



Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2016-013

AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH DKS ASSOCIATES FOR LANGER FARMS PARKWAY PEDESTRIAN CROSSING PLANS, SPECIFICATIONS & ESTIMATES

WHEREAS, in response to citizen complaints regarding the safety of crossing Langer Farms Parkway near the access drives of Target store site and Parkway Village center, in March 2015 City Council directed City staff to conduct a transportation analysis of Langer Farms Parkway with the intent to determine if a mid-block pedestrian crossing was warranted and technically feasible; and

WHEREAS, City staff directed DKS Associates (DKS) to conduct an analysis under an existing On-Call Transportation Engineering contract (Resolution 2011-058); and

WHEREAS, DKS completed the analysis and submitted a report (dated June 12, 2015), wherein the report's conclusions stated that a pedestrian crossing of Langer Farms Parkway located near the driveway accesses of the Parkway Village and Target store site was warranted and technically feasible; and

WHEREAS, the City has determined there are funds available to design and construct the project, and engineering design work is required to progress the project further; and

WHEREAS, the pedestrian crossing design is a specialized engineering project, and ORS 279C.115(2) provides that *"A contracting agency may enter into a contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or related services directly with a consultant if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under rules adopted under ORS 279A.065 and the new contract is a continuation of the project."*; and

WHEREAS, the proposed professional services contract with DKS is predicated on the previous crossing analysis and report performed by DKS; and

WHEREAS, DKS has provided a Scope of Work and Fee letter (dated February 19, 2016, attached as Exhibit A).


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 to provide professional engineering design and construction administration services for the project described in Exhibits A and B compensated on a time and materials basis for a maximum not to exceed amount of \$34,500.

Section 2. Subject to limitations of City and State contracting rules and other applicable laws, the City Manager is authorized to execute contract changes orders with DKS Associates up to 10% (\$3,450) of the contract amount identified in Section 1 above for unanticipated site issues affecting design, for a total budgeted professional engineering services contract amount of \$37,950.

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

Duly passed by the City Council this 5th of April, 2016.


Krisanna Clark, Mayor

Attest:


Sylvia Murphy, MMC, City Recorder



February 3, 2016

Bob Galati
City of Sherwood
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Sherwood, OR 97140

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

Subject: Sherwood Langer Farms Parkway Ped Crossing PS&E

Dear Bob:

Per your email January 13, 2016, we have provided this scope of services. The City desires engineering design services for the rectangular rapid flashing beacon (RRFB) pedestrian crossing enhancement on Langer Farms Parkway. A conceptual overview of this improvement was recommended based on our prior pedestrian crossing analysis¹. The design support would include PS&E for the RRFB, signage, and the solar-powered speed registers.

In addition to the traffic engineering services provided by our staff, we would deliver the following services with the support of civil engineering support provided by Harper Houf Peterson Righellis (HHPR), Inc. The following tasks and budget include the overall scope and fee.

The table below summarizes the support that would be required for this analysis, which is organized into the following general tasks:

- Task 1) Project Management
- Task 2) Meetings
- Task 3) Data Collection
- Task 4) Preliminary (Existing Concept, 30%) Design
- Task 5) Final Design (90%, 100% Bid-Ready PS&E)
- Task 6) Bid and Construction Assistance

¹ Memorandum: SW Langer Farms Parkway Pedestrian Crossing Review, prepared by DKS Associates, June 12, 2015.

