



RESOLUTION 2015-013

AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH DKS ASSOCIATES FOR THE SHERWOOD TSP PROJECT IMPLEMENTATION REFINEMENT

WHEREAS, the existing City of Sherwood Transportation System Plan (TSP) was adopted by Ordinance 2014-012 on June 17, 2014; and

WHEREAS, the TSP updating effort was funded by an Oregon Department of Transportation (ODOT) and Oregon Department of Land Conservation and Development (LDCD) Transportation Growth Management (TGM) Grant; and

WHEREAS, the TGM grant requirements contained specific requirements and limitations on the utilization of the grant funds in the development of the TSP; and

WHEREAS, the TSP update contained construction cost data that was based on relative orders of magnitude and are considered to be very conservative; and

WHEREAS, the intent of the current contract is to refine the construction cost estimates of the projects listed in the TSP to a level to make the values usable for developing new System Development Charge (SDC) rates and Capital Improvement Project (CIP) budgeting; and

WHEREAS, in compliance with Oregon Revised Statutes 279C.110(8) and 279C.115(2), the proposed contract is an extension of the work performed by DKS under a previous contract and the value of the proposed work is less than \$100,000; and

WHEREAS, City staff and DKS Associates did agree to a final scope of work and related fee which meets the requirements and the budget constraints established for the project (see attached Exhibit A – Scope of Work and Fee Schedule); and

WHEREAS, that DKS Associates contract fee for the proposed scope of work is an amount not to exceed \$52,000.

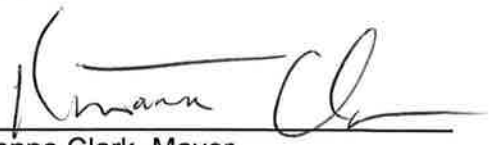
NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Manager is authorized to enter into a professional services contract with DKS Associates for the project scope and fee described in the attached Exhibit A in an amount not to exceed \$52,000.

Section 2. The City Manager is authorized to amend the contract by up to \$2,600 (5% contingency) for unanticipated issues, for a project total not-to-exceed budget amount of \$54,600.

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

Duly passed by the City Council this 3rd day of February 2015.


Krisanna Clark, Mayor

Attest:


Sylvia Murphy, MMC, City Recorder

EXHIBIT A



720 SW Washington St.
 Suite 500
 Portland, OR 97205
 503.243.3500
 www.dksassociates.com

January 8, 2015

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

Subject: Sherwood TSP - Project Implementation Refinements

A15x06-006

Dear Bob:

Per your email request on December 18, 2014, we have provided this task scope. The City desires support for refining the costs and summaries for projects included in the recent Transportation System Plan update. This updated information would be used to provide background information that can prepare the City for potential funding opportunities and grants as well as establish baseline needs for potential future rate studies.

The table below summarizes the support that would be required for this analysis.

Task	Description
1) Management and Meetings	<ul style="list-style-type: none"> • Prepare and maintain a project schedule key milestones and review periods • Twice-monthly check in calls with City to review project progress • Up to two meetings with City staff to review project deliverables and/or address key decisions points through the course of the project
2) Project Cost Refinements	<ul style="list-style-type: none"> • Update project costs for up to 50 projects included in the Sherwood TSP. • Project costs will be at a planning level, but will include sufficient detail comparable to tools used to estimate project costs for Metro's RTP. • Project cost template (including potential unit costs) will be developed and provided to City staff for review prior to completing cost estimation for each project. • An electronic copy of final template with unit costs will be provided for future City use. • Project costs shall include, if applicable, right of way cost assumptions for land (\$/SF) as provided by City staff. If needed, tax assessor or online information for residential property will be used. Business costs, if needed, will be provided by City of Sherwood. • Conduct field visits to verify critical project cost elements (such as grade, retaining walls, etc.) for projects
3) Project Cut Sheets	<ul style="list-style-type: none"> • Prepare a full-page project summary "cut-sheet" template with an overview of the project. The template may include items such as: extents, background information, benefits, constraints, cost, etc. Review cut-sheet layout and content with City staff. • Prepare up to 45 project summaries based on the cut-sheet template. It is assumed that projects will focus on trail and/or intersection and complex motor-vehicle projects.
4) Summary Memorandum	<ul style="list-style-type: none"> • Prepare a draft memorandum that documents the project analysis and key assumptions. • A final memorandum will be provided based on one set of comments from City staff.

Bob Galati
Sherwood TSP – Project Implementation Refinements
Page 2 of 2



LEVEL OF EFFORT

Up to 500 hours of staff time will be needed for this effort. Should other tasks, meetings or reviews be requested, they will be addressed in subsequent task scopes on an Item-by-item basis.

AGREEMENT

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 revision January 1, 2016, for a maximum fee of \$52,000. 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 attorney's 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 December 31, 2015 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.

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.

If you have any questions about this scope of services, please call me or Garth Appanaitis.

Sincerely,

DKS Associates
A Corporation

Approved by:
City of Sherwood

Chris S. Maciejewski, P.E, PTOE
Principal

By: _____

Title Date

DKS Associates
Fee Schedule

EXHIBIT A *ESM*

Standard DKS Billing Grades	Salary Range \$ Per Hour	Overhead	Profit	FCCM	Billing Rate
Tech Level D/Grade 1	\$ 11.43 - \$ 13.06	176.86%	10.50%	0.240%	\$ 35.01 - \$ 40.00
Tech Level E/Grade 2	\$ 13.07 - \$ 14.70	176.86%	10.50%	0.240%	\$ 40.01 - \$ 45.00
Tech Level F/Grade 3	\$ 14.70 - \$ 16.33	176.86%	10.50%	0.240%	\$ 45.01 - \$ 50.00
Tech Level G/Grade 4	\$ 16.33 - \$ 17.96	176.86%	10.50%	0.240%	\$ 50.01 - \$ 55.00
Tech Level H/Grade 5	\$ 17.97 - \$ 19.60	176.86%	10.50%	0.240%	\$ 55.01 - \$ 60.00
Tech Level I/Grade 6	\$ 19.60 - \$ 21.23	176.86%	10.50%	0.240%	\$ 60.01 - \$ 65.00
Tech Level J/Grade 7	\$ 21.23 - \$ 22.86	176.86%	10.50%	0.240%	\$ 65.01 - \$ 70.00
Tech Level K/Grade 8	\$ 22.87 - \$ 24.50	176.86%	10.50%	0.240%	\$ 70.01 - \$ 75.00
Tech Level L/Grade 9	\$ 24.50 - \$ 26.13	176.86%	10.50%	0.240%	\$ 75.01 - \$ 80.00
Tech Level M/Grade 10	\$ 26.13 - \$ 27.76	176.86%	10.50%	0.240%	\$ 80.01 - \$ 85.00
Grade 11	\$ 27.77 - \$ 29.40	176.86%	10.50%	0.240%	\$ 85.01 - \$ 90.00
Grade 12	\$ 29.40 - \$ 31.03	176.86%	10.50%	0.240%	\$ 90.01 - \$ 95.00
Grade 13	\$ 31.03 - \$ 32.66	176.86%	10.50%	0.240%	\$ 95.01 - \$ 100.00
Grade 14	\$ 32.66 - \$ 34.29	176.86%	10.50%	0.240%	\$ 100.01 - \$ 105.00
Grade 15	\$ 34.30 - \$ 35.93	176.86%	10.50%	0.240%	\$ 105.01 - \$ 110.00
Grade 16	\$ 35.93 - \$ 37.56	176.86%	10.50%	0.240%	\$ 110.01 - \$ 115.00
Grade 17	\$ 37.56 - \$ 39.19	176.86%	10.50%	0.240%	\$ 115.01 - \$ 120.00
Grade 18	\$ 39.20 - \$ 40.83	176.86%	10.50%	0.240%	\$ 120.01 - \$ 125.00
Grade 19	\$ 40.83 - \$ 42.46	176.86%	10.50%	0.240%	\$ 125.01 - \$ 130.00
Grade 20	\$ 42.46 - \$ 44.09	176.86%	10.50%	0.240%	\$ 130.01 - \$ 135.00
Grade 21	\$ 44.10 - \$ 45.73	176.86%	10.50%	0.240%	\$ 135.01 - \$ 140.00
Grade 22	\$ 45.73 - \$ 47.36	176.86%	10.50%	0.240%	\$ 140.01 - \$ 145.00
Grade 23	\$ 47.36 - \$ 48.99	176.86%	10.50%	0.240%	\$ 145.01 - \$ 150.00
Grade 24	\$ 49.00 - \$ 50.63	176.86%	10.50%	0.240%	\$ 150.01 - \$ 155.00
Grade 25	\$ 50.63 - \$ 52.26	176.86%	10.50%	0.240%	\$ 155.01 - \$ 160.00
Grade 26	\$ 52.26 - \$ 53.89	176.86%	10.50%	0.240%	\$ 160.01 - \$ 165.00
Grade 27	\$ 53.89 - \$ 55.52	176.86%	10.50%	0.240%	\$ 165.01 - \$ 170.00
Grade 28	\$ 55.53 - \$ 57.16	176.86%	10.50%	0.240%	\$ 170.01 - \$ 175.00
Grade 29	\$ 57.16 - \$ 58.79	176.86%	10.50%	0.240%	\$ 175.01 - \$ 180.00
Grade 30	\$ 58.79 - \$ 60.42	176.86%	10.50%	0.240%	\$ 180.01 - \$ 185.00
Grade 31	\$ 60.43 - \$ 62.06	176.86%	10.50%	0.240%	\$ 185.01 - \$ 190.00
Grade 32	\$ 62.06 - \$ 63.69	176.86%	10.50%	0.240%	\$ 190.01 - \$ 195.00
Grade 33	\$ 63.69 - \$ 65.32	176.86%	10.50%	0.240%	\$ 195.01 - \$ 200.00
Grade 34	\$ 65.33 - \$ 66.96	176.86%	10.50%	0.240%	\$ 200.01 - \$ 205.00
Grade 35	\$ 66.96 - \$ 68.59	176.86%	10.50%	0.240%	\$ 205.01 - \$ 210.00
Grade 36	\$ 68.59 - \$ 70.22	176.86%	10.50%	0.240%	\$ 210.01 - \$ 215.00
Grade 37	\$ 70.23 - \$ 71.86	176.86%	10.50%	0.240%	\$ 215.01 - \$ 220.00
Grade 38	\$ 71.86 - \$ 73.49	176.86%	10.50%	0.240%	\$ 220.01 - \$ 225.00
Grade 39	\$ 73.49 - \$ 75.12	176.86%	10.50%	0.240%	\$ 225.01 - \$ 230.00
Grade 40	\$ 75.12 - \$ 76.75	176.86%	10.50%	0.240%	\$ 230.01 - \$ 235.00

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 GSA mileage rate at the time of travel.