City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

URA RESOLUTION 2012-005

A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A PROFESSIONAL SERVICES CONTRACT TO MURRAY, SMITH AND ASSOCIATES, INC. FOR THE DESIGN OF THE DOWNTOWN STREETSCAPE PHASE 2 IMPROVEMENTS

WHEREAS, the City completed the first phase of the Downtown Streetscape Improvements in 2007 with the intent of completing the second phase when funds became available; and

WHEREAS, URA funds have been identified for the design phase, allocated through City job #8034 for design efforts to proceed in earnest; and

WHEREAS, funds have been identified for construction but will not be allocated until the design is further along and construction costs are more certain; and

WHEREAS, City staff solicited proposals for design, construction management and inspection services using the formal qualifications based selection procedure established by OAR 137-048-0220 and ORS 279C.110 and received nine proposals; and

WHEREAS, the proposal selection committee then reviewed and ranked each proposal and interviewed the top three firms, ultimately selecting Murray, Smith and Associates, Inc. as the most qualified Consultant for this project; and

WHEREAS, City staff and the Consultant have negotiated and established a draft scope of work (attached as Exhibit A) and fee for the design, production of bid documents and management of the bidding process (attached as Exhibit B); and

WHEREAS, the Consultant was also selected as the best firm to provide construction engineering, construction management and inspection services during construction, and the scope and fee for those services will be refined during the design phase and approved by resolution with the general construction contract; and

WHEREAS, the anticipated fees associated with MSA's work under this particular design contract are not to exceed $409,295 including contingency tasks for the design of the alleyways should the URA Board and City elect to include them with this project.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:

Section 1: The URA Administrator is authorized to enter into a contract with Murray, Smith and Associates, Inc. for development of the final design, preparation of bid documents, and management of the bidding process for a fee not-to-exceed of $409,295.

Section 2: The URA Administrator is authorized to amend the contract by up to $20,705 (5% contingency) for unanticipated issues, for a project total not-to-exceed $430,000.

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

Duly passed by the URA Board this 3rd day of April, 2012.

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder

MSA
Murray, Smith & Associates, Inc.
Engineers/Planners

EXHIBIT A

121 S.W. Salmon, Suite 900 ▪ Portland, Oregon 97204-2919 ▪ PHONE 503.225.9010 ▪ FAX 503.225.9022

March 23, 2012

Mr. Jason Waters, P.E.
Project Manager
City of Sherwood - Engineering Dept.
22560 SW Pine Street
Sherwood, OR 97140

Re: Proposed Scope of Work and Fee Estimate for the City of Sherwood Downtown Streetscape Phase 2 Improvements Project

Dear Mr. Waters:

As requested, please find attached our proposed Scope of Work (Exhibit A) and Fee Estimate (Exhibit B) for the City's Downtown Streetscape Phase 2 Improvements project. We look forward to working with you and your staff to make this a successful project. Please don't hesitate to contact us should you need anything else in this regard.
Sincerely,

MURRAY, SMITH & ASSOCIATES, INC.

Gabe Crop, P.E.
Civil Engineer, Associate

GEC:gec

Enclosures

cc: file

Exhibit A

City of Sherwood, Oregon
Scope of Work
Design and Construction Engineering Services
for
Downtown Streetscape Phase 2 Improvements

Project Information

Background

Over the past two decades, Sherwood has held the honor of being one of the fastest growing cities in Oregon. With a population of 3,125 in 1990, the City has now expanded to over 18,000 citizens.

The City's unique Old Town area has kept pace with the City's growth due to the reconstruction of many downtown streets and the development of the adjacent Cannery site. Phase 1 of the Downtown Streetscape Project was completed in 2007 based on the design concepts found in the *Downtown Sherwood Streetscape Master Plan*. The adjacent Cannery site development underwent (re) construction of public streets with the addition of a public plaza in 2011. Both of these projects were made possible by the use of Urban Renewal Agency funds.

The final step in the *Downtown Streetscape Mater Plan* process is the design and construction of Phase 2 of the Downtown Streetscape Improvements which are outlined below.

Project Description

The Downtown Streetscape Phase 2 Improvements project involves design and preparation of construction documents for:

- The reconstruction of Railroad Street between the intersections of Pine Street and Main Street.
- The reconstruction of Washington Street between the intersections of Railroad Street and 1st Street.
- The installation, relocation or rehabilitation of underground public and/or private facilities within the areas mentioned above.
- The possible rehabilitation of the mid-block alley between Railroad Street and 1st Street, from Pine Street to Main Street.

The project will include coordination with Pacific Northwestern Railroad, ODOT Rail, and TriMet for frontage improvements along the railroad right-of-way and a commuter bus drop-off station. Funding for this project comes from local URA funds. No state or federal funds will be used.