Task	Description
1 Project Management	<ul style="list-style-type: none"> • On-going project management duties including: <ul style="list-style-type: none"> ○ project coordination, ○ prepare and maintain a project schedule (including key milestones and deliverables), ○ monthly invoices, and ○ quality assurance/quality control program. <p>DELIVERABLES: Project schedule</p>
2 Meetings	<ul style="list-style-type: none"> • Attendance at up to 4 coordination meetings with City staff at City Hall. These meetings are assumed to include: <ul style="list-style-type: none"> ○ Project Kick-off Meeting (1), which may include review of the 30% concept that has been developed through the prior traffic analysis. ○ General Team Meetings (1) as needed to review work in progress or address design details. ○ Design Review Meetings (2), at 90% and 100% PS&E (Note: Review of 30% assumed to include team review of 30% concept developed during traffic analysis). <p>No specific public involvement or utility meetings are assumed, however the timing and nature of the above meetings can be adjusted based on project need and is assumed to not exceed 4 total meetings. It is assumed that HHPR will attend one meeting.</p> <p>DELIVERABLES: Meeting attendance at up to 4 meetings.</p>
3 Data Collection	<ul style="list-style-type: none"> • <i>NOTE: All traffic data (including speeds and volumes) has been collected previously during the prior traffic analysis.</i> • Field Visits: Visit site, take photos, confirm potential conflicts, and note any visible changes that have occurred since the traffic analysis was performed. Field visit may be conducted with staff in conjunction with project kick off meeting. • Topographic Survey (HHPR): <ul style="list-style-type: none"> ○ Limits of the topographic survey will be the south returns of the two commercial center driveways and improvements between the back of sidewalk on both sides of the street and extending a distance approximately 50' south. Submit One Call public utility locate request to identify existing public utilities on subject property. ○ Topographic survey to include, but not limited to, visible utilities, locate paint markings, buildings, curbs, sidewalks, fences, parking lot, walls, trees, and adequate spot elevations to produce a 1 foot contour interval base map. ○ Survey will be supplemented by design and as-built information from the construction of Langer Farms Parkway. ○ Prepare topographic design base map to include items listed above in AutoCAD



	<p>C3D 2016.</p> <p>DELIVERABLES: field visit, topographic survey</p>
4 Preliminary Design	<p><i>Note: It is assumed that the existing concept will serve as the preliminary design and will be reviewed during the kick off meeting with staff.</i></p> <p>DELIVERABLES: none</p>
5 Final Design	<p><i>Note: Due to the limited design area and scope, it is assumed that 60% design will not be provided. The design is assumed to advance from the 30% (concept level, previously prepared) to 90% design.</i></p> <ul style="list-style-type: none">• <i>90% Design Submittal: Prepare construction plans, specifications (PS&E) and estimate for improvements including: RRFB, signing and striping, speed feedback signs, illumination, and two new curb ramps on either side of Langer Farms Parkway. Plans will include an overall construction plan and grading details for the two ramps. Plans and specifications will meet ODOT and City of Sherwood standards. The following plan sheets would be prepared:</i><ul style="list-style-type: none">○ <i>Civil plans (2)</i>○ <i>Signing and Striping plans and details (2)</i>○ <i>RRFB plans and details (2)</i>○ <i>Illumination plans and details (2)</i><i>The design team will coordinate with relevant utilities to resolve any potential conflicts.</i>• <i>Final Design Submittal: Prepare final (stamped and signed) construction plans, special provisions, and estimate based on City review comments.</i> <p>DELIVERABLES:</p> <ul style="list-style-type: none">• <i>90% PS&E</i>• <i>Final PS&E (11"x17" stamped paper copies)</i>
6 Bid and Construction Assistance	<ul style="list-style-type: none">• <i>Provide assistance during bidding and construction including assistance with contractor questions/RFI, submittal review and one site visit. Preparation of as-builts are not included.</i> <p>DELIVERABLES:</p> <ul style="list-style-type: none">• <i>RFI and submittal responses</i>• <i>One site visit</i>

Assumptions:



Bob Galati
Sherwood LFP PS&E
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1. Allow 10 business days for locate request to be completed.
2. Horizontal and vertical datum will be based on HHPR control in the area established with the Adams Avenue (Langer Farms Parkway) construction and Tualatin Sherwood Road design.
3. No Title Report will be reviewed and no easements located as a part of this survey.
4. Permit fees will be paid by Owner.
5. Schedule will be developed at the project onset with project team.
6. No new traffic data will be collected.
7. No new traffic analysis will be conducted.
8. Contract documents prepared by City of Sherwood except for plans and special plans.

Level of 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 consistent with the terms of our July 19, 2011 (amended on July 19, 2015) On Call Traffic Engineering Services agreement (Account #6190, Dept. 57, Vendor #10126) for a maximum fee not to exceed \$34,550.00.

If this agreement is acceptable, please have a duly authorized official of your agency 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



Bob Galati
Sherwood LFP PS&E
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Peter L. Coffey, PE
Principal

By: _____

Title _____ Date _____