



RESOLUTION 2008-053

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HARPER HOUF PETERSON RIGHELLIS, INC. (HHPR) FOR PLANNING AND ENGINEERING DESIGN SERVICES FOR ADAMS AVENUE NORTH BETWEEN TUALATIN-SHERWOOD ROAD AND 99W

WHEREAS, Metro Ordinance 02-986A expanded the Metro Urban Growth Boundary (UGB) area that must be concept planned prior to annexation; and

WHEREAS, the City entered a Development Agreement with the Langer Family LLC outlining the City's commitments regarding Adams Avenue North; and

WHEREAS, in order to complete the planning and engineering tasks, staff utilized a consultant selection process meeting city and state contracting requirements; and

WHEREAS, after interviews with the top firms, Harper Houf Peterson Righellis, Inc (HHPR) was selected as the most qualified firm to complete the work; and

WHEREAS, the total project cost associated with work performed by HHPR, including 10% contingency for unanticipated issues, is expected to be under \$950,000.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: The City Manager is authorized to enter into a contract with HHPR for planning and engineering design services for an amount not to exceed \$950,000.

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

Duly passed by the City Council this 16th day of September 2008.


Keith S. Mays, Mayor

ATTEST:


Sylvia Murphy, City Recorder

Project Description:

Harper Houf Peterson Righellis Inc. shall provide consulting planning and engineering services for concept planning, preliminary and final construction plans, specifications, construction estimates, and construction assistance for the design and construction of Adams Avenue North Extension in Sherwood, Oregon from Tualatin-Sherwood Road to Highway 99W.

Task 1. Project Management

The Contractor shall provide project management during the concept planning, preliminary and final engineering phases of the project including the following elements.

- A. **Communications/Project Management/Team Meetings:** The Contractor shall provide coordination and Project team management by communicating with Sub-consultants and staff, maintaining files, preparing correspondence, preparing submittals, and providing guidance to the team. Procedures will be discussed for lines of communication, frequency of reporting, and procedures to address changes in the Project. Contractor shall prepare and distribute meeting minutes to all attendees and others as required.
- B. **General Project Management:** The Contractor shall provide Project Updates and Coordinate the project with the City which shall include weekly communication, or meetings as requested by the City's Project Manager to ensure that the Contractor is meeting the project objectives and requirements of the City.

Contractor Deliverables:

- Monthly schedule updates to City – **Schedule: On Going**
- Summary of work updates (documented resolved items; team and County action item lists) to City – **Schedule: On Going**
- Prepare Monthly progress reports and invoices, and submit to City. – **Schedule: On Going**
- Meeting Minutes as Requested – **Schedule: On Going**

Task 2. Preliminary Concept Plan

The Contractor shall develop a Preliminary Concept Plan for the 33 acre urban growth boundary expansion area generally bounded by Tualatin-Sherwood Road, Highway 99W, and the urban growth boundary. Preliminary planning shall include the following elements.

- A. The Contractor shall develop project criteria and key issues based on the following:
 - Attend a pre-design coordination meeting.
 - Review requirements of the Transportation Planning Rule (TPR).
 - Conduct stakeholder interviews. The City will provide a stakeholder contact list and the Contractor shall develop a list of interview questions to be reviewed and approved by the City. Stakeholder interviews shall be conducted. Via phone and/or email.
 - Develop a site analysis map showing opportunities and constraints of the site.
- B. The Contractor shall develop up to three concept plan alternatives taking into account all previous work and meeting Title 11 requirements. The concepts shall incorporate options for internal connectivity for pedestrians and vehicles.
- C. The Contractor shall facilitate two technical advisory committee meetings. The technical advisory committee will consist of a group of stakeholders selected by the Contractor and City. The first meeting will review data developed during the development of the project criteria. The second meeting will be to evaluate the concept plan alternatives. Minutes will be provided by the contractor for each meeting.
- D. The Contractor shall facilitate a project open house to present the concept plan alternatives to allow the public to provide comment and ask questions regarding the alternatives.

