate for this milestone.

We will provide a Project Specification Manual for all appropriate sections, excluding contractual provisions (i.e. Divisions 00 & 01) between the City and the General Contractor. Our package will also include complete structural calculations for submission to the Building Official as part of the building permit application.

Once the Building Permit has been issued, we anticipate preparing an Issued for Construction (IFC) Package that will be used by the General Contractor for construction. The IFC Package will clearly indicate any revisions that occurred between the Permit Set and the IFC Package.

Project Schedule

We have developed a project schedule that establishes reasonable timelines and provides ample time for City review and input into the design process. This will provide the City adequate time to make informed project decisions and provide meaningful feedback to the Design Team.

We understand the City is wanting construction activities to begin in the summer of 2019. The proposed schedule was considered working backward from this milestone to make sure all design work and City review cycles can be accommodated. The milestones identified below show the anticipated sequence of project activities along with milestone dates of performance. We are happy to work with you and to adjust the project activity durations and/or the milestone dates to suite the project needs.

Please note, the project schedule includes time for project review by the City after each design milestone. We are proposing to issue review packages after the 30% Construction Documents set, 60% Construction Documents set and 95% Construction Documents/Permit/Bid Set.



PUBLIC SERVICE CENTER PROJECT SCHEDULE	
Project Milestone	Date
Anticipated Notice to Proceed	January 9, 2019
Project Kick-off Meeting - Review strengthening options and select best value concepts to achieve target building rating	January 10, 2019
Submit 30% Construction Documents & Cost Estimate to City	February 15, 2019
Meeting with City – Review 30% documents and finalize strengthening measures	February 27, 2019
Submit 60% Construction Documents to City	April 12, 2019
Meeting with City to review 60% CD's	April 24, 2019
Submit 95% Construction Documents/Permit/Bid Set & Cost Estimate to City	June 7, 2019
Building Permit Review Complete (4 weeks assumed)	July 5, 2019
Issued for Construction (IFC) Set to City	July 12, 2019

COMPENSATION AND TERMS

Basic Services

Based on the above assumptions and scope of work, we propose a basic service fixed fee of **\$84,968** for the project. For your reference, we have provided a breakdown of our fee by phase and consultant below. Note, we have provided a detailed hours breakdown of our fee and consultant allowances as Attachment "A".

Fee Breakdown by Phase by Consultant				
Project Phase	WRK Engineers	Architect Consult	Cost Consult	Total by Project Phase
Construction Documents	\$39,690	\$ 8,000	\$6,000	\$53,690
Permitting/Bid/Negotiation	\$2,578	\$800	\$ —	\$3,378
Construction Administration	\$22,190	\$2,000	\$ —	\$24,190
Project Closeout	\$2,710	\$ —	\$ —	\$2,710
Reimbursable Allowance	\$1,000	\$ —	\$ —	\$1,000
Totals	\$68,168	\$10,800	\$6,000	\$84,968



City of Newberg Public Service Center
18130.BD
Page 7 of 7

Revisions or additions to our scope of work after we have substantially started may be considered additional services and require additional compensation. An allowance for reimbursable expenses (\$1,000), excluding building permit, has been included in our fee. Invoicing will be on a percent-completed basis. Reimbursable expenses include, but are not limited to, delivery services, plotting, and if required, travel related costs, including lodging and meals. Invoices shall be submitted monthly for services and are due when rendered.

We truly appreciate the opportunity to provide this proposal to the City of Newberg and look forward to working together on this project. We are prepared to begin work immediately upon receiving your authorization. Should you have any questions or require additional information, please contact me.

Very truly yours,

Brian Knight, P.E., S.E.
WRK Engineers, Inc.



EXHIBIT A for RES 2018-3504: SCOPE & FEE FOR PSB SEISMIC RETROFIT PROJECT
ATTACHMENT "A"



Job Name: City of Newberg Public Service Center Fee Estimate Hours Breakdown
Job Number: 18130.BD
Date: November 20, 2018
Prepared By: BK

Task	Principal	Associate Principal	Project Engineer	Design Engineer	Designer	CAD Specialist	Admin. Services
Construction Documents							
Establish/Confirm Project Criteria	1		1				
Site Visits (As-Built Data Collection)	6		6				
ASCE 41-17 Tier 2 Evaluation	1		1		4		
Develop Strengthening Options	1		6		8		
Finalize ASCE 41-17 Calculations	1		2		4		
Finalize Structural Calculations	1		4		24		3
Prepare Structural Drawings	1		8		16	40	
Prepare Nonstructural Drawings	1		4		8	12	
Prepare Temporary Relocation Plans	1		2		4	8	
Prepare Construction Phasing Plans	1		2		4	8	
Site Visit (Verify Constructability)	6		6		6		
Prepare Project Specifications	1		16		4		12
Consultant Coordination	4		10		6		
Project Meetings	8		20		12		
Client Coordination	3		8		5		
Project Review	3		6				
Phase Subtotal	\$7,020	\$0	\$13,635	\$0	\$11,550	\$6,120	\$1,050
Permit/Bid/Negotiations							
Permit Submittal Preparation	1		2		3		1
Response to Plan Review Comments	1		1.5		4		1
Respond to Bid/Negotiation Questions	1		1.5				1
Consultant Coordination	1		1.5				
Phase Subtotal	\$720	\$0	\$878	\$0	\$770	\$0	\$210
Construction Administration							
Shop Drawing & Submittal Review					40		
RFI Review & Response	4				40		
Site Observation Visits	10		30		40		
Consultant Coordination			8		4		
Client Coordination	2		4				
Phase Subtotal	\$2,880	\$0	\$5,670	\$0	\$13,640	\$0	\$0
Project Closeout							
Prepare Final Puchlist/Summary Letter	1		2		4		3
Prepare Record Drawings	1		2		4	8	
Phase Subtotal	\$360	\$0	\$540	\$0	\$880	\$720	\$210
TOTAL HOURS	62	0	154.5	0	244	76	21
RATES	\$180	\$155	\$135	\$120	\$110	\$90	\$70
SUBTOTAL	\$11,160	\$0	\$20,858	\$0	\$26,840	\$6,840	\$1,470

REIMBURSABLE EXPENSES

Architectural Consultant \$10,800
Cost Consultant \$6,000
Misc. Reimbursables \$1,000

TOTAL **\$84,968**

