



RESOLUTION 2011-058

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

WHEREAS, the City solicited proposals for on-call transportation engineering services supporting City staff in private development reviews and very small capital improvement transportation projects where issuance of a professional services RFP is not warranted or cost effective; and

WHEREAS, the request for proposal (RFP) was publicly advertised and submittals were evaluated utilizing prescribed criteria; and

WHEREAS, three submittals were received and evaluated, and the highest ranked and most responsive responsible consultant was selected.

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

Section 1: The City Council authorizes the City Manager to enter into a contract with DKS Associates for on-call transportation engineering services. The *Scope of Work* is attached as Exhibit A and *Escalated Salary Rate Schedule* as Exhibit B.

Section 2: The term of this On-Call Traffic Engineering Services contract will be for a 3-year period. This contract may be extended twice in 1-year increments if the remaining budget will cover the expected consultant time during the extension.

Section 3: The budget for this On-Call Traffic Engineering Services contract is for a maximum not to exceed amount of \$125,000.

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

Duly passed by the City Council this 19th day of July 2011.


Keith S. Mays, Mayor

Attest:


Sylvia Murphy, CMC, City Recorder

DKS Associates
TRANSPORTATION SOLUTIONS

EXHIBIT A

June 27, 2011

Bob Galati
City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140

Subject: City of Sherwood On-Call Traffic Services

A11x06-079

Dear Bob:

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, 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.
 - Peer review of traffic design elements for City of Sherwood Capital Improvement projects.

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D. Develop Traffic Impact Analysis Reports

- Develop traffic impact analysis reports and provide technical report to document findings

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 \$125,000. 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, 2014 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.

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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

EXHIBIT B

Escalated Salary Rate Schedule

Firm Name: DKS
Data as of date: 1/1/11

WOC Multipliers

Overhead	175.74%
Profit	10.50%
FCCM	0.679%

Classification*		Escalation Rate	1.045	1.045	Loaded Rates	
			2010 Rate	2011 Rate	2010 Rate	2011 Rate
Tech Level A	Average		\$ 9.33	\$ 9.75	\$ 28.50	\$ 29.78
Tech Level A	Max		\$ 10.16	\$ 10.61	\$ 31.02	\$ 32.41
Tech Level B	Average		\$ 10.49	\$ 10.97	\$ 32.05	\$ 33.49
Tech Level B	Max		\$ 12.18	\$ 12.72	\$ 37.18	\$ 38.86
Tech Level C	Average		\$ 13.42	\$ 14.02	\$ 40.98	\$ 42.83
Tech Level C	Max		\$ 14.21	\$ 14.85	\$ 43.38	\$ 45.34
Tech Level D/Grade 1	Average		\$ 14.59	\$ 15.25	\$ 44.55	\$ 46.56
Tech Level D/Grade 1	Max		\$ 16.25	\$ 16.98	\$ 49.62	\$ 51.85
Tech Level E/Grade 2	Average		\$ 17.51	\$ 18.29	\$ 53.46	\$ 55.86
Tech Level E/Grade 2	Max		\$ 18.28	\$ 19.10	\$ 55.82	\$ 58.34
Tech Level F/Grade 3	Average		\$ 19.25	\$ 20.12	\$ 58.79	\$ 61.44
Tech Level F/Grade 3	Max		\$ 20.31	\$ 21.23	\$ 62.03	\$ 64.82
Tech Level G/Grade 4	Average		\$ 21.01	\$ 21.96	\$ 64.16	\$ 67.05
Tech Level G/Grade 4	Max		\$ 22.34	\$ 23.35	\$ 68.23	\$ 71.30
Tech Level H/Grade 5	Average		\$ 22.94	\$ 23.98	\$ 70.06	\$ 73.22
Tech Level H/Grade 5	Max		\$ 24.37	\$ 25.47	\$ 74.43	\$ 77.78
Tech Level I/Grade 6	Average		\$ 26.26	\$ 27.45	\$ 80.20	\$ 83.81
Tech Level I/Grade 6	Max		\$ 26.41	\$ 27.59	\$ 80.63	\$ 84.26
Tech Level J/Grade 7	Average		\$ 27.85	\$ 29.10	\$ 85.04	\$ 88.86
Tech Level J/Grade 7	Max		\$ 28.44	\$ 29.72	\$ 86.84	\$ 90.74
Tech Level K/Grade 8	Average		\$ 29.53	\$ 30.86	\$ 90.17	\$ 94.23
Tech Level K/Grade 8	Max		\$ 30.47	\$ 31.84	\$ 93.04	\$ 97.23
Tech Level L/Grade 9	Average		\$ 31.19	\$ 32.59	\$ 95.24	\$ 99.53
Tech Level L/Grade 9	Max		\$ 32.50	\$ 33.96	\$ 99.24	\$ 103.71
Tech Level M/Grade 10	Average		\$ 34.14	\$ 35.67	\$ 104.24	\$ 108.93
Tech Level M/Grade 10	Max		\$ 34.53	\$ 36.08	\$ 105.44	\$ 110.19
Grade 11	Average		\$ 36.46	\$ 38.10	\$ 111.35	\$ 116.36
Grade 11	Max		\$ 36.55	\$ 38.19	\$ 111.61	\$ 116.64
Grade 12	Average		\$ 37.93	\$ 39.63	\$ 115.82	\$ 121.03
Grade 12	Max		\$ 38.58	\$ 40.32	\$ 117.82	\$ 123.12
Grade 13	Average		\$ 39.74	\$ 41.53	\$ 121.35	\$ 126.81
Grade 13	Max		\$ 40.61	\$ 42.44	\$ 124.02	\$ 129.60
Grade 14	Average		\$ 41.02	\$ 42.86	\$ 125.25	\$ 130.89
Grade 14	Max		\$ 42.64	\$ 44.56	\$ 130.22	\$ 136.08
Grade 15	Average		\$ 44.19	\$ 46.18	\$ 134.96	\$ 141.03
Grade 15	Max		\$ 44.67	\$ 46.69	\$ 136.42	\$ 142.56
Grade 16	Average		\$ 45.50	\$ 47.55	\$ 138.96	\$ 145.21
Grade 16	Max		\$ 46.71	\$ 48.81	\$ 142.63	\$ 149.04
Grade 17	Average		\$ 48.72	\$ 50.91	\$ 148.76	\$ 155.46
Grade 17	Max		\$ 48.75	\$ 50.94	\$ 148.86	\$ 155.56
Grade 18	Average		\$ 50.76	\$ 53.04	\$ 155.00	\$ 161.97
Grade 18	Max		\$ 50.78	\$ 53.06	\$ 155.07	\$ 162.04
Grade 19	Average		\$ 51.34	\$ 53.65	\$ 156.77	\$ 163.82
Grade 19	Max		\$ 52.81	\$ 55.19	\$ 161.27	\$ 168.52