- E. The Contractor shall evaluate the feasibility of the comprehensive plan and zone change for tax lot 1900. A memorandum will be provided summarizing these findings.

Contractor Deliverables:

- Project criteria and key issues memorandum and Opportunities and Constraints Map – **Schedule: November 15, 2008**
- Color concept plan alternative maps and summary of findings memorandum – **Schedule: December 15, 2008**
- Technical Advisory Committee meeting minutes – **Schedule: On going**
- Project open house summary – **Schedule: One week after open house**
- Tax lot 1900 zone change feasibility memorandum – **Schedule: February 1, 2009**

Task 3. Traffic Analysis

The Contractor shall provide traffic analysis to aid in the formation of a concept plan for the study area. The analysis shall include the following elements.

A. Existing Conditions and Future 2030 Baseline:

The Contractor shall collect and summarize weekday AM and PM peak 2-hour (7:00 AM to 9:00 AM and 4:00 PM to 6:00 PM) turning movement counts at up to ten intersections, which would likely include:

- Highway 99W/Cipole Road
- Highway 99W/Home Depot
- Highway 99W/Tualatin-Sherwood Road
- Tualatin-Sherwood Road/Shopping Center
- Tualatin-Sherwood Road/Baler Way
- Tualatin-Sherwood Road/Adams Avenue
- Tualatin-Sherwood Road/Gerda Lane
- Tualatin-Sherwood Road/Oregon Street
- Tualatin-Sherwood Road/Cipole Road
- Cipole Road/Galbreath Drive

Using this count data, the Contractor shall evaluate the existing intersection operations (v/c and Level of Service) for the study intersections.

The Contractor shall develop future year 2030 turning movement volumes for the study intersections and evaluate the future intersection operations (v/c and Level of Service) for those intersections with current land use zoning and with and without the proposed Adams Avenue North Extension. In determining 2030 volumes, Consultant shall use the 2030 VISUM travel demand model developed by Metro, Washington County, and the I-5 to 99W Connector Project team, which is Metro's latest travel demand model and is at a level of detail consistent with the City of Sherwood 2020 TSP travel demand model. The 2030 travel demand model will be enhanced to develop a sub-area model for the study area that includes all public streets and utilizes HCM node delays for trip assignment in order to evaluate changes in circulation and traffic control. The general boundaries for the sub-area model will include Cipole Road to the north and east, Century Drive to the south, and Borchers Drive to the west.

B. Alternatives Analysis:

The Contractor shall evaluate the efficacy of the transportation network in up to three (3) concept plan alternatives. The Contractor shall develop motor vehicle trip generation estimates for up to three (3) land use alternatives and shall evaluate the traffic operations (v/c and Level of Service) for the study intersections. Proposed new roads that are part of the primary network (arterial or collector roadways), as agreed upon by City, WACO, and ODOT shall also be analyzed to determine approximate traffic volume demands to guide sizing of the facilities (e.g. number of lanes) and identification of appropriate intersection controls for major intersections. Future intersections must comply with the City of Sherwood, Washington County, or ODOT access management and mobility standards, as appropriate. Should the future intersections not meet access management or mobility standards, DKS Associates shall propose mitigation to address the specific deficiency.

C. Preferred Alternative Analysis:

The Contractor shall evaluate the transportation network for the preferred concept plan alternative based on year 2030 conditions. The Contractor shall conduct analysis and document findings to meet Transportation Planning Rule requirements (OAR 660-060-0012) and to guide the design process, including:

- Modifications to the City's Transportation System Plan
- Required mitigation measures
- AM and PM peak hour intersection operations (level of service and v/c)
- AM and PM peak hour 95th percentile queuing
- Traffic control and phasing warrants
- Access management/future connections

Contractor Deliverables:

- Transportation Technical Memorandum #1 – Existing and Future No-Build Conditions.
- Transportation Technical Memorandum #2 – Alternatives Evaluation.
- Transportation Technical Memorandum #3 – Preferred Concept Evaluation.

