



RESOLUTION 2015-009

AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH HARPER HOUF PETERSON RIGHELLIS INC. (HHPR) FOR THE WOODHAVEN PARK PHASE 2 DESIGN PROJECT

WHEREAS, a Master Plan Exhibit was developed for Woodhaven Park in October, 2001, showing the conceptual design for the parks improvements; and

WHEREAS, the Parks and Recreation Advisory Committee approved and directed staff to proceed with the selection of a consultant to generate a fully developed set of construction plans which will have also received review and approval from the Planning Commission; and

WHEREAS, staff solicited proposals for planning approval and design services through the Daily Journal of Commerce on September 24, 2014 and again on September 26, 2014, and the Request for Proposal (RFP) was open to all consultants in compliance with the formal qualifications based selection procedure established by Oregon Administrative Rules (OAR) 137-048-0220 and Oregon Revised Statutes (ORS) 279A through 279C; and

WHEREAS, the City received five (5) qualified consultant proposals; and

WHEREAS, staff members and a Parks and Recreation Advisory Committee representative acting as a selection committee reviewed, scored and ranked the consultant submittals in accordance with the selection requirements of the RFP; and

WHEREAS, the final outcome of the selection review process indicated that the City make an offer to Harper Houf Peterson Righellis Inc. (HHPR) to enter into a final scope of work and fee negotiations for the project work; and

WHEREAS, City staff and HHPR did agree to a final scope of work and related fee which meets the RFP requirements and budget constraints established for the project (see attached Exhibits A – Professional Services Contract, Exhibit B – Scope of Work, and Exhibit C – Fee Schedule); and

WHEREAS, HHPR's contract fee for the proposed scope of work is an amount not to exceed \$108,593.00.

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

Section 1. The City Manager is authorized to enter into a professional services contract with Harper Houf Peterson Righellis Inc. (HHPR) for the project scope and fee described in the attached Exhibits A, B and C, in an amount not to exceed \$108,593.00.

Section 2. The City Manager is authorized to amend the contract by up to \$5,430.00 (5% contingency) for unanticipated issues, for a project total not-to-exceed budget amount of \$117,023.00.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 20th day of January 2015.


Krisanna Clark, Mayor

Attest:


Sylvia Murphy, MMC, City Recorder

EXHIBIT A

Task 1: Project Management and Team Meetings.

HHPR will manage the project and provide monthly invoices with progress reports. Project Team Meetings are anticipated at three key milestones in the schedule which are anticipated at Project Initiation, and 60%, and 90% deliverables. HHPR will provide weekly email and/or phone updates with the City's Project Manager and maintain an issues log.

Deliverables:

- »» Monthly invoices and progress reports
- »» Weekly email and/or phone updates
- »» Conduct three (3) Project Team Meetings with agendas and meeting summaries

Anticipated Involvement of City:

- »» Project Team meetings to be held at Sherwood
- »» City to coordinate with attendees other than consultant team

Task 2: Project Initiation

HHPR will provide a detailed task outline and work schedule in consultation with the City. A land use pre-application meeting, either formally or informally, will also be conducted at the outset to identify the land use review criteria and approval process, which may or may not require hearings before the Planning Commission based on the proposed improvements. Background research will also be undertaken to include land use history and conditions of approval, parks planning documents, sensitive lands inventories, and other available City information.

Deliverables:

- »» Detailed Task Outline and Work Schedule
- »» Land Use pre-application meeting materials and summary
- »» Summary Memorandum of Background Research findings

Anticipated Involvement of City:

- »» City will provide HHPR with all parks planning history and land use history documents and any other plans or policies relevant to the design and approval of the park
- »» City will pay Land Use Pre-Application fee

Task 3: Preliminary Survey and Site Analysis

The HHPR Survey Department will locate the property boundary and easements based upon the Limits of Survey exhibit dated 12/18/2014 and also perform a topographic survey of the site. The survey team will locate the flagged wetland boundary and include this with the topographic survey in AutoCAD format, for inclusion into the Clean Water Services (CWS) Site Assessment submittal described in Task 4.

The landscape architect will visit the project site to observe, document and analyze existing conditions. A photographic record will be generated of the existing conditions for reference throughout the design process. Observations of man-made and natural processes will be documented for use in the site analysis.

Using the prepared survey, GIS data, aerial images and the Woodhaven Master Plan site plan; HHPR will prepare digital base drawings for use in the preparation of the land use application and construction documents. Base drawings will include documentation of the site, including wetland buffers, utility locations, easements, setbacks and rights of way. The base drawings will show the 2001 Woodhaven Master Plan phase 2 (master plan) proposed design elements as drawn. Using the base drawings, HHPR will prepare a graphic analysis showing opportunities and constraints the proposed master plan elements and the existing conditions of the site.

