



## RESOLUTION No. 2019-3624

**A resolution to authorize the City Manager Pro Tem to enter into a professional services agreement with HBH Consulting Engineers, Inc. to design the city's 2020 Pavement Rehabilitation & Maintenance Projects**

### RECITALS:

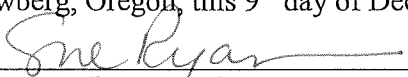
1. The City of Newberg completed a pavement preservation plan for City maintained streets for the next five years (2018 through 2022) and identified streets for pavement preservation projects.
2. The 2020 pavement rehabilitation and maintenance projects are approved for capital improvement expenditures in the 2019-20 fiscal year budget and the construction will be included in the proposed expenditures in the fiscal year 2020-21 budget.
3. The City advertised the pavement design projects in the Daily Journal of Commerce and on the City's engineering webpage on October 14, 2019, and received three qualified proposals through the Request for Proposals process per ORS. 279C.110.
4. HBH Consulting Engineers, Inc. submitted a detailed proposal outlining the scope of work with a reasonable phase-by-phase cost breakdown for \$125,041.00, which is attached as Exhibit "A" and by this reference incorporated.

### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

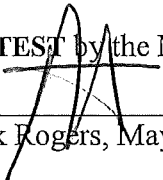
1. The City Council, acting as contract review board for the City, does hereby authorize the City Manager Pro Tem to enter into a Professional Services Agreement with HBH Consulting Engineers, Inc. to complete the City's 2020 Pavement Rehabilitation & Maintenance Projects that include design survey, engineering design, bid and construction phase services in the amount of \$125,041.00.
2. The City Attorney will modify and approve all contracts and agreements as to form and content.
3. The City Manager or City Manager Pro Tem 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 10, 2019.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 9<sup>th</sup> day of December, 2019.

  
Sue Ryan, City Recorder

**ATTEST** by the Mayor this 12<sup>th</sup> day of December 2019.

  
Rick Rogers, Mayor



501 E First Street  
Newberg, Oregon 97132  
phone 503-554-9553  
fax 503-537-9554

November 21, 2019

City of Newberg  
Paul Chiu, PE, Senior Engineer/Project Manager  
414 E. First St. (P.O. Box 970)  
Newberg, OR 97132

Re: Newberg 2020 Pavement Rehab and Maintenance Project – Scope of Work and Fee

Dear Paul,

HBH Consulting Engineers, Inc. is pleased to provide civil engineering and construction services for the 2020 Pavement Rehab and Maintenance Project.

Our understanding is the City of Newberg has tentatively selected the following city streets for preservation in 2020. These streets are subject to confirmation after review of pipe video reports by the City or possibly HBH that subsurface utility work, in particular wastewater conveyance, is not required prior to any pavement work. We understand the City of Newberg will be performing storm and sewer pipe video inspections in order to determine if the City will keep the same list of streets for pavement maintenance and rehabilitation. If not, the City will find other similar streets as substitutes. HBH agrees to this potential switch with no change to our general scope and fees.

**CRACK SEAL:**

1. Vermillion St from N College Ct to west end
2. Filbert Ct from Walnut Ave to cul-de-sac south
3. Elm Ln from Willow Dr. to cul-de-sac north
4. Alder Ln from N Sitka Av to cul-de-sac east
5. School St from E Sixth St to E Fifth St
6. Mission Dr. from Rentfro Wy. to N College St
7. N Meridian St from Quail Dr. to north end
8. Juniper Dr. from E Edgewood Dr. to Sunset
9. Aldersgate Dr. from E Edgewood Dr. to Sunset Dr.
10. Pinehurst Dr. from N Main St to cul-de-sac west (*treat west half*)

**SLURRY SEAL:**

11. N Meridian St from Quail Dr. to E Edgewood Dr.
12. N Center St from Hilltop Dr. to Henry Rd
13. N Center St from E Mountainview Dr. to Crestview Dr.
14. Aldersgate Ln from Crestview Dr. to N Pennington Dr
15. The Greens Ave from Ironwood Dr. to NE Fernwood Rd

**CRACK AND SLURRY SEAL:**

16. N Meridian St from E Fourth St to E Third St
17. N Meridian St from E Second St to Sierra Vista Dr. (or Pinehurst Dr?)
18. Pinehurst Dr. from N College St to N Meridian St
19. S Edwards St from E Second St to E First St
20. E Third St from S Main St to S Blaine St
21. Ninth St from S Blaine St to S River St
22. School St from Tenth St to Ninth St
23. Andrew St from James St to S College St