Grade 20	Average	\$ 52.85	\$ 55.23	\$ 161.40	\$ 168.66
Grade 20	Max	\$ 54.84	\$ 57.31	\$ 167.47	\$ 175.01
Grade 21	Average	\$ 56.59	\$ 59.14	\$ 172.81	\$ 180.58
Grade 21	Max	\$ 56.87	\$ 59.43	\$ 173.67	\$ 181.49
Grade 22	Average	\$ 57.76	\$ 60.36	\$ 176.37	\$ 184.31
Grade 22	Max	\$ 58.90	\$ 61.55	\$ 179.88	\$ 187.97
Grade 23	Average	\$ 59.52	\$ 62.19	\$ 181.74	\$ 189.92
Grade 23	Max	\$ 60.92	\$ 63.67	\$ 186.04	\$ 194.42
Grade 24	Average	\$ 61.84	\$ 64.62	\$ 188.85	\$ 197.34
Grade 24	Max	\$ 62.96	\$ 65.79	\$ 192.25	\$ 200.90
Grade 25	Average	\$ 63.60	\$ 66.46	\$ 194.21	\$ 202.95
Grade 25	Max	\$ 64.99	\$ 67.91	\$ 198.45	\$ 207.38
Grade 26	Average	\$ 65.35	\$ 68.29	\$ 199.55	\$ 208.53
Grade 26	Max	\$ 67.02	\$ 70.03	\$ 204.65	\$ 213.86
Grade 27	Average	\$ 67.68	\$ 70.73	\$ 206.69	\$ 215.99
Grade 27	Max	\$ 69.05	\$ 72.16	\$ 210.86	\$ 220.34
Grade 28	Average	\$ 69.43	\$ 72.56	\$ 212.02	\$ 221.56
Grade 28	Max	\$ 71.08	\$ 74.28	\$ 217.06	\$ 226.83
Grade 29	Average	\$ 71.76	\$ 74.99	\$ 219.13	\$ 228.99
Grade 29	Max	\$ 73.11	\$ 76.40	\$ 223.26	\$ 233.31
Grade 30	Average	\$ 73.52	\$ 76.82	\$ 224.49	\$ 234.60
Grade 30	Max	\$ 75.14	\$ 78.52	\$ 229.46	\$ 239.79
Grade 31	Average	\$ 75.84	\$ 79.25	\$ 231.60	\$ 242.02
Grade 31	Max	\$ 77.17	\$ 80.65	\$ 235.67	\$ 246.27
Grade 32	Average	\$ 77.60	\$ 81.09	\$ 236.97	\$ 247.63
Grade 32	Max	\$ 79.22	\$ 82.78	\$ 241.90	\$ 252.79
Grade 33	Average	\$ 79.35	\$ 82.92	\$ 242.30	\$ 253.21
Grade 33	Max	\$ 81.25	\$ 84.90	\$ 248.10	\$ 259.27
Grade 34	Average	\$ 81.68	\$ 85.36	\$ 249.44	\$ 260.66
Grade 34	Max	\$ 83.28	\$ 87.03	\$ 254.31	\$ 265.75
Grade 35	Average	\$ 85.18	\$ 89.01	\$ 260.11	\$ 271.81
Grade 35	Max	\$ 85.30	\$ 89.14	\$ 260.48	\$ 272.20

DIRECT NON LABOR COSTS

Approved mileage, airfare, meals, and lodging shall be billed in accordance with Exhibit B of the PA/ATA/Contract.

Other costs will be billed at cost. (For example, equipment rental, trade services (flagging, drill rig), special equipment charges, outside lab tests, etc.)

Outside services and other direct non-labor expenses approved by Agency shall be billed at cost.

The allowability of costs is dependent upon the standards in the Code of Federal Regulations (CFR) Title 48 - Federal Acquisition Regulations System (FARS), Part 31, "Contractor Cost Principles and Procedures".