



RESOLUTION 2007-065

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH DKS ASSOCIATES FOR ON-CALL TRANSPORTATION SERVICES

WHEREAS, the City needs specialized transportation services not available with staff skills; and

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

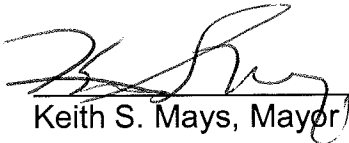
WHEREAS, the highest ranked and most responsive responsible consultant was selected.

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

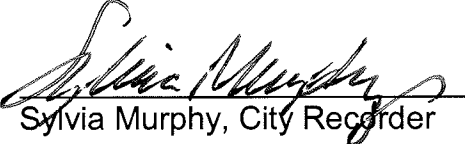
Section 1: The City Manager is authorized to enter into a contract with DKS Associates for on-call transportation services. Scope of Work attached as Exhibit A.

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

July 6, 2007

Gene Thomas
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140

Subject: City of Sherwood On-Call Traffic Services

A07x06-078

Dear Gene:

Thank you for selecting DKS Associates for your On-Call Traffic Services. We look forward to continuing our successful working relationship over the next three years. Per your request at our meeting on July 3, 2007, we have prepared this letter scope of services to outline the types of tasks that will be covered on a task-by-task basis. In addition, we have attached our current fee schedule.

SCOPE OF SERVICES

DKS Associates will complete Traffic Service tasks as requested by the City of Sherwood. In general, the types of tasks include:

- A. Review of traffic impact analysis documents
 - Review of traffic impact analysis provide by others and evaluate the trip generation, safety, compliance to the CAP Ordinance, and mitigation for new development
- B. Traffic Operations
 - Review, study and evaluate traffic safety issues and provide technical advice
- C. Traffic Design
 - Design traffic signals, street lighting, signing, striping, and traffic control plans.
- D. Develop Traffic Impact Analysis Reports
 - Develop traffic impact analysis reports and provide technical report to document findings

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Suite 500
Portland, OR 97201

(503) 243-3500
(503) 243-1934 fax
www.dksassociates.com

On-Call Traffic Services
July 6, 2007
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E. Incidental Services

- Coordinate with City staff for design tasks as needed by the City.
- Perform site visits to verify existing site conditions
- Provide technical reports, plans and specifications as required.
- Attend project meetings as requested by the City.
- Attend public hearings as requested by the City.

TASK AUTHORIZATION

DKS Associates will perform On-Call Traffic Services as requested by the City. For each task, the City will authorize a task scope, budget and schedule. For significant tasks, a separate scoping letter with detailed scoping information may be required.

BUDGET

In consideration of the performance of these services, DKS Associates will be compensated on a time and materials basis in accordance with the hourly billing rates set forth in the attached fee schedule, subject to annual revision, for a maximum fee not to exceed \$100,000. This fee is based upon the scope of services and level of effort presented above.

DKS will invoice monthly based upon the time and materials expended. Payments are due on a net 30 day basis. A service charge of 1-1/4 percent per month compounded will be assessed on billings not paid when due. If payment of our invoices is not made within 45 days of the due date, DKS reserves the right to cease work on this project until such time as payment is received. In the event of any litigation between the parties to this agreement arising from this agreement, the prevailing party shall be reimbursed for its reasonable attorneys fees and costs.

Should the services not be authorized in thirty (30) days; or should changes occur in the scope or level of effort; or should the completion date extend beyond July 31, 2010 due to circumstances beyond DKS's control; we reserve the right to revise the scope, our billing rates, budget and schedule to reflect then current conditions. Such revisions will be effected through amendments to this agreement.

Two originals of this letter have been provided. If this agreement is acceptable, please have a duly authorized official of your company sign below and return one original for our files. That signature will constitute formal authorization to proceed with the services according to the terms outlined.

On-Call Traffic Services
July 6, 2007
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July 17, 2007
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If you have any questions about this scope of services, please call me or Chris Maciejewski.

Sincerely,

DKS Associates
A Corporation



Carl D. Springer, PE
Principal

Approved by:

City of Sherwood

By:

Title

Date

DKS Associates

Fee Schedule

Resolution 2007-065, Exhibit A (4 pgs)
 July 17, 2007
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Standard DKS Billing Grades	Salary Range \$ Per Hour	Overhead	Profit	FCCM	Billing Rate
Tech Level A	\$ 7.16 - \$ 7.952	183.97%	10.50%	0.600%	\$ 22.50 - \$ 25.00
Tech Level B	\$ 7.96 - \$ 9.542	183.97%	10.50%	0.600%	\$ 25.01 - \$ 30.00
Tech Level C	\$ 9.55 - \$ 11.133	183.97%	10.50%	0.600%	\$ 30.01 - \$ 35.00
Tech Level D/Grade 1	\$ 11.14 - \$ 12.723	183.97%	10.50%	0.600%	\$ 35.01 - \$ 40.00
Tech Level E/Grade 2	\$ 12.73 - \$ 14.314	183.97%	10.50%	0.600%	\$ 40.01 - \$ 45.00
Tech Level F/Grade 3	\$ 14.32 - \$ 15.904	183.97%	10.50%	0.600%	\$ 45.01 - \$ 50.00
Tech Level G/Grade 4	\$ 15.91 - \$ 17.494	183.97%	10.50%	0.600%	\$ 50.01 - \$ 55.00
Tech Level H/Grade 5	\$ 17.50 - \$ 19.085	183.97%	10.50%	0.600%	\$ 55.01 - \$ 60.00
Tech Level I/Grade 6	\$ 19.09 - \$ 20.675	183.97%	10.50%	0.600%	\$ 60.01 - \$ 65.00
Tech Level J/Grade 7	\$ 20.68 - \$ 22.266	183.97%	10.50%	0.600%	\$ 65.01 - \$ 70.00
Tech Level K/Grade 8	\$ 22.27 - \$ 23.856	183.97%	10.50%	0.600%	\$ 70.01 - \$ 75.00
Tech Level L/Grade 9	\$ 23.86 - \$ 25.446	183.97%	10.50%	0.600%	\$ 75.01 - \$ 80.00
Tech Level M/Grade 10	\$ 25.45 - \$ 27.037	183.97%	10.50%	0.600%	\$ 80.01 - \$ 85.00
Grade 11	\$ 27.04 - \$ 28.627	183.97%	10.50%	0.600%	\$ 85.01 - \$ 90.00
Grade 12	\$ 28.63 - \$ 30.218	183.97%	10.50%	0.600%	\$ 90.01 - \$ 95.00
Grade 13	\$ 30.22 - \$ 31.808	183.97%	10.50%	0.600%	\$ 95.01 - \$ 100.00
Grade 14	\$ 31.81 - \$ 33.398	183.97%	10.50%	0.600%	\$ 100.01 - \$ 105.00
Grade 15	\$ 33.40 - \$ 34.989	183.97%	10.50%	0.600%	\$ 105.01 - \$ 110.00
Grade 16	\$ 34.99 - \$ 36.579	183.97%	10.50%	0.600%	\$ 110.01 - \$ 115.00
Grade 17	\$ 36.58 - \$ 38.170	183.97%	10.50%	0.600%	\$ 115.01 - \$ 120.00
Grade 18	\$ 38.17 - \$ 39.760	183.97%	10.50%	0.600%	\$ 120.01 - \$ 125.00
Grade 19	\$ 39.76 - \$ 41.350	183.97%	10.50%	0.600%	\$ 125.01 - \$ 130.00
Grade 20	\$ 41.35 - \$ 42.941	183.97%	10.50%	0.600%	\$ 130.01 - \$ 135.00
Grade 21	\$ 42.94 - \$ 44.531	183.97%	10.50%	0.600%	\$ 135.01 - \$ 140.00
Grade 22	\$ 44.53 - \$ 46.122	183.97%	10.50%	0.600%	\$ 140.01 - \$ 145.00
Grade 23	\$ 46.12 - \$ 47.712	183.97%	10.50%	0.600%	\$ 145.01 - \$ 150.00
Grade 24	\$ 47.72 - \$ 49.302	183.97%	10.50%	0.600%	\$ 150.01 - \$ 155.00
Grade 25	\$ 49.31 - \$ 50.893	183.97%	10.50%	0.600%	\$ 155.01 - \$ 160.00
Grade 26	\$ 50.90 - \$ 52.483	183.97%	10.50%	0.600%	\$ 160.01 - \$ 165.00
Grade 27	\$ 52.49 - \$ 54.074	183.97%	10.50%	0.600%	\$ 165.01 - \$ 170.00
Grade 28	\$ 54.08 - \$ 55.664	183.97%	10.50%	0.600%	\$ 170.01 - \$ 175.00
Grade 29	\$ 55.67 - \$ 57.254	183.97%	10.50%	0.600%	\$ 175.01 - \$ 180.00
Grade 30	\$ 57.26 - \$ 58.845	183.97%	10.50%	0.600%	\$ 180.01 - \$ 185.00
Grade 31	\$ 58.85 - \$ 60.435	183.97%	10.50%	0.600%	\$ 185.01 - \$ 190.00
Grade 32	\$ 60.44 - \$ 62.025	183.97%	10.50%	0.600%	\$ 190.01 - \$ 195.00
Grade 33	\$ 62.03 - \$ 63.616	183.97%	10.50%	0.600%	\$ 195.01 - \$ 200.00
Grade 34	\$ 63.62 - \$ 65.206	183.97%	10.50%	0.600%	\$ 200.01 - \$ 205.00
Grade 35	\$ 65.21 - \$ 66.797	183.97%	10.50%	0.600%	\$ 205.01 - \$ 210.00
Grade 36	\$ 66.80 - \$ 68.387	183.97%	10.50%	0.600%	\$ 210.01 - \$ 215.00
Grade 37	\$ 68.39 - \$ 69.977	183.97%	10.50%	0.600%	\$ 215.01 - \$ 220.00
Grade 38	\$ 69.98 - \$ 71.568	183.97%	10.50%	0.600%	\$ 220.01 - \$ 225.00

Labor Costs

Individual direct labor rates may change due to promotions/performance considerations.

Direct Non-Labor Costs

All direct non-labor costs shall be billed at cost plus 10% administrative fee.

Ground travel will be charged at the current IRS mileage rate at the time of travel.