



Resolution 2004-042

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HOPPER, DENNIS, JELLISON, P.L.L.C. FOR PRIVATE DEVELOPMENT PLAN REVIEW AND INSPECTION SERVICES

WHEREAS, the City Engineering Department requires assistance to carry out duties associated with review and approval of private development plans and inspection services; and

WHEREAS, the firm of Hopper, Dennis, Jellison, P.L.L.C. was selected through a consultant selection process meeting the requirements of the state contract rules; and

WHEREAS, staff and the consultant have worked together to develop a draft scope of work as shown in Exhibits A, B, and C.

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to enter into a contract with Hopper, Dennis, Jellison, P.L.L.C. for an amount not to exceed \$90,000.

Section 2: This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 8th day of June 2004.


Mark O. Cottle, Mayor

ATTEST:

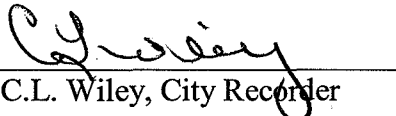

C.L. Wiley, City Recorder

EXHIBIT A
Resolution 2004-042

SCOPE OF WORK
Project- City of Sherwood Inspection, various locations

A. Initiation and Coordination

This item includes all coordination and meetings necessary to successfully complete all phases of the project.

- 1.) Meet with City staff to discuss the designs and construction inspection.
- 2.) Meet with City staff to obtain the following project data:
 - Daily reports and other inspector documentation records.
 - Project plans

B. Project Tracking and Reporting

This item covers all work to prepare and update the project schedule and prepare the necessary progress reports as detailed below.

- 1.) Submit a summary for each Hopper Dennis Jellison, P.L.L.C. activity associated with the project
- 2.) Submit a monthly progress billing report indicating work completed on an hourly basis for each activity. Review the work completed and budget used periodically throughout the project between regular progress reports to ensure that the schedule and budget are being maintained.

C. Construction Services

Provide ongoing project construction inspection and documentation.

D. Extra Work

This work includes any item not covered in the above scope of work or specifically excluded in "Task F" below. No costs have been included for extra work on the cost estimate.

E. Reimbursable Expenses

This work includes non-salary costs associated with costs for printing, copies, mileage, photo processing, etc.... Invoices will be submitted with billings for any items covered under reimbursable expenses.

F. Specific Exclusions

The following items of work are specifically excluded from the scope of this agreement. This work may be added under either a supplemental agreement or as a limited overrun of hours not to exceed 10% in billed hours or cost based on the total hours and dollars of this agreement. The aforementioned overrun must be authorized in writing by the City of Sherwood before the overrun occurs to be compensable.

- 1.) Contract administration activities such as change order preparation and contractor payments.

G. City of Sherwood Responsibilities

The City of Sherwood will provide the following items and / or services:

- 1.) Contract administration and direct construction inspection supervision.
- 2.) Office space and telephone for use by the HDJ assigned inspector

EXHIBIT B
Resolution 2004-042

SCOPE OF WORK

Project- City of Sherwood development review, various developments

A. Initiation and Coordination

This item includes all coordination and meetings necessary to successfully complete all phases of the project.

B. Project Tracking and Reporting

- 1.) Submit a summary for each Hopper Dennis Jellison, P.L.L.C. activity associated with the project
- 2.) Submit a monthly progress billing report indicating work completed on an hourly basis for each activity. Review the work completed and budget

C. Plan Review Services

Coordinate with City staff for plan pickup/deliveries and scheduling
Review private development plans and reports for compliance with City, local, state and national engineering and construction standards
Check plans for accuracy, completeness and constructibility
Check plans for conformance with City Conditions of Approval
Transfer redlines from other reviewing agencies (Tualatin Valley Water District, Clean Water Services, etc.) to City redline plan set, if required
Redline plans and write letter that lists redline comments per sheet
Communications with City staff for clarifications/questions/coordination
Perform site visit (if necessary) to verify existing site conditions

D. Reimbursable Expenses

This work includes non-salary costs associated with costs for printing, copies, mileage, photo processing, etc.... Invoices will be submitted with billings for any items covered under reimbursable expenses.

The Hopper Dennis Jellison, PLLC billing rate shall be as shown in exhibit "D".

EXHIBIT C
Resolution 2004-042

Scope of work

On-call Traffic Services

Review Traffic Impact Analysis –

Evaluate the trip generation, safety, compliance to the CAP ordinance, and define mitigation for new development.

Traffic Operations –

Advise and study traffic and safety issues as required.

Traffic Design -

Design small safety and capacity improvements as required.

Reimbursable Expenses

This work includes non-salary costs associated with costs for printing, copies, mileage, photo processing, etc.... Invoices will be submitted with billings for any items covered under reimbursable expenses.

The Hopper Dennis Jellison, PLLC billing rate shall be as shown in Exhibit "E":