Task 4. Finalize Concept Plan

The Contractor shall finalize a concept plan for the study area. This shall include the following elements.

- D. The Contractor shall prepare draft concept plan based on the recommendations of the technical advisory committee.
- E. Present concept plan to joint Planning Commission and City Council work session.
- F. Present concept plan to stakeholders.

Contractor Deliverables:

- Draft concept plan and summary of findings memorandum – **Schedule: February 1, 2009**

Task 5. Concept Plan, Amendments, and Adoption

The Contractor shall assist the City in the process of adopting the approved concept plan including the following elements.

- A. The Contractor shall assist City staff with adoption of final concept plan by City Council.
- B. The Contractor shall assist City staff to submit concept plan to Metro for acknowledgement.
- C. The Contractor shall assist City staff to adopt a Plan Text and Map Amendment to Sherwood Comprehensive Plan.
- D. The Contractor shall assist City in City of Sherwood and Clean Water Services Annexation processes. This includes obtaining petition signatures.

Contractor Deliverables:

- Recommended plan and text amendment documents – **Schedule: April 1, 2009**

Task 6. Preliminary Engineering

The Contractor shall provide preliminary engineering including field surveys and preliminary design of the roadway and major utility systems. This task shall include the following elements.

- A. The Contractor shall research "as-built" records and other historical data.
- B. The Contractor shall conduct field surveys of existing conditions.
 - B.1 Visit, walk, and photograph project area.
 - B.2 Conduct Topographic Survey of roadway corridor including existing site improvements, utilities as marked in field, and sufficient ground data to prepare 1' contours. A project base map will be prepared.
 - B.3 Conduct Right of Way Boundary Survey of concept plan area.
 - B.4 Contractor shall conduct wetland delineation fieldwork and prepare a draft and final Wetland/Waters of the U.S. Delineation Report.
 - The delineation of wetland boundaries and ordinary high water mark (OHWM) of waters shall be confined to the approximate 100-foot wide roadway corridor.
 - No hydrologic or groundwater monitoring is included in determining wetland boundaries.
 - B.5 Contractor shall conduct a site assessment visit to document the buffer conditions associated with any delineated wetlands. A Natural Resource Assessment per Clean Water Services standards will be prepared documenting these conditions.
- C. The Contractor shall coordinate with representatives from the franchise utility servers to coordinate any improvements to be installed along the corridor. Address comments and concerns expressed by the serves and provide written documentation of meetings and conversations with the utility servers. Coordination will be facilitated through a series of utility coordination meetings held prior to beginning design and after each plan review submittal.
- D. The Contractor shall evaluate traffic design conditions. This includes evaluating a 20-year design life, traffic conditions at Highway 99W including site access, and coordinate analysis with the findings from the Concept Plan.
- E. The Contractor shall perform geotechnical investigations including the following:
 - E.1 Recommendations for new road construction including site preparation, asphalt pavement thickness, and soil infiltration at swales. Prepare a report with results and recommendations for the following analysis:
 - Observe 12 test pit explorations to depths of approximately 10 feet BGS
 - Maintain a detailed log of each exploration and visually classify the soil encountered.
 - Obtain soil samples as appropriate for the soil conditions encountered, and observe groundwater conditions in each exploration.

- Conduct one infiltration testing in each of three selected test pit explorations and varying depths, dependant on preliminary infiltration plans.
- Conduct the following laboratory tests using soil samples obtained from the explorations. We estimate the following schedule of laboratory services.
 - Twelve moisture content tests in general conformance with ASTM D 2216
 - One Atterberg limit tests in general conformance with ASTM D 4318
 - Three sieve analysis tests on material extracted from infiltration tests in general accordance with ASTM D 422.
 - One test on a Shelby tube samples for resilient modulus in general accordance with SHRP P-46.
- Provide geotechnical engineering construction recommendations for site preparation, structural fill compaction criteria, and wet/dry weather earthwork procedures.
- Provide pavement engineering recommendations for construction of asphalt concrete pavements.
- Provide recommendations for geotechnical materials used in construction.