Deliverables:

»» Topographic Survey

»» CAD generated preliminary site plan

»» Site analysis graphic boards (2) showing opportunities and constraints of the site and proposed phase 2 improvements

Anticipated Involvement of City:

»» City will supply any supplemental information available (i.e. utility locations maps, GIS data, as-built drawings) that may be used in the site analysis.

Task 4: Natural Resource Assessment | Wetland Delineation

The Environmental Landscape Architect will visit the site to observe and document jurisdictional waters/wetlands onsite, perform soils tests, and examine the site for indications of existing wetlands. A preliminary jurisdictional determination of waters/wetlands will be made by conducting the necessary research and additional soil test pits to define the wetland boundary. A Site Assessment of Vegetated Corridors in accordance with Clean Water Services (CWS) Design and Construction Standards (R&O 07-20) will be undertaken, including assessment of buffer conditions, photographic points, slope assessment and associated report information per Chapter 3.

Deliverables:

- »» Preliminary Jurisdictional Determination of Waters/Wetlands and Wetlands map
- »» CWS Site Assessment Submittal
- »» CWS Service Provider Letter

Task 5: Parks Committee Presentation #1 – Review and Confirm 2001 Master Plan

HHPR will prepare for and attend a meeting with the Parks Committee to discuss the 2001 Master Plan and identify key issues, opportunities, and constraints related to further design development of the parks master plan. Input will also be solicited on specific elements such as the restroom/picnic shelter facility, play structure expansion, and other park elements. The intent of the meeting is to confirm the master plan and determine which elements need further input.

Deliverables:

- »» Agenda and Exhibits for Parks Committee presentation
- »» Meeting notes

Task 6: Open House/Neighborhood Meeting – Present Design for Public Comment

Following the first Parks Committee Presentation, the 2001 master plan, will be presented at a public meeting, as updated or revised per Parks Committee input and the site analysis and natural resource assessment.

Deliverables:

- »» Agenda and Exhibits for Open House/Neighborhood Meeting
- »» Meeting notes

Anticipated Involvement of City:

- »» City will make meeting arrangements and provide notification to the public and prepare any collateral public involvement materials beyond design exhibits.

Task 7: Parks Committee Presentation #2 – Finalize Design for Land Use Application

A second meeting will be held with the committee to share input received from the neighborhood/public meeting and gain committee concurrence on the design prior to preparing the 60% plan set and land use application.

Deliverables:

- »» Agenda and Exhibits for Parks Committee presentation
- »» Meeting notes

Anticipated Involvement of City:

- »» City will make meeting arrangements and lead communication with Parks Committee

Task 8: Prepare 60% Plan Set, Cost Estimate, and Land Use Application

Once the Parks Committee has concurred with the design the 60% plan set, cost estimate, and land use application package will be prepared and submitted to the City. Note that the land use package will serve as the project Design Report.

The 60% CD progress set will include, at a minimum, the following sheets:

- »» Title Sheet
- »» Existing Conditions as indicated by survey and wetland delineation
- »» Site Plan with layout, location and descriptions of existing and proposed park improvements
- »» Trail Plan with alignment and construction details
- »» Utility and stormwater treatment plan
- »» Prefabricated building plan, sections, elevations and structural details
- »» Civil details
- »» Planting layout and legend
- »» Vegetated corridor planting plan
- »» Landscape and playground details
- »» Preliminary lighting plan

Deliverables:

- »» Land Use Application

»» Land Use (60%) Plan Set

»» 60% Cost Estimate

Anticipated Involvement of City:

»» City staff will review 60% set

»» City will pay Land Use Application fees

Task 9: Attend Planning Commission Hearings

HHPR Project Manager will attend up to two (2) public hearings before the Planning Commission or Hearings Officer on behalf of the project.

Deliverables:

»» Attendance and testimony on behalf of the project at up to two public hearings

Anticipated Involvement of City:

»» City project representative(s) to also attend land use hearings

Task 10: 90% Plans, Specifications, and Estimate

HHPR will prepare a 90% CD progress set, specifications and cost estimate for review by city staff which will include, at a minimum, the following sheets:

»» Title Sheet

»» Existing Conditions

»» Site Plan with layout, location and descriptions of existing and proposed park improvements

»» Trail Plan and Details

»» Utility / Stormwater Treatment Plan

»» Building Plan, Sections and Elevations

»» Civil Details

»» Planting and Irrigation Plans

»» Landscape and Playground Details

»» Lighting Plan

Deliverables:

»» 90% Plan Set

»» 90% Specifications

»» 90% Cost Estimate

Task 11: 100% Construction Set, Cost Estimate, Specifications, and Bid Schedule

HHPR will issue a Construction Set for bidding and construction purposes. The set will include all the sheets issued in the 90% CD set and will incorporate any revisions required by the permitting process and city staff review. A final cost estimate, specifications and bid schedule will accompany the Construction Set.

