



## RESOLUTION 2011-085

### **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ENVIRONMENTAL SCIENCE AND ASSESSMENT, LLC (ES&A) FOR ON-CALL ENVIRONMENTAL ENGINEERING SERVICES**

**WHEREAS**, the City solicited proposals for in-call environmental engineering services supporting staff in private development reviews and very small capital improvement 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 eight qualified consulting firm proposals were received, evaluated and ranked based on a simple point system, with the top four ranked consulting firm proposals receiving invitations to be interviewed and to make a presentation to City staff; and

**WHEREAS**, interviews and presentations were conducted by City staff with the four consulting firms being ranked based on a simple point system; and

**WHEREAS**; the highest ranked consulting firm, Environmental Science and Assessment, LLC was selected to provide the on-call environmental services to the City.

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

**Section 1:** The City Council authorizes the City Manager to enter into a contract with Environmental Science and Assessment, LLC (ES&A), for on-call environmental engineering services. The *Scope of Work* letter is attached as "Exhibit A" and an *Escalated Rates Schedule* is attached as "Exhibit B".

**Section 2:** The Contract for On-Call Environmental Services will have a "not to exceed" amount of \$75,000 for a term of three (3) years. The contract may be extended twice (2x) in one (1) year increments if remaining budget will cover the expected consultant time during the one year contract extension period.

**Section 3:** This Resolution shall be in effect upon its approval and adoption.

**Duly passed by the City Council this 4<sup>th</sup> day of October 2011.**

  
Keith S. Mays, Mayor

Attest:

  
Sylvia Murphy, CMC, City Recorder



September 23, 2011

Bob Galati  
City of Sherwood  
22560 SW Pine St.  
Sherwood, OR 97140

RE: Sherwood On-Call Environmental Services

Dear Bob:

Thank you for selecting Environmental Science and Assessment (ES&A) for on-call environmental services. We look forward to a productive three years of working with the City. We have prepared this work scope to describe the services that will be covered on a task to task basis. A current fee schedule has also been provided.

## **SCOPE OF SERVICES**

ES&A, LLC will assist City staff with their development review efforts to determine compliance with municipal code sections applicable to environmental resources under Division VIII (Sections 16.144 to 16.150). ES&A will coordinate with City staff and determine need for sub-consultants technical review in each of the environmental specialty areas. Coordination with City staff may occur at the pre-application stage or during development application review.

### **A. Permit Application Review**

- Review Development Applications to determine compliance with U.S. Army Corps of Engineers (USACE), the Oregon Department of State Lands (DSL) regulations for Joint Permit Applications (JPA)
- Review Development Applications to determine compliance with NEPA requirements
- Provide technical advice/reports as needed

### **B. Natural Resource Assessment**

- Evaluate wetland assessment documents and provide city staff with comments in the form of a technical memo
- Determine compliance with CWS standards.
- Review wetland mitigation proposals for feasibility and compliance with state and federal regulations.
- Determine if applicants have met requirements under the federal Endangered Species Act and the National Historic Preservation Act (cultural resources).

### **C. Environmental Site Assessment Review**

- Review development applications to determine compliance with EPA and Oregon DEQ requirements
- Review submitted assessments for compliance with American Society for Testing and Materials (ASTM) standards
- Provide technical advice/reports as needed

### **D. Air Quality/Noise Analysis Review**

- Review development applications to determine compliance with NEPA, ODOT, FHWA and FTA requirements for noise and vibration
- Environmental Science & Assessment, LLC

- Review development applications to determine compliance with EPA air quality standards
- Provide technical advice/reports as needed

**E. Incidental Services**

- Assist City with development of City programs to assist in compliance with federal, state and local regulations
- Conduct site visits to determine presence of significant or regulated resources and verify existing conditions
- Provide technical reports, memoranda, plans as required
- Attend public hearings and other meetings as requested by the City

**TASK AUTHORIZATION**

ES&A, LLC will perform On-Call Environmental Services as required by the City. For each task, the City will authorize a task scope, budget and schedule. For significant tasks a separate, detailed scoping letter may be provided at City staff request.