E.2 Prepare signal pole foundation analysis and road widening recommendations for work on Highway 99W at Adams Avenue. Specifically the addition/replacement of a left turn signal pole. Prepare a report with results and recommendations for the following analysis:

- Complete one soil boring near the ultimate mast arm foundation location to a depth of approximately 25 feet BGS
- Complete up to four hand auger explorations to depths of approximately 7 feet BGS.
- Conduct the following laboratory tests using soil samples obtained from the explorations. We estimate the following schedule of laboratory services.
 - Eight moisture content tests in general conformance with ASTM D 2216
 - One Atterberg limit test in general conformance with ASTM D 4318
 - One sieve analysis tests for material passing a standard U.S. No. 200 sieve in general accordance with ASTM D 1140.
 - One test on a Shelby tube sample obtained from the surface 2.0 to 2.5 feet of the native subgrade for resilient modulus in general accordance with SHRP P-46.
- Provide signal pole foundation recommendations in general accordance to ODOT requirements.
- Provide pavement widening recommendations for the addition of a new lane on Highway 99W.

- F. The Contractor shall develop stormwater collection and treatment alternatives: This analysis will include the feasibility of stormwater treatment alternatives including the potential for a sub-regional stormwater facility. Analysis will be completed to determine the potential service area of the collection system in the road for future development.
- A. The Contractor shall design sanitary sewer infrastructure within the road in accordance with the City's master plan and as necessary to facilitate development within the Concept Plan area. Analysis will be completed to determine the potential service area of this system.
- B. The Contractor shall design water infrastructure within the road in accordance with the City's master plan and as necessary to facilitate the development within the Concept Plan area.
- C. The Contractor shall prepare a Preliminary Alignment Study and Design Report that details alignment options and analysis including cost estimates. The report will include roadway design data including roadway geometrics, alignments, profiles, and cross-sections. The report will discuss access management alternatives and concepts and a gravity sewer feasibility analysis.

- D. The Contractor shall coordinate design with stakeholders: Hold meetings with critical stakeholders to receive input on design including City of Sherwood, Washington County, ODOT, and affected property owners.
- E. The Contractor shall prepare preliminary construction cost estimate.
- F. The Contractor shall participate in one public meeting related to the design of the Adams Avenue Extension. This will include preparation of exhibits for and attendance at the meeting. The Contractor shall prepare graphics, facilitate the meeting, assist in the presentation of materials, and provide summary information following the meetings.

Contractor Deliverables:

- Title Reports (6) – **Schedule: October 15, 2008**
- Photo Log – **Schedule: September 30, 2008**
- Topographic Survey – **Schedule: November 15, 2008**
- Existing right of way (with easements) base map – **Schedule: November 15, 2008**
- Wetland Delineation Report – **Schedule: November 15, 2008**
- Natural Resource Assessment – **Schedule: November 15, 2008**
- Geotechnical Report – **Schedule: December 15, 2008**
- Preliminary Drainage Report – **Schedule: January 15, 2009**
- Preliminary Alignment Study and Design Report including strip maps with preliminary cross sections and profiles – **Schedule: February 1, 2009**
- Right of way cost estimate – **Schedule: February 1, 2009**
- Transportation and Traffic study report – **Schedule: November 15, 2008**

Task 7. Final Engineering

The Contractor shall perform final engineering to provide final construction documents. This task shall include the following elements.