City Responsibilities

The City of Sherwood will be responsible for the following:

- Provide landowner, business owner and/or tenant contact information to MSA in spreadsheet format (owner name, tenant name, business name, site address, mailing addresses for each party, taxlot id, and other pertinent contact info obtained).
- Provide all available as-built and mapping information for project area and immediate vicinity (pdf and CAD format when available).
- Provide available existing condition surveys and topographic information obtained during previous City projects (CAD format if available).
- Provide copies of studies, reports and site investigation summaries for previous City projects if available (pavement design, storm reports, geotechnical investigations, type I site assessments, crosswalk paver investigation, etc.).
- Search for and provide construction photos that may reveal the condition of the alleyways.
- Collect and transmit comment forms and comments solicited by the project, and provide MSA with written documentation of unsolicited comments/suggestions. MSA to compile information for reference.
- Supply templates for Division I of bid documents and template of City supplemental specifications to ODOT/APWA.
- Provide list of utility providers and contact information. Provide copies of franchise agreements, if in affect.
- Provide copies of any TV inspections that have been performed in the past 3 years for the existing storm and sanitary systems.

Consultant Scope of Services

Construction Contract Administration services noted as ***(Reserved Task)*** is not currently part of the proposed scope of work and has been included for discussion/check-in purposes only. Once design services near completion, the Consultant will develop a fee consistent with the confirmed scope for this task for review and approval. Contingency Tasks noted below require separate notice to proceed from the City's project manager prior to beginning work on those tasks.

TASK 1 - PROJECT MANAGEMENT

Provide overall management, direction and coordination for the project, including the following subtasks:

Task 1.1 Compile and Review Available Information

Consultant shall review project files, supplied technical data, City design standards, and policy and procedure manuals.

Task 1.2 Project Kick-off Meeting

Schedule, prepare for, and conduct a project kick-off meeting to review the purpose and scope of the project. This meeting will be an internal project team meeting with City staff. The meeting may involve a field tour of the project site.

Task 1.3 Project Design Schedule

Consultant shall prepare a project design schedule detailing the design timeline with a rough construction timeline. The design schedule can be updated as requested.

Task 1.4 Project Team Meetings

In addition to the project kickoff meeting, budget assumes up to five (5) project meetings will be required, to be held in Sherwood. Consultant shall schedule and lead project meetings and prepare meeting agendas and minutes. For estimating purposes, it is assumed two MSA team members and up to one subconsultant will be present at each team meeting.

Task 1.5 Invoicing

Consultant shall monitor project scope, schedule and budget on a monthly basis. Invoices will be submitted on a monthly basis to the City's project manager. Issues potentially affecting scope, schedule or budget will be identified.

Task 1.6 Portland & Western Railroad, Union Pacific Railroad and Clean Water Services (CWS) Coordination

Consultant shall provide support services to supplement City led coordination with railroad agencies. Support services include attendance at up to two (2) coordination meetings. The City will coordinate and lead the meeting. Consultant will develop meeting minutes.

Consultant shall coordinate with CWS for environmental review, plan review and erosion control review to obtain the necessary approvals. It is anticipated that a Service Provider Letter, Storm Water Connection Permit and 1200-CN permit will be required for this project.

Task 1.7 Overall Project Coordination

Consultant shall coordinate with subconsultants, assign to and manage the appropriate level of staff expertise for the project at each phase of design, coordinate design reviews and the implementation of design review comments and perform other project coordination as required. For each submittal, all review comments provided by the City and other involved parties will be compiled, along with a proposed response to each comment received.

Task 1.8 Additional Project Team Meetings – Contingency Task

If additional project design team meetings are necessary to review project design elements, Consultant shall schedule and lead up to three (3) additional project meetings and prepare meeting agendas and minutes. For estimating purposes, it is assumed two MSA team members and up to one subconsultant will be present at each team meeting.

Task 1 Deliverables

- Invoices (monthly)
- Project Design Schedule and updated project schedules as requested by the City
- Meeting agendas and minutes
- CWS permit approvals
- Summary of review comments received for each submittal and meeting, with proposed Consultant response to each review comment.

Task 1 Schedule

Within fourteen calendar days after receipt of Notice to Proceed (NTP) (NTP Target Date - April 9, 2012) Consultant shall submit to City for review and approval the Project Design Schedule. Invoices must be submitted on a monthly basis. Meeting agendas will be typically two business days in advance of meetings and minutes typically within five business days of meetings.

TASK 2 - TOPOGRAPHIC SURVEYING

Consultant shall complete surveying services necessary for design. The limits of surveying for this scope of services shall include the following:

- SW Railroad Street (entire right-of-way as well as 5' northerly and 30' southerly) from the centerline of SW Pine Street to the west right-of-way line of SW Park Street.
- SW Washington Street (entire right-of-way as well as 5' easterly and westerly) from the centerline of SW First Street to 30' southerly of the south right-of-way line of SW Railroad Street.
- The 14' wide alley splitting 1st Street and Railroad Street from the centerline of SW Pine Street to the centerline of SW Main Street
- SW Villa Road from SW Park Street to the creek approximately 800 feet westerly.

Consultant shall establish survey control and field locate existing property/right-of-way monuments within the limits of survey, review existing right-of-way records (i.e. surveys, plats, deeds and right-of-maps) and determine right-of-way/centerline locations from the above information. Consultant shall prepare and file a Pre-Construction Record-of-Survey with the Washington County Surveyor's Office to document the above items.

Topographic survey work shall include field survey of all existing above ground features (i.e. edge of pavement, curbs, sidewalks, buildings, trees, utilities, etc.) as well as elevations with one foot contour intervals. The below ground utilities will be located from one-call locate paint marks and existing as-built maps. An existing conditions base map will be prepared using the above data.

Task 2 Deliverables

- CAD files to be provided to the City at the end of the project

TASK 3 - UTILITY COORDINATION

The Consultant will perform utility coordination work related to the following franchise and private utilities: power, communications, gas, cable television and other private utilities that may be present within the project limits. Consultant shall identify utilities within the project limits, evaluate potential utility conflicts and coordinate utility efforts for relocation of impacted facilities. The City of Sherwood utilities include water, sanitary sewer and storm sewer facilities throughout the project area.

Task 3.1 Impact Assessment and Notifications

Consultant shall identify utilities within the project limits and determine possible conflicts with the proposed project. Consultant shall:

- Develop a utility contact information list and mail project information letters to all utility companies involved to explain nature of the work.
- Provide project preliminary plans to each utility.
- Maintain a record of correspondence with utility companies.
- Obtain utility-provided as-built and system mapping information.
- Compare utility provided information with project base-mapping and field verify the location of utility facilities.
- Identify design conflicts (conflicts to be identified on plan sheets) and develop an itemized conflict list.
- Issue conflict notices to impacted utilities.

Task 3.2 Coordinate and Review Utility Relocation Designs

Consultant shall coordinate with private utilities to resolve utility conflicts and finalize utility relocation requirements as appropriate. Affected utilities will be responsible for developing

their relocation designs. Consultant shall review each utility's relocation plans and proposed schedule, provide written comments and issue approval.

Task 3.3 Utility Coordination Meetings

Consultant shall coordinate, attend and conduct a group utility meeting to discuss preliminary plans, identify potential utility conflicts to be resolved and discuss the project schedule. Consultant shall coordinate and attend up to two (2) follow up on-site meeting with individual utilities to discuss relocation plans.

Task 3.4 Preliminary Franchise Utility Relocation and Undergrounding Coordination

The City has expressed interest in potentially relocating existing underground franchise utility facilities currently located within the alley splitting Railroad Street and 1st Street from Main Street to Pine Street into a common trench in order to improve the aesthetics of the downtown area and future maintenance capabilities. To determine the feasibility of moving franchise utilities into a common trench, Consultant shall:

- Review franchise agreements and make recommendations regarding the reimbursable status.
- Review utility mapping and assess common utility corridor options.
- Complete six (6) slot trench potholes in alley approximately 15 feet wide (alley width) by four feet deep at regular intervals to confirm existing utility orientation. No flagging or specific traffic control needs are anticipated to complete this work in the alley.
- Develop a conceptual common utility corridor alignment.
- Coordinate with utilities to determine type, scale and approximate cost of relocation work.
- Develop a conceptual opinion of cost including estimated cost sharing breakdown between utilities and the City.
- Summarize results and recommendations in a technical memorandum to be delivered at the conceptual design stage.

The City PM will work jointly with the Consultant on this task to coordinate review. If the City elects to proceed with relocating franchise utilities into a common trench, Consultant's design work to accomplish will be as described below in Task 3.6

Task 3.5 Supplemental Potholes – Contingency Task

Consultant shall complete up to ten (10) individual utility potholes to a depth of four feet on an as-needed basis to determine existing utility locations. It is assumed that potholing operations will occur in low traffic volume areas and flaggers will not be necessary.

Task 3.6 Incorporate Franchise Utility Relocation Designs Into Contract – Contingency Task

Consultant will coordinate with the utilities to obtain utility relocation designs. Consultant shall incorporate utility relocation designs for conduit and vaults into the project design documents at the 50%, 90% and 100% design submittals. Designs are anticipated to include asphalt resurfacing in the alley. Separate plan sheets for this task may be included if necessary. Consultant will provide utility cost sharing breakdown for each contract bid item. Individual electrical service conversions will be addressed via a design/build approach using construction contractor provided electrician services.

Task 3 Deliverables

- Utility contact list
- Utility conflict plan sheets and spreadsheet
- Conflict notices to each affected utility
- Reviewed utility relocation plans with comments and recommendations
- Meeting agenda and minutes for group utility meeting
- Utility Relocation and Undergrounding Technical Memorandum
- Utility relocation designs incorporated into the design submittals.

TASK 4 - PUBLIC INVOLVEMENT

Business owner and public outreach will occur mostly just prior to and during construction. Review of design elements and construction limits will be primarily with the City Council, URA Board and SURPAC, although some public outreach with input/feedback will be necessary for Railroad Street alternatives.

The City will serve as the point of contact for public inquires, provide building owner and tenant information for properties in the project area and issue project information mailings as needed. In addition to other exhibits and figures developed under other tasks, Consultant shall also develop up to two (2) additional electronic project information and/or notification mailings for City distribution. Consultant shall catalog comments received per Task 1.7. Consultant shall prepare for and send one person to attend the following meetings:

- Two (2) City Council work sessions.
- Two (2) URA/SURPAC work sessions and/or regular meeting
- One (1) regular City Council meeting
- General public and business owner meetings at the following locations (separate days):
    - Open House at City Hall (Community Room)
    - Masonic Lodge
    - Blackbird Coffee
    - Symposium Coffee (or other location in Old Town)

If one-on-one interviews with business owners are warranted, City staff will obtain information as needed and pass on to the Consultant.

Task 4 Deliverables

- Electronic notification mailings
- Comments and responses received at meetings to be documented per Task 1.7

TASK 5 - RIGHT-OF-WAY SERVICES

Provide right-of-way services for the following subtasks:

Task 5.1 Rights of Entry

Consultant shall obtain rights of entry forms from an estimated ten (10) property owners within the project limits. Rights of entry forms will address necessary public connections to private doorway thresholds, driveways, etc. to provide a finished project. City will provide ownership documents or list. Up to one (1) legal description and exhibit will also be completed under this task if necessary for work within the railroad property on the south side of Railroad Street.

Task 5.2 Temporary Construction Easements and Right-of-Way Acquisition – Contingency Task

Consultant shall prepare legal descriptions and exhibits for temporary construction easements as required. The City will provide valuations for temporary construction easements less than $10,000. Consultant shall prepare and conduct up to four (4) offer presentation packages to individual property owners. Consultant will work with the property owners to reach agreement assuming an uncontested process. City will record and pay County fees for any easements.

Task 5 Deliverables

- Signed rights of entry
- Property owner contact information and diary of discussions
- Signed temporary construction easements
- File of executed construction easement documents.

TASK 6 – LEVEL 1 HAZARDOUS MATERIAL ENVIRONMENTAL SITE ASSESSMENT

Consultant shall perform the following work:

- *Regulatory and Historical Data Collection:* Obtain and review available information regarding topographic, geologic, soil, and groundwater conditions

for the vicinity of the site. The nature of historical and current uses of the site and adjacent properties will be assessed using available historical aerial photographs, city directories, and fire insurance maps.

- *Site Reconnaissance:* Complete a physical reconnaissance of the site. During the visit, the presence or absence of conspicuous recognized environmental conditions will be noted. Indications that the property was used in a manner that may have resulted in contamination will be noted and reported. A visual survey of neighboring properties will also be conducted to note businesses or features that have the obvious potential to affect the site. If available, a local City official or property owner can be interviewed for site history.

- *Data Analysis and Report:* Compile and evaluate collected information to assess the likelihood that recognized environmental conditions may exist on the site. A Phase I Environmental Site Assessment report will be prepared to document our findings and conclusions and, if warranted, provide recommendations for Phase II assessment work.

If based on the findings a Level 2 ESA is necessary, this work can be provided as additional services at a later time.

Task 6 Deliverables

- Level 1 Environmental Site Assessment

TASK 7 – GEOTECHNICAL AND PAVEMENT DESIGN PEER REVIEW

Consultant shall conduct a peer review the previously developed pavement design report. Peer review shall include evaluation of the design pavement thickness to determine if it can be reduced and recommendations for construction during the winter. Consultant shall also complete up to five (5) pavement corings and geotechnical borings to supplement the peer review process.

Task 7 Deliverables

- Technical memorandum discussing peer review findings.

TASK 8 – STORMWATER MANAGEMENT FACILITIES DESIGN

Task 8.1 On-Site Stormwater Management Facility Design – Contingency Task

If CWS requires supplemental stormwater management facilities in addition to the City's existing downstream StormFilter vault, Consultant shall design on-site facilities. If required, facilities are anticipated to consist of a flow-through planter(s) or similar facility at the intersection of Railroad Street and Washington Street. Other potential options of similar scale will be reviewed during the Alternatives Analysis described in Task 9.1.

Task 8.2 Off-Site Stormwater Management Facilities Improvements Design – Contingency Task

Based on Consultant recommendations for improvements to the existing stormwater facility west of the intersection of 2nd Street and Park Street per Task 10 and if construction budget is available, Consultant will incorporate recommended improvements into the project designs.

Task 8 Deliverables

- Stormwater management facilities incorporated into 50%, 90% and 100% designs

TASK 9 - ALTERNATIVES ANALYSIS AND CONCEPTUAL DESIGN

Task 9.1 Alternatives Analysis

Consultant will implement the City's established street cross section and streetscaping concept from the recent work completed on Pine Street as part of the Cannery Square Public Improvements project and recommend appropriate modifications. Consultant shall establish design criteria and present in tabular format for City review/comment. The design criteria will include a summary of all pertinent design standards as well as a summary of the Consultant's understanding the City's desired goals and vision for the project layout. In addition, Consultant shall develop and present two (2) layout alternatives for Railroad Street for City and public stakeholder review/comment. Alternatives will include considerations for stormwater management dependent upon requirements determined through consultation with CWS. Consultant shall meet with the City, according to Task 1.4 above, to determine the preferred alternative. Consultant will develop an Alternatives Analysis Package that will include the following:

- Two (2) conceptual layout options for Railroad Street.
- Street furnishing package matching recent work on Pine Street (list of materials to be provided by the City) with recommended modifications.
- PowerPoint slides to be developed for at least one public/business meeting.
- Technical memorandum including discussion of pros/cons of the alternatives, documentation of input received, design criteria for the project and recommendations for the preferred alternative.

The purpose of the Alternatives Analysis Package will be to document and establish the preferred alternative to provide direction for ongoing design. This package may be used for City Council approval if needed. It is understood that selection of the preferred alternative will be a straightforward process requiring only minor updates if requested.

Task 9.2 Conceptual Design

Consultant shall develop a conceptual design for the footprint and basic layout of the project based on the preferred alternative described in Task 9.1 above and obtain concurrence from the City prior to proceeding with the development of the Preliminary Plans. Consultant shall develop conceptual plans with sufficient detail to identify impacts and estimate construction quantities. Consultant shall prepare a conceptual-level cost estimate. Cost estimates must include cost of construction, right-of-way (if any), utility relocations to be paid by City (if any), and other associated costs for the conceptual design. Construction cost must be prepared with a 30% factor to cover contingency. Cost estimates must be in a tabular format.

Task 9 Deliverables

- Alternatives Analysis Package (5 hard copies and electronic PDF)
- Conceptual Plans (2 half size, 1 full size and electronic PDF)
- Construction Cost Estimate

TASK 10 - PRELIMINARY (50 PERCENT) DESIGN

The 50 percent design submittal shall be based on the conceptual design of the preferred alternative and shall include the following tasks:

- Providing preliminary surface hydraulic assessment and stormwater collection and conveyance. It is assumed that all stormwater can be treated in the City's downstream StormFilter Vault. If supplemental treatment and/or detention is required by CWS, Consultant will provide designs for on-site facilities as a separate contingency task as described in Task 8.1. Consultant will document the conveyance, treatment and detention findings and design elements with a Stormwater Report.

- Consultant shall review the functionality of the existing stormwater facility west of the intersection of 2nd Street and Park Street. Consultant will make recommendations for improvements if necessary. Deficiencies identified and solutions proposed can be incorporated into the project designs as a separate contingency task as described in Task 8.

- Conducting a computerized photometric analysis to determine a conceptual-level street light pole layout. Provide conduit designs to accommodate future charging stations and festival lighting through outlets at tree wells. Designs will also include incorporation of conduit for Sherwood Broadband facilities.

- Providing a preliminary engineer's construction cost estimate based on itemized quantity estimate, with appropriate contingencies.

- Confirming conceptual design project scope is within total project budget. If not, provide recommendations to adjust scope to complete project within total project budget.

- Providing a table of contents for the contract bid package.

- Providing an estimated construction schedule.

- Verifying that the proposed design conforms to the right-of-way, slope, utility and drainage easements (if any) identified in the conceptual design, and identifying additional property acquisition needs if necessary.

- Preparing and submitting 50 percent plans to the City's project manager for review. All items listed below to support the preliminary design shall be included:

    1. Preliminary title and index sheets. Index shall contain a detailed listing of all sheets expected to be used in the design (plans, profiles, elevations, cross-sections, details, etc.).

    2. Preliminary street construction ("Roadway Design") plans, depicting street reconstruction, preliminary curb and sidewalk locations, cut/fill limits, and existing or planned right-of-way and easement locations per the conceptual design and as determined by Consultant.

    3. Preliminary stormwater design. At this level, overall dimensions, pipe sizes and proposed alignments shall be shown.

    4. Preliminary sanitary sewer design for replacement of the existing 8" diameter sewer within the alley. City will provide TV inspection information for review.

    5. Preliminary landscape design plans.

    6. Preliminary traffic signing and striping plans.

    7. Preliminary street/pedestrian lighting plans. Assume pedestrian light poles and fixtures used match existing poles and fixtures recently completed on Pine Street south of the railroad tracks.

    8. Preliminary traffic control and construction staging plans.

    9. Preliminary cross-sections.

Task 10 Deliverables

- Street Lighting Analysis Memorandum
- Contract Table of Contents

- Construction Schedule
- Preliminary Plans (2 half size, 1 full size and electronic PDF)
- Construction Cost Estimate.

TASK 11 - 90 PERCENT DESIGN SUBMITTAL

The 90 percent design submittal shall be advanced from the 50 percent submittal (incorporating all review comments) including all plans, reports, cost estimates and construction schedule. Construction plans shall include cross-sections and/or details for all work shown on plan sheets. Consultant shall develop special provisions supplementing the 2008 Oregon Standard Specifications for Construction (Oregon Department of Transportation/APWA). Consultant shall write any additional Special Provisions needed, and will revise Special Provisions based on comments received during reviews. Special provisions shall also address key construction issues, technical construction requirements, permit requirements, environmental protection restrictions, utility coordination requirements, and any other construction management and coordination activities. Additionally the submittal shall include all documents required for a complete bid package (contract documents, including invitation to bid, instructions to bidders, bid proposal, bonds, certificates of compliance, state requirements, contract, general conditions, special provisions, standard drawings, permits and approvals, easements and easement conditions, and final design drawings). Pre-qualification of Contractors will be required for this project. The City shall provide its preferred general contract boilerplate documents in MS Word format for project specific editing.

The 90 percent design submittal shall include an extension of the 50% tasks and the following:

- Identifying impacts and mitigation of those impacts to adjacent properties within the project area (i.e. driveways, walkways, doorway thresholds, signs, walls, parking areas, etc.).

- Completing erosion and sediment control plans.

- Completing any detail sheets required to construct the project.

Task 11 Deliverables

- Construction Schedule
- 90 Percent complete bid package including:
    - Plans (2 half size, 1 full size and electronic PDF)
    - Specifications
- Construction Cost Estimate.

TASK 12 - 100 PERCENT DESIGN SUBMITTAL

The 100 percent design submittal will be advanced from the 90 percent submittal, including all items necessary for City staff to prepare for the public bidding process. The timing of final project bid package shall be established in Task 11 above.

Task 12 Deliverables

- Construction Schedule
- 100 Percent complete bid package including:
  - Plans (2 half size, 1 full size and electronic PDF)
  - Specifications
- Construction Cost Estimate.

TASK 13 - BID AND AWARD SUPPORT SERVICES

Consultant shall perform the following bid period services:

- Printing, binding and maintaining bid packages (40) for distribution to bidders.
- Managing the pre-qualification process.
- Serving as point of contact for all bidder questions and requests.
- Responding to questions from bidders and City.
- Preparing plans and specifications for up to three (3) addenda as needed.
- Planning and coordinating a mandatory pre-bid meeting.
- Attending and leading the bid opening at City Hall.
- Assisting with the evaluation of bids including prequalification requirements.
- Checking bids and bid bonds.
- Making recommendation of award.
- Processing construction contract documents.
- Issuing the Notice to Proceed to the contractor.

Task 13 Deliverables

- 40 bid packages

- Pre-bid meeting agenda and minutes
- Addenda to the contract documents (PDF to be posted to the City's website)
- Recommendation for award
- Notice to Proceed to the contractor.

TASK 14 – SOW DEVELOPMENT FOR CONSTRUCTION SERVICES

Consultant shall develop a statement of work and estimated fee for construction contract administration services. Anticipated construction services are described in task 14 as a reserved task. Consultant will coordinate with the City to execute a contract amendment for these services.

Task 14 Deliverables

- Scope of work and proposed fee for construction services.

TASK 15 - CONSTRUCTION CONTRACT ADMINISTRATION SERVICES *(Reserved Task)*

Dependent upon the agreed scope of services to be determined under Task 14, Consultant will perform any or all of the following construction period services, as desired:

- Take photographs and provide sketches to document the layout and orientation of water main tees and crosses, including valve offsets from inline prior to backfilling. Information to be used as-builts and entry into GIS.
- Meeting as needed with City's project manager before and during construction to interpret plans and specifications as necessary.
- As needed by the City's project manager, reviewing requests for information, clarifications and change orders.
- Attending and providing assistance at the pre-construction conference and at project progress meetings.
- Coordinating and reviewing shop drawings and submittals related to any project materials, retaining walls (if necessary), lighting, and other key project components for conformance to plans and specifications; maintaining a log showing status of these shop drawings and submittals.
- Meeting and coordinating with franchised utility personnel when necessary for consultation or conferences in regard to the construction project.
- Visiting the project site when requested by the City during construction to verify that contractor(s) are adhering to the design or to answer questions.
- Arranging for, or witnessing, field and laboratory test as prescribed in the contract documents.
- Responding to contractor requests for information (RFIs).
- Reviewing and making recommendations for contractor monthly progress payments.
- Reviewing claims for extra compensation and requests for extension of time submitted by the contractor and preparing change order(s) and recommendations to the City for final disposition.
- Upon substantial completion of construction, conducting an inspection of the project and assisting the City in preparing the punch list of work to be done to achieve final completion.

- Assisting the City in negotiating final payment for construction including documenting proceedings of negotiations, if any, and recording basis for final payment.

- Completing as-built survey and drawings after completion of construction.

Task 15 Deliverables

- Specific deliverables to be determined in consultation with City.

Exhibit A

Preliminary Sheet List

The following is the anticipated list of plan sheets:

1	G-1	Title Sheet, Vicinity Map and Location Map
2	G-2	Index of Drawings and Drawing Key Map
3	G-3	General Notes and Abbreviations
4-6	C-1 to C-3	Street and Storm Plans and Profiles (1"=10' full size)
7-8	C-4 to C-5	Sanitary Sewer Replacement Plan
9-10	C-6 to C-7	Typical Cross Sections
11-13	C-8 to C-10	Cross Section Grading
14-19	C-11 to C-16	Street Details
20 - 21	C-17 to C-18	Storm and Sanitary Details
22-24	U-1 to U-3	Urban Design Plans
25-26	S-1 to S-2	Striping & Signing
27-29	EC-1 to EC-3	Erosion Control
30-34	L-1 to L-5	Landscaping
35-38	TC-1 to TC-4	Traffic Control Staging
39-43	IL-1 to IL-5	Illumination
43-51	D-1 to D-8	Standard Details/Drawings
51		**Total**

Exhibit B

DOWNTOWN STREETSCAPE PHASE 2 IMPROVEMENTS
CITY OF SHERWOOD
PROPOSED FEE ESTIMATE

	Principal Eng. IV $179 Bowers	Principal Eng. IV $179 Thelin	Professional Engineer V $122 Crop	Professional Engineer IV $115 O'Sullivan	Professional Engineer III $108 Glesy	Tech. III $99 Kuhlman	Tech. I $73 Freeman	Admin. II $73 Burum	Total Hours	ESTIMATED FEES: Labor	Subconsultants: HDJ	NNA	UFS	GRI	DKS	APS	Expenses	Total
TASK 1 - PROJECT MANAGEMENT																		
Task 1 1 Compile and Review Available Information			4	4	8				16	$ 1,812							$ 18	$ 1,830
Task 1 2 Project Kick-off Meeting	4		8	4					16	$ 2,152							$ 22	$ 2,174
Task 1 3 Project Design Schedule	1		2	6					9	$ 1,113							$ 11	$ 1,124
Task 1 4 Project Team Meetings (5)	8		40	18					66	$ 8,382							$ 166	$ 8,548
Task 1 5 Invoicing	4		8	8					20	$ 2,612							$ 26	$ 2,638
Task 1 6 Portland & Western Railroad, Union Pacific Railroad and Clean Water Services (CWS) Coordination	8		12	32	8			2	62	$ 7,586							$ 109	$ 7,695
Task 1 7 Overall Project Coordination	2		4	8	40				54	$ 6,086							$ 61	$ 6,147
Task 1 8 Additional Project Team Meetings (3) – Contingency Task (see below)										$ -							$ -	$ -
Task 1 Subtotal	27	0	78	80	56	0	0	2	243	$ 29,743	$ -	$ -	$ -	$ -	$ -	$ -	$ 413	$ 30,156
TASK 2 - TOPOGRAPHIC SURVEYING																		
	1		4	8		4			17	$ 1,983	$ 23,430						$ 84	$ 25,497
Task 2 Subtotal	1	0	4	8	0	4	0	0	17	$ 1,983	$ 23,430	$ -	$ -	$ -	$ -	$ -	$ 84	$ 25,497
TASK 3 - UTILITY COORDINATION																		
Task 3 1 Impact Assessment and Notifications	2		12	4	60				78	$ 8,762							$ 88	$ 8,850
Task 3 2 Coordinate and Review Utility Relocation Designs			8	4	40				52	$ 5,756							$ 58	$ 5,814
Task 3 3 Utility Coordination Meetings			16		24				40	$ 4,544							$ 100	$ 4,644
Task 3 4 Preliminary Franchise Utility Relocation and Undergrounding Coordination	4	2	16	4	80				106	$ 12,126						$ 11,000	$ 138	$ 23,264
Task 3 5 Supplemental Potholes – Contingency Task (see below)									0	$ -							$ -	$ -
Task 3 6 Incorporate Franchise Utility Relocation Designs into Contract – Contingency Task (see below)									0	$ -							$ -	$ -
Task 3 Subtotal	6	2	52	12	204	0	0	0	276	$ 31,188	$ -	$ -	$ -	$ -	$ -	$ 11,000	$ 383	$ 42,571
TASK 4 - PUBLIC INVOLVEMENT																		
	10		54	10					74	$ 9,528		$ 5,641					$ 244	$ 15,413
Task 4 Subtotal	10	0	54	10	0	0	0	0	74	$ 9,528	$ -	$ 5,641	$ -	$ -	$ -	$ -	$ 244	$ 15,413
TASK 5 - RIGHT-OF-WAY SERVICES																		
Task 5 1 Rights of Entry	1		8	4					13	$ 1,615	$ 660		$ 11,531				$ 16	$ 13,822
Task 5 2 Temporary Construction Easements – Contingency Task (see below)									0	$ -							$ -	$ -
Task 5 Subtotal	1	0	8	4	0	0	0	0	13	$ 1,615	$ 660	$ -	$ 11,531	$ -	$ -	$ -	$ 16	$ 13,822
TASK 6 - HAZARDOUS MATERIAL ENVIRONMENTAL SITE ASSESSMENT																		
Task 6 1 Level 1 Environmental Site Assessment			2	4					6	$ 704				$ 3,562			$ 7	$ 4,273
Task 6 Subtotal	0	0	2	4	0	0	0	0	6	$ 704	$ -	$ -	$ -	$ 3,562	$ -	$ -	$ 7	$ 4,273
TASK 7 – GEOTECHNICAL AND PAVEMENT DESIGN PEER REVIEW																		
	1		8	12	4				25	$ 2,967				$ 10,868			$ 30	$ 13,865
Task 7 Subtotal	1	0	8	12	4	0	0	0	25	$ 2,967	$ -	$ -	$ -	$ 10,868	$ -	$ -	$ 30	$ 13,865
TASK 8 – STORMWATER MANAGEMENT FACILITIES DESIGN																		
Task 8 1 On-Site Stormwater Management Facility Design – Contingency Task (see below)									0	$ -							$ -	$ -
Task 8 2 Off-Site Stormwater Management Facility Improvements Design – Contingency Task (see below)									0	$ -							$ -	$ -
Task 8 Subtotal	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Exhibit B

DOWNTOWN STREETSCAPE PHASE 2 IMPROVEMENTS
CITY OF SHERWOOD
PROPOSED FEE ESTIMATE

	Principal Eng. IV $179	Principal Eng. IV $179	Professional Engineer V $122	Professional Engineer IV $115	Professional Engineer III $108	Tech. III $99	Tech. I $73	Admin. II $73	Total Hours	ESTIMATED FEES: Labor	Subconsultants: HDJ	Subconsultants: NNA	Subconsultants: UFS	Subconsultants: GRI	Subconsultants: DKS	Subconsultants: APS	Expenses	Total
TASK 9 - ALTERNATIVES ANALYSIS AND CONCEPTUAL DESIGN																		
Task 9.1 Alternatives Analysis	16	4	40	40	20	8	20		148	$ 17,472		$ 25,529					$ 623	$ 43,624
Task 9.2 Conceptual Design	10	2	24	28	60	20	40		184	$ 19,676		$ 8,985					$ 1,157	$ 29,818
Task 9 Subtotal	26	6	64	68	80	28	60	0	332	$ 37,148	$ -	$ 34,514	$ -	$ -	$ -	$ -	$ 1,779	$ 73,442
TASK 10 - PRELIMINARY (50 PERCENT) DESIGN																		
	10	2	22	52	60	10	80		236	$ 24,122		$ 11,942			$ 5,698		$ 1,681	$ 43,443
Task 10 Subtotal	10	2	22	52	60	10	80	0	236	$ 24,122	$ -	$ 11,942	$ -	$ -	$ 5,698	$ -	$ 1,681	$ 43,443
TASK 11 - 90 PERCENT DESIGN SUBMITTAL																		
	20	4	22	60	80	10	80	2	278	$ 29,496		$ 6,128			$ 2,849		$ 1,735	$ 40,208
Task 11 Subtotal	20	4	22	60	80	10	80	2	278	$ 29,496	$ -	$ 6,128	$ -	$ -	$ 2,849	$ -	$ 1,735	$ 40,208
TASK 12 - 100 PERCENT DESIGN SUBMITTAL																		
	4	2	18	26	28	4	40	2	124	$ 12,746		$ 4,592			$ 2,849		$ 831	$ 21,018
Task 12 Subtotal	4	2	18	26	28	4	40	2	124	$ 12,746	$ -	$ 4,592	$ -	$ -	$ 2,849	$ -	$ 831	$ 21,018
TASK 13 - BID AND AWARD SUPPORT SERVICES																		
	4		40	20	20	4	16	8	112	$ 12,204		$ 2,368					$ 3,475	$ 18,047
Task 13 Subtotal	4	0	40	20	20	4	16	8	112	$ 12,204	$ -	$ 2,368	$ -	$ -	$ -	$ -	$ 3,475	$ 18,047
TASK 14 – SOW DEVELOPMENT FOR CONSTRUCTION SERVICES																		
	4	2	16	2					24	$ 3,256							$ 33	$ 3,289
Task 14 Subtotal	4	2	16	2	0	0	0	0	24	$ 3,256	$ -	$ -	$ -	$ -	$ -	$ -	$ 33	$ 3,289
TASK 15 - CONSTRUCTION CONTRACT ADMINISTRATION SERVICES *(Reserved Task)*																		
									0	$ -							$ -	$ -
Task 15 Subtotal	0	0	0	0	0	0	0	0	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL - NON-CONTINGENCY TASKS	*111*	*18*	*332*	*358*	*532*	*60*	*276*	*14*	*1760*	*$ 196,700*	*$ 24,090*	*$ 65,185*	*$ 11,531*	*$ 14,450*	*$ 11,396*	*$ 11,000*	*$ 10,711*	*$ 345,042*
Task 1.8 Additional Project Team Meetings (3) – Contