



## RESOLUTION 2007-064

### **A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH HOPPER DENNIS JELLISON FOR ON-CALL TECHNICAL SERVICES**

**WHEREAS**, the City needs specialized technical services not available with staff skills, or technical services to level peaking when workload exceeds the normal capacity of Staff; and

**WHEREAS**, the request for qualifications (RFQ) was publicly advertised and evaluated utilizing consistent criteria; and


**WHEREAS**, the highest ranked and most responsive responsible consultant was selected.

### **NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

**Section 1:** The City Manager is authorized to sign the professional services contract with Hopper Dennis Jellison for On-Call Technical Services. Scope of Work attached as Exhibit A.

**Section 2:** This Resolution is and shall be effective upon its approval and adoption by Council.

**Duly passed by the City Council this 17th day of July, 2007.**

  
Keith S. Mays, Mayor

ATTEST:

  
Sylvia Murphy, City Recorder

## EXHIBIT A

### CITY OF SHERWOOD ON-CALL TECHNICAL SERVICES SCOPE OF WORK

#### INTRODUCTION

The purpose of this contract and scope of work is to provide On-Call Technical Services to the City. While it is divided into three distinct tasks; work assigned may be a blend of two or more tasks. While the general task items are described in the task listings below, additional items may be included as defined in a specific Task Work Order.

#### Common Items

- Initiation and Coordination – This item includes coordination and meetings necessary to successfully complete all phases of the project.
- Project Tracking and Reporting – This item includes a monthly summary for each activity associated with the project. A monthly summary includes progress reports and billings indicating work completed on an hourly basis for each activity and a descriptive review of the work completed and budget expended.
- Reimbursable Expenses – This item includes non-salary costs associated with incidental items such as printing, copies, and mileage. Monthly invoices will be submitted with specific billings for all reimbursable expenses identified linked to specific work tasks.

#### Office Space

The City of Sherwood will provide office space and telephone for use by the consultant's inspector. Additional office space and telephone needs will be defined in a specific Task Work Order. If office space is provided by the City, mileage will not be reimbursed between the inspector's home office and City Offices.

#### Billing Rates

For all tasks, the billing rate shall be as shown in the established Fee Schedule. Each calendar year starting in January 2008, the consultant Fee Schedule shall be adjusted to reflect current billing rates as determined by the consultant. The new Fee Schedule rates shall be effective for new tasks beginning in the new calendar year.

#### **TASK ITEM 1 - DEVELOPMENT PLAN REVIEW**

##### A. Initiation and Coordination

Individual Task Work Orders are generally not required for this item. A turnaround time of 5 working days or less is required for this item unless otherwise mutually agreed.

##### B. Project Tracking and Reporting

No special requirements

##### 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 list redline comments per sheet
- Communicate with City staff for clarifications/questions/coordination
- Perform site visit (if necessary) to verify existing site conditions

D. Reimbursable Expenses  
No special requirements

## **TASK ITEM 2 - ON CALL TECHNICAL SERVICES**

A. Initiation and Coordination

Work assigned will be defined by Task Work Orders. Each assignment will be individually negotiated with the consultant. The scope of work and budget amount will be established for each task. The assignment shall become effective when a Task Work Order is signed by the City and the consultant.

B. Project Tracking and Reporting  
No special requirements

C. Technical Services

These duties are a typical listing but are not inclusive of all tasks that may be assigned.

- Necessary coordination and meetings with City staff for design tasks
- Design minor utility and street improvements
- Communications with City staff for clarifications/questions/coordination
- Perform site visits (if necessary) to verify existing site conditions
- Provide plans and specifications as required
- Perform general civil engineering tasks
- Review land use applications prior to land use review, including written general and technical comments on the application
- Preliminary/feasibility technical report development
- Final engineering design including drawings, specifications and project construction estimate
- Preparation of final bid documents
- Preparation of appropriate permits, land use applications, DSL and other permits
- Bid assistance or management from initial advertisement through recommendation to award
- Provide support for city planning activities
- Project management functions as assigned by the city
- Plan, specification and Estimate review functions for capital improvements
- Other work as assigned by the City
- Attend meetings and hearings associated with assigned Work Task Orders.

D. Reimbursable Expenses  
No special requirements

## **TASK ITEM 3 – CONSTRUCTION OBSERVATION SERVICES**

A. Initiation and Coordination

A Task Work Order is generally not required for this Task. This task requires frequent meetings and coordination with the City to discuss specific work assignments, report on work progress and observation items of individual assignments and other coordination items with emphasis on problems and their resolution in the field.

B. Project Tracking and Reporting

In addition, the consultant will prepare individual daily observation reports, progress schedules and documentation of activity for projects assigned.

C. Construction Observation Services

- Provide ongoing project construction observation, administration and documentation as required for assigned construction projects.

D. Reimbursable Expenses

No special requirements

City's Role

The job of the City's project manager is to work closely with consultant team to answer questions, make decisions, provide guidance, and assist in coordination where needed. The City project manager's tasks do not include doing research or design for the consultant team.