**BUDGET**

ES&A, LLC will be compensated on a time and materials basis in accordance with the hourly billing rates set forth in the attached fee schedule for a maximum fee not to exceed of \$75,000. This fee is based upon the scope of services presented above.

ES&A will invoice monthly based on time and materials expended. Should changes occur in the scope or level of effort, or should the completion date extend past October 5, 2014 due to circumstances beyond ES&A's control, we reserve the right to revise the scope, billing rates, budget and schedule to reflect conditions then current. Such revisions will be effected through amendments to this agreement.

Two originals of this letter have been provided. If this agreement is acceptable, please sign below and return one original for our file. That signature will constitute formal authorization to proceed with the services according to the above terms.

**EXCLUSION**

ES&A, LLC understands that this contract does not preclude ES&A, LLC from being eligible from City capital improvement project solicitations or private development projects within the City's jurisdictional authority, where the City determines that no conflicts of interest exist.

ES&A, LLC understands that this contract does not preclude ES&A, LLC from being eligible for City capital improvement solicitations or private development projects within the City's jurisdictional authority, where no conflict of interest exists.

Sincerely,

Environmental Science & Assessment, LLC



Wallace Leake  
Principal/Sr Environmental Scientist

**City of Sherwood On-Call Services  
Escalated Rates Schedule  
23-Sep-11**

**ES&A,LLC                      2011 Rate      2012 Rate      2013 Rate**

<i>Escalation Rate*</i>	<i>1.045</i>	<i>1.045</i>	
Principal/PM	\$122.72	\$128.24	\$134.01
Sr. Scientist 2	\$103.38	\$108.03	\$112.89
Sr. Scientist 1	\$100.04	\$104.54	\$109.25
Scientist	\$69.36	\$72.48	\$75.74

**Assessment Associates, Inc.**

<i>Escalation Rate*</i>	<i>1.045</i>	<i>1.045</i>	
Senior PM	\$95.00	\$99.28	\$103.75
PM	\$85.00	\$88.83	\$92.82

**Boardman Studio**

<i>Escalation Rate*</i>	<i>1.045</i>	<i>1.045</i>	
Principal/PM	\$105.00	\$109.73	\$114.66
GIS/Drafter/Graphics	\$55.00	\$57.48	\$60.06
Admin/Clerical	\$45.00	\$47.03	\$49.14

**Michael Minor & Associates**

<i>Escalation Rate*</i>	<i>1.045</i>	<i>1.045</i>	
Principal/PM	\$140.00	\$146.30	\$152.88
Project Engineer	\$130.00	\$135.85	\$141.96
Air Specialist	\$110.00	\$114.95	\$120.12
Technical	\$95.00	\$99.28	\$103.74
Graphics/Editing	\$75.00	\$78.38	\$81.90

**Willamette CRA**

<i>Escalation Rate*</i>	<i>1.045</i>	<i>1.045</i>	
Principal/PM	\$77.54	\$81.03	\$84.68
Field Director	\$73.37	\$76.67	\$80.12
Field Coordinator	\$64.33	\$67.22	\$70.25
Ethnographer	\$74.13	\$77.47	\$80.95
Project Asst.	\$54.34	\$54.34	\$56.79
Field Archaeologist	\$47.72	\$49.87	\$52.11

**Wannamaker Consulting**

<i>Escalation Rate*</i>	<i>1.045</i>	<i>1.045</i>	
Senior Consultant	\$154.00	\$160.93	\$168.17
Senior Planner	\$124.00	\$129.58	\$135.41
Planner/Public Involvement 2	\$93.00	\$97.19	\$101.56
Planner/Public Involvement 1	\$63.00	\$65.84	\$68.80
Project Assistant	\$51.00	\$53.30	\$55.69
Graphics	\$53.00	\$55.39	\$57.88

*\*Escalation Rate will not exceed 1.045.*