Deliverables:

»» Construction Set

»» Final Cost Estimate

»» Specifications

»» Bid Schedule

EXHIBIT B

**Woodhaven Park Design - Phase 2
Harper Houf Peterson Righellis Inc.**

REVISED December 18, 2014

	Project Manager	Landscape Architect	Environmental Landscape Architect	Project Engineer	Civil Designer	CAD Technician	Survey Manager	Project Surveyor	Survey Technician	Survey Crew Chief	Instrument Person	Graphic Designer	HHPR Labor	Total Hours by Task		
	\$165.00	\$110.00	\$120.00	\$150.00	\$100.00	\$85.00	\$145.00	\$125.00	\$90.00	\$100.00	\$60.00	\$105.00				
																HHPR Subtotal
TASK DESCRIPTIONS																
Task 1: Project Management and Meetings																
1.1 Project Management and Administration (assumes 7 month duration)	24												\$ 3,960.00	24		\$ 3,960
1.2 Project Team Meetings (4) at Kickoff, 60%, 90%, 100% deliverables	12	12		12									\$ 5,100.00	36		\$ 5,100
														60		\$ 9,060
Task 2: Project Initiation																
2.1 Prepare task outline and project schedule	4												\$ 660.00	4		\$ 660
2.2 Background Research and Summary Memo	2	8		2									\$ 1,510.00	12		\$ 1,510
2.3 Prepare for and attend Land Use Pre-Application meeting	8												\$ 1,320.00	8		\$ 1,320
														24		\$ 3,490
Task 3: Survey and Site Analysis																
3.1 Survey – see subtasks below attached exhibit for survey limits and assumptions													\$ -			\$ -
a. Boundary Retracement								4	8	8			\$ 1,640.00	20		\$ 1,640
b. Topographic Survey							8		28	28			\$ 5,480.00	64		\$ 5,480
c. Wetland Survey							1	2	16	16			\$ 2,865.00	35		\$ 2,865
d. Map Preparation						2	4	40					\$ 4,390.00	46		\$ 4,390
e. Project QA/QC						2							\$ 290.00	2		\$ 290
3.2 Base Drawing Preparation and Analysis		8											\$ 880.00	8		\$ 880
														175		\$ 15,545
Task 4: Natural Resource Assessment / Wetland Delineation																
4.1 Site Visit - Environmental Landscape Architect			8										\$ 960.00	8		\$ 960
4.2 Preliminary Jurisdictional Determination of Waters/Wetlands			12										\$ 1,440.00	12		\$ 1,440
4.3 Wetland map			2										\$ 240.00	2		\$ 240
4.4 CWS Site Assessment submittal and Pre-Screen			20										\$ 2,400.00	20		\$ 2,400
														42		\$ 5,040
Task 5: Parks Committee #1 - Review and Confirm Master Plan Design																
5.1 Presentation preparation	8	4											\$ 1,760.00	12		\$ 1,760
5.2 Presentation	4	4											\$ 1,100.00	8		\$ 1,100
														20		\$ 2,860
Task 6: Open House/Neighborhood Meeting - Present Design for public comment																
6.1 Meeting preparation	8	4											\$ 1,760.00	12		\$ 1,760
6.2 Meeting attendance	4	4											\$ 1,100.00	8		\$ 1,100
														20		\$ 2,860
Task 7: Parks Committee #2 - Finalize Design for Land Use Application																
7.1 Presentation preparation	4	8											\$ 1,540.00	12		\$ 1,540
7.2 Presentation	4	4											\$ 1,100.00	8		\$ 1,100
														20		\$ 2,640
Task 8: Prepare 60% Plan Set and Land Use Application																
8.1 Neighborhood Meeting Documentation	2												\$ 330.00	2		\$ 330
8.2 Land Use Narrative and Findings	14												\$ 2,310.00	14		\$ 2,310
8.3 Site Plan / Existing Conditions/ Land Use Exhibits		28		2	4	8							\$ 4,460.00	42		\$ 4,460
8.4 Grading / EC				8	24	16							\$ 4,960.00	48		\$ 4,960

**Woodhaven Park Design - Phase 2
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	Project Manager	Landscape Architect	Environmental Landscape Architect	Project Engineer	Civil Designer	CAD Technician	Survey Manager	Project Surveyor	Survey Technician	Survey Crew Chief	Instrument Person	Graphic Designer	HHPR Labor	Total Hours by Task	HHPR Subtotal
	\$165.00	\$110.00	\$120.00	\$150.00	\$100.00	\$65.00	\$145.00	\$125.00	\$90.00	\$100.00	\$60.00	\$105.00			
TASK DESCRIPTIONS															
8.5 Trail Plan		8											\$ 880.00	8	\$ 880
8.6 Utility Plan / Preliminary Stormwater Plan				16	40	24							\$ 8,440.00	80	\$ 8,440
8.7 Prefab Building Plan/Elevations/Sections				4	8	8							\$ 2,080.00	20	\$ 2,080
8.8 Civil Details					4	8							\$ 1,080.00	12	\$ 1,080
8.9 Landscape and Vegetated Corridor Planting Plans		20	4										\$ 2,680.00	24	\$ 2,680
8.10 Irrigation		8	1										\$ 1,000.00	9	\$ 1,000
8.11 LA Details (playground)		8											\$ 880.00	8	\$ 880
8.12 Cost Estimate		2		2									\$ 520.00	4	\$ 520
														271	\$ 29,620
Task 9: Attend Planning Commission Hearings (2)															
9.1 Coordinate with Sherwood Planning staff		4											\$ 660.00	4	\$ 660
9.2 Present application at Planning Commission hearings (2)		8											\$ 1,320.00	8	\$ 1,320
														12	\$ 1,980
Task 10: CDs - 90% Plans, Specifications, and Estimate															
10.1 Site Plan		4		2	8	4							\$ 1,880.00	18	\$ 1,880
10.2 Grading / EC				2	8	4							\$ 1,440.00	14	\$ 1,440
10.3 Trail Plan		4		4	12	8							\$ 2,920.00	28	\$ 2,920
10.4 Utility Plan / Stormwater Plan				8	16	12							\$ 3,620.00	36	\$ 3,620
10.5 Prefab Building Plan / Sections / Elevations				1	4	4							\$ 890.00	9	\$ 890
10.6 Civil details					4	4							\$ 740.00	8	\$ 740
10.7 Landscape and Vegetated Corridor Planting Plans		6	2										\$ 900.00	8	\$ 900
10.8 Irrigation		6	1										\$ 780.00	7	\$ 780
10.9 LA details (playground)		6											\$ 660.00	6	\$ 660
10.10 Specifications		4	4	8	24								\$ 4,520.00	40	\$ 4,520
10.11 Cost Estimate		2	1	2	8	8							\$ 2,120.00	21	\$ 2,120
															195
Task 11: CDs - 100% Plans, Specifications, and Estimate															
11.1 Site Plan		1		1	2	1							\$ 545.00	5	\$ 545
11.2 Grading / Erosion Control				1	2	4							\$ 690.00	7	\$ 690
11.3 Trail Plan and details		2		4	4	8							\$ 1,800.00	18	\$ 1,900
11.4 Utility Plan / Stormwater Plan				2	4	8							\$ 1,380.00	14	\$ 1,380
11.5 Prefab Building Plan / Sections / Elevations				1	1	1							\$ 335.00	3	\$ 335
11.6 Civil details						4							\$ 340.00	4	\$ 340
11.7 Landscape and Vegetated Corridor Planting Plans		6	2										\$ 900.00	8	\$ 900
11.8 Irrigation		4	2										\$ 680.00	6	\$ 680
11.9 LA details (playground)		4											\$ 440.00	4	\$ 440

Woodhaven Park Design - Phase 2
Harper Houf Peterson Righellis Inc.

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TASK DESCRIPTIONS	Project Manager	Landscape Architect	Environmental Landscape Architect	Project Engineer	Civil Designer	CAD Technician	Survey Manager	Project Surveyor	Survey Technician	Survey Crew Chief	Instrument Person	Graphic Designer	HKPR Labor	Total Hours by Task	HKPR Subtotal
	\$165.00	\$110.00	\$120.00	\$150.00	\$100.00	\$85.00	\$145.00	\$125.00	\$90.00	\$100.00	\$60.00	\$105.00			
11.10 Specifications		2	4	8	16								\$ 3,500.00	30	\$ 3,500
11.11 Cost Estimate		2	1	2	8	8							\$ 2,120.00	21	\$ 2,120
11.12 Bid Schedule	1	4	1		4								\$ 1,125.00	10	\$ 1,125
														130	
														Total Hours	969

Total Hours by Staff Type	111	187	65	92	205	142	4	13	46	52	52	0	\$107,720.00		\$107,720.00
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Hourly Rates	\$165.00	\$110.00	\$120.00	\$150.00	\$100.00	\$85.00	\$145.00	\$125.00	\$90.00	\$100.00	\$60.00	\$105.00			
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Expenses

Printing - Land Use, 90% & 100% plan sets + design exhibits for meetings	\$400
Mileage - 10 trips @ 30 miles/RT x \$0.575/mile (2015 IRS rate)	\$173
Title Report	\$300
Total Expenses	\$873

Total Fee \$108,592.50