- A. The Contractor shall prepare final design including the following elements:
 - A.1 Roadway Design (including Paving Plan)
 - A.2 Drainage Design (including Water Quality)
 - A.3 Street Illumination/Traffic Signal Interconnect
 - A.4 Permanent Signing and Striping Plans
 - A.5 Traffic Signal and Permanent Signing and Striping for Highway 99W Improvements
 - A.6 Temporary Protection and Direction of Traffic Plans/Stage Construction
 - A.7 Erosion Control Plans (Grading Plan)
 - A.8 Wetland Mitigation Planting Plans or coordination for purchase of wetland mitigation credits from Fernhill Mitigation Bank.
 - A.9 Vegetated Corridor Planting Plans
 - A.10 Formal Landscape Plans
 - A.11 Franchise Utility Coordination Plans
 - A.12 Cross Sections for Plans.
- B. The Contractor shall prepare technical specifications based on the most current ODOT construction standards and specifications. The specifications will be modified as required to conform to City of Sherwood standards and standard bidding and construction practices.
- C. The Contractor shall prepare Legal Descriptions and Easement Exhibits for right of way acquisition.
- D. The Contractor shall provide full right of way acquisition services for the Project. It is assumed that the project will require three right of way acquisition files. Right of way easement acquisition must conform to current state and federal regulations for right of way acquisition

using procedures established in the ODOT Right of Way Manual. The Contractor shall maintain detailed journals of contacts with each property owner and/or tenant in a format standard to the ROW industry. The scope of work includes.

- Prepare appraisals for each property needed for right of way.
 - Prepare independent appraisal reviews.
 - Submit appraisal and review to City for approval of Just Compensation.
 - Prepare negotiation packet including Offer Letter, Letter of Agreement, Acquisition Summary Statement, and Legal Documents. The form of the documents will be provided by the City along with a preliminary title report for preparation of the document.
 - Negotiate for right of way.
 - Prepare final report for each file where a signed agreement is reached.
 - Prepare recommendations for condemnation, if required.
- E. The Contractor shall submit plans for review at the following stages for agency review:
- E.1 60% Complete: Construction plans and cost estimates
 - E.2 ODOT permit construction plans (assumes two review submittals)
 - E.3 90% Complete: Construction plans, specifications, and cost estimates
 - E.4 100% Complete: Construction plans, specifications, and cost estimates
 - E.5 Final Stormwater Management Report
- F. The Contractor shall prepare permit applications for the project as appropriate including:
- F.1 Prepare draft and final draft and final Joint Permit Application for DSL General Authorization for Certain Transportation Related Structures and ACOE Nationwide Permit 14 (Linear Transportation Structures).
 - F.2 Endangered Species Act Consultation (this may include one or more of the following: No Effect Memorandum, SLOPES IV Compliance Report, Biological Assessment, and/or Rare Plan Survey).
 - F.3 Stormwater management documentation for NOAA Fisheries and Oregon DEQ review.
 - F.4 Archeological Investigation, as required.
 - F.5 CWS Vegetated Corridor Service Provider Letter
 - F.6 ODOT Permitting
 - F.7 Washington County Facilities Permit
 - F.8 CWS and TVWD Utility Permitting
- G. The Contractor shall a pre-bid meeting, pre-construction conference, and be available to respond to technical issues and questions during bidding.

Contractor Deliverables:

- Prepare legal descriptions – **Schedule: March 1, 2009**
- Real estate appraisals for each affected parcel – **Schedule: May 15, 2009**
- 60% Engineering plans (11"x17") – **Schedule: April 1, 2009**
- ODOT permit construction plans (11"x17") – **Schedule: April 1, 2009**
- 90% Engineering plans (11"x17") – **Schedule: June 1, 2009**
- 100% Engineering plans (11"x17") – **Schedule: August 1, 2009**
- 90% and 100% Specifications and Bid List– **Schedule: With each plan submittal**
- Construction Cost Estimate – **Schedule: With each plan submittal**
- Final Stormwater Management Report – **Schedule: June 1, 2009**
- Joint Permit Application for DSL and ACOE – **Schedule: April 1, 2009**
- Endangered Species Act Consultation Reporting – **Schedule: As Required**
- CWS Vegetated Corridor Service Provider Letter – **Schedule: As Required**