- 24. Eleventh Ct from S River St to cul-de-sac west
- 25. Park Ln from Aldersgate Ln to Villa Rd

**GRIND AND INLAY:**

- 26. Deborah Rd from Haworth Ave to Douglas Ave
  - 27. Douglas Ave from Emery Dr. to Springbrook Wy.
  - 28. Emery Dr. from Douglas Ave. to Crestview Drive
  - 29. † E Sixth Street, from S River Street to Columbia Street.
  - 30. N Edwards St from E Sherman to E Franklin St/E North St/Vermillion St
  - 31. S Edwards St from E Fifth St to E Third St
  - 32. Brutscher St from Hayes St to Hwy 99W/ Portland Rd
- † One block of E Sixth Street appears to have a higher Pavement Condition Index.  
Consultant shall determine the proper treatment for all streets.

**PROJECT SCOPE AND WORK PLAN**

We propose the following preliminary task outline based on our experience for this type of project.

**Task A - Project Management**

**Task A-1 – Kick-off Meeting**

This task will consist of organizing a kick-off meeting that will last no longer than four hours in order to define project goals, further clarify project and management approaches, identify roles and responsibilities, and confirm the scope of work and schedule.

**Task A-2 – Design Administration**

As the project manager, Andrey Chernishov will work throughout the project to keep the project team on schedule and on budget. HBH ensures full coordination with City personnel. As a project manager for this project and an owner of the company, Andrey ensures he will be responsive to City emails and telephone discussions, in addition to any meetings we may have. We will be in contact with the City frequently enough to ensure a timely City review of deliverables. We will work with all stakeholders in a responsible manner. HBH will provide accountability for monthly progress reports and billings.

**Task B – Confirm Suggested Types of Treatment**

**Task B-1 – Pavement Maintenance**

HBH and GRI will be to verify the type of treatment suggested, or justify an alternative treatment, for each street. Our project team will work with GRI to visit each street identified for crack seal, slurry seal, crack and slurry seal to confirm that the suggested pavement maintenance treatment is correct. The team will also review the ADT in the 2014 pavement report to verify that the correct treatment is selected.

GRI will provide the following services for the Pavement Maintenance (crack seal or slurry seal or crack and slurry seal) portion of the work:

- 1) *Conduct a site visit to observe the existing pavement condition. For each candidate street, quantify the area of load-related distress that requires localized patching repair.*
- 2) *Select the appropriate surface treatment option (e.g., Type II Slurry Seal, chip seal, or fog seal, etc.) or, if in our opinion the street is not a suitable candidate for surface treatment, remove the street from the maintenance candidate list. Provide recommendations in a brief letter.*

#### **Task B-2 – Pavement Rehabilitation**

HBH and GRI will review as-built plans, if available. The project team will conduct a site visit to identify the types of distress present. HBH and GRI will review the core, base aggregate, and soil logs in the 2014 pavement report. In addition, GRI will core over cracks to verify if cracking is top down/full depth and AC thickness for the seven Pavement Rehab (grind and inlay) streets with at least one core per street. Below the pavement surface, GRI will use a hand augur to determine base aggregate thickness and condition. GRI will also collect samples of subgrade soil and perform a visual classification. Our project team will verify the type of treatment suggested, or justify an alternative treatment, for each street. PSI will be used as resource where needed for work they have previously completed.

GRI will provide Network-Level Field Investigation and GPR Testing for the Pavement Rehabilitation portion of the work as follows:

#### *Alternative 3 – Network-Level Field Investigation*

- 1) *Conduct a site visit to observe the existing pavement condition and distress types/quantity present for each candidate street. Quantify the areas of load-related distress that require localized patching repair prior to rehabilitation.*
- 2) *Conduct up to 1 day of shallow core explorations. We will use surface cores to evaluate the type, severity, and depth of cracking and overall condition of the AC. The shallow explorations will extend up to 24 in. below ground surface, and they will be used to identify the condition and thickness of aggregate base (AB), and to classify the subgrade soils.*
- 3) *Conduct up to ½ day of FWD testing on a network-level basis. This information will be analyzed to determine the subgrade resilient modulus and properties of the existing AC and AB, if present.*
- 4) *Develop rehabilitation recommendations based on visual observations, shallow core explorations, and network-level FWD testing. Summarize recommendations and localized repair areas in a brief memorandum. If traffic-loading information is not provided by the City, we will use the guidelines outlined in the APAO Design Guide base on the street classification.*

#### *GPR Testing*

*GRI will spend ½ day collecting data, which does not require traffic control. The information collected will include continuous pavement thickness along the project alignment for the selected pavement rehab streets, which can be used to identify areas of delamination or stripping, and variation in AC thickness that may impact the mill and overlay depths.*

**Task C – Design Survey and Investigation**

**Task C-1 – Topographic Survey**

Our subconsultant Leland MacDonald & Associates, LLC shall provide a field run topographic survey for the Pavement Rehab streets. This does not include survey of any of the Pavement Maintenance streets (crack or slurry seal streets).

- Surface features from curb to curb, such as manholes, catch basins, water valves, etc.
- Areas where buried utility deficiencies are known to exist.
- Areas where surface drainage issues have been identified.
- ADA ramps and crosswalks where meeting minimum slope requirements is in question.

**Task C-2 – Localized Drainage Survey**

Where pavement rehabilitation will be required, our project team will simulate heavy rainfall events utilizing a water truck to apply water to the pavement surface. HBH will contract with a local contractor with a water truck (The Saunders Company) to provide the water. HBH will obtain a hydrant permit from the City of Newberg and will pay the fee to obtain the permit to fill the water truck. This will allow the project team to identify if the water flows outside of the curb and gutter and onto the sidewalk or onto private property where potential damage could occur. This will also allow visual checks to determine if ponding occurs in roads with flat slopes or in front of ADA ramps or crosswalks.

**Task D – Engineering Design & Development of Construction Plans**

HBH shall provide design services in accordance with the current City of Newberg Public Works Design and Construction Standards. HBH will provide engineering design and development of construction plans for two separate set of bid plans and specifications: one for 2020 Pavement Maintenance Project and the other one for 2020 Pavement Rehabilitation Project.

Design of ADA Ramps: HBH will provide the contractor with a general design deal for each type of ADA ramp. This will allow the contractor to lay out and construct ramps in the field such that they meet ADA requirements. The reasoning for this is that the actual constructed ramp can deviate from the engineering plans. The exception to this contractor design-build approach will be ADA ramps where the project team identifies specific difficulty in meeting ADA requirement due to existing site conditions.

**Task D-1 – Street Confirmation per Pipe Video Reports**

If requested by the City, HBH will review video pipe reports of storm and wastewater conveyance piping supplied by the City. The video reports will state the condition of the piping. If the pipes are in good condition and do not need to be replaced, the street selection will be confirmed. If the pipes are in poor condition, the City will select similar alternate streets. If requested by the City, HBH will write a letter summarizing the findings of the video reports.

**Task D-2 – 30% Design**

After the kick-off meeting, receiving the topographic survey, checking drainage improvements by simulating street drainage with a water truck, and collecting subsurface information from the core samples, HBH will prepare a 30% set of design plans for City review for the Pavement Maintenance Project and the Pavement Rehabilitation Project. At this time HBH will prepare a preliminary construction cost estimate to determine if the proposed funding will be adequate for construction for both projects.

**Task D-3– Final Design**

After City comments are returned HBH will prepare final construction drawings, construction specifications based on the City of Newberg, special provisions, and cost schedules. HBH shall prepare a final construction cost estimate based on the final design for both projects. *It is understood that the City of Newberg intends on bidding the Pavement Maintenance Project and the Pavement Rehabilitation Project as separate projects with separate bids.*

**Task D-4 – Design Coordination**

Design coordination with the City on project review and acceptance will be required. Final review comments, if any, from the City will be incorporated into the final drawings. HBH will obtain all required permits for the construction of this project.

**Task E - Bid Phase Assistance**

**Task E-1 – Bidding Services**

HBH will answer general contractor questions during the bidding process, organize a pre-bid meeting, provide technical language for clarifications and addendums as necessary.

**Task F - Construction Phase Assistance**

**Task F-1 – Construction Management**

HBH shall provide technical assistance during project construction on an as needed basis. HBH shall organize the Pre-Construction meeting. HBH shall review and respond to the City/Contractor on RFIs, submittals, and change orders. HBH shall respond to the City to help resolve construction issues that arise during construction. HBH shall review contractor progress payments and submit recommendations for payment.

**Task F-2 – Inspection**

If needed, an HBH inspector will provide inspection on as-needed basis by the City. Inspection response times could be as quick as ten minutes from receiving notification to arriving to the project site. The HBH inspector will produce daily inspection reports, copies will be provided to the City on a weekly basis.

**Task F-3 – Project Closeout**

Upon completion of the project, HBH along with the City will conduct a walk-through visit of the site and produce a punch list. If HBH provides inspection services, HBH will certify construction of all work to meet City requirements. If any storm improvements are made, as-built surveying and as-built plans will be provided.

**EXHIBIT "A" for Resolution No. 2019-3624**

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**Note:**

Survey monuments will NOT be set and a Record of Survey Map will NOT be filed with the Yamhill County Surveyor's Office unless a Post-Construction Record of Survey is required to be filed with the County because previously existing survey monuments were destroyed during construction.

Not included and/or not anticipated is the following:

- Traffic Engineering (traffic impact study, transportation demand management plan, signal design, traffic control plan)
- Structural engineering and environmental engineering
- Offsite improvements unless noted
- 1200-C Designated Erosion Control Inspector

**Schedule**

2020 Pavement Rehabilitation & Maintenance Projects Project Schedule			Week of																		
Task #	Task Description	Completion Date	11/11	11/18	11/25	12/4	12/9	12/16	12/23	12/30	1/6	1/13	1/20	1/27	2/3	2/10	2/17	2/24	3/2	3/9	
	Consultant Recommendation	November 12, 2019																			
	Detailed Scope and Fee	November 18, 2019																			
	City Council Adopts Consultant Contract	December 9, 2019																			
	City Executes Contract	December 18, 2019																			
A	Project Management																				
A-1	Kick-off Meeting	December 18, 2019																			
A-2	Design Administration	March 6, 2020																			
B	Confirm Suggested Types of Treatment																				
B-1	Pavement Maintenance	January 10, 2020																			
B-2	Pavement Rehabilitation	January 10, 2020																			
C	Design Survey																				
C-1	Topo Survey	January 17, 2020																			
D	Engineering Design & Development of Const. Plans																				
D-1	Street Confirmation per Pipe Video	December 29, 2019																			
D-2	30% Design	January 24, 2020																			
	City Comments Returned	January 31, 2020																			
D-3	Final Design	March 6, 2020																			
	90% Design	February 25, 2020																			
	City Comments Returned	March 3, 2020																			
	Advertise Projects for Bids	March 10, 2020																			
D-4	Design Coordination	March 6, 2020																			
2020 Pavement Rehabilitation & Maintenance Projects Project Schedule Cont.			Week of																		
			3/9	3/16	3/23	3/30	4/6	4/13	4/20												
E	Bid Phase Assistance																				
E-1	Bidding Services	March 24, 2020																			
	Pre-Bid Meeting	March 17, 2020																			
	Bid Closing	March 24, 2020																			
	Council Bid Award	April 20, 2020																			
2020 Pavement Rehabilitation & Maintenance Projects Project Schedule Cont.			Week of																		
			4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27					
F	Const. Phase Assistance																				
F-1	Construction Management	July 17, 2020																			
	Construction Starts	May 5, 2020																			
	Substantial Completion	July 17, 2020																			
F-2	Inspection	July 17, 2020																			
F-3	Project Closeout	July 31, 2020																			

## EXHIBIT "A" for Resolution No. 2019-3624

Newberg 2020 Pavement Rehab and Maintenance Project  
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**In consideration of the mutual promises exchanged herein, our fee for the above work shall be as follows:**

**Task A – Project Management**

Task A-1 – Kick-off Meeting	\$ 756
Task A-2 – Design Administration	\$ 2,874

**Task B – Confirm Suggested Types of Treatment**

Task B-1 – Pavement Maintenance	\$ 5,966
Task B-2 – Pavement Rehab (Alt. #3 w/GPR Testing)	\$ 21,063

**Task C – Design Survey**

Task C-1 – Topo Survey	\$ 19,040
Task C-2 – Localized Drainage Survey	\$ 5,292

**Task D – Engineering Design and Development of Construction Plans**

Task D-1 – Street Confirmation	\$ 4,000
Task D-2 – 30% Design	\$ 12,440
Task D-3 – Final Design	\$ 39,012
Task D-4 – Design Coordination	\$ 2,850

**Task E – Bidding Services**

Task E-1 – Bidding Services	\$ 1,586
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**Task F – Construction Phase Assistance**

Task F-1 – Construction Management	\$ 3,644
Task F-2 – Inspection	\$ 1,360
Task F-3 – Project Closeout	\$ 4,808

Reimbursables, Mileage, Prints, Etc.	\$ 350
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**All services will be invoiced on a time and materials basis with the total project cost not to exceed \$125,041.** Reimbursables and subcontractor fees are at cost plus 12 percent. Mileage will be billed at the IRS mileage rate. Payment is due within 30 days of invoice (monthly) or be subject to 1.5 percent monthly interest.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,  
HBH Consulting Engineers, Inc.

Andrey R. Chernishov, PE  
Principal, Secretary/Treasurer