Task 8. Construction Engineering

- A. The Contractor shall provide construction surveying services.
- B. The Contractor shall provide engineering support during construction. This will include recommendations and approvals for engineering design changes (assuming 20 inquiries).
- C. The Contractor shall provide construction observation services. This task assumes the duration of construction to be approximately 6 months and approximately 20 hours per week of observation.
- D. The Contractor shall review progress payment requests for consistency with work performed and materials supplied during the payment period.
- E. The Contractor shall prepare record drawings to the City upon completion of construction.
- F. The Contractor shall establish final monumentation and file maps with the County Surveyor.

Contractor Deliverables:

- Record Drawings in hard copy and AutoCAD format – **Schedule: Upon Completion of Construction**
- Final Record of Survey for recording with County Surveyor – **Schedule: Upon Completion of Construction**

Task 9. Post Construction Wetland Mitigation Monitoring and Reporting

- A. Conduct wetland mitigation monitoring (3-5 years) and prepare reports. Site monitoring would occur 1-2 times per year depending upon the City's needs, phase of mitigation, and agency permit requirements. One annual monitoring report will be prepared and submitted to the DSL & ACOE. This task is contingent upon the City constructing wetland mitigation. **The budget for this task is estimated at \$28,000. It is recommended that this work be included under a separate contract given the length of the monitoring period.**

CITY OF SHERWOOD CAPITAL PROJECT INITIATION FORM (PIF)

0041

PROJECT

Adams Avenue North Design (T-S Road to 99W)

Proj Mgr

Jason Waters

Job#:

80XX (C-XX)

Date & Purpose of Estimate		Feasibility & Design (2.22.08 Est)		
SCOPE	Project Description	Design Adams Avenue from Tualatin Sherwood Road to 99W @ Home Depot, approximatley 2700LF		
	Key assumptions	PGE Dedicates r/w to City at no cost. City Designs Adams North. Langer Constructs Adams North.		
	Council Actions (Date & Res#)	2007-081 Langer Development Agreement		

SCHEDULE	Feasibility	6-06 thru 12-07		
	Concept Plan	1-08 thru 6-08		
	Land Acq.	7-08 thru 12-08		
	LU Approval	6-08 thru 12-08		
	Design	7-08 thru 7-09		
	Bid	by Langer LLC		
	Construction	by Langer LLC		
	Closeout	July 2010		

BUDGET

Costs

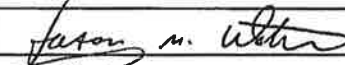


Acct#	Account Name	\$	Notes	\$	Notes	\$	Notes
grp res	City engr'g labor	60,000					
9921	City engr'g OH	90,000					
6120	A & E	850,000					
6122	Concept Plan & Annexation	60,000					
6123	Building permits	0					
6124	SDCs & TIF	0					
6130	Legal	30,000	Land Negotiations&MOU				
6498	Other Prof Services	0					
7610	Land and ROW	225,000	non PGE land				
7620	Infrastructure-Public	0					
7625	Private Utilities	28,000	PGE/BPA/Franchise Utilities				
7630	Buldings	0					
7640	Site Improvements	0					
767x	Equip & Furnishings	0					
	Other (specify): Permits	35,000	Wetland Impacts				
9100	Contingency	142,000	10% Contingency				
Total Costs		1,520,000					

Revenues

Code	Revenue Source	\$	Notes	\$	Notes	\$	Notes
80	Reg. Street TIF	900,000					
73	City Collector SDC	570,000					
61	Water SDC	50,000					

Total Funding 1,520,000
Surplus or Shortfall 0

Approvals

Project Manager			
Community Development Director			
Finance Director			
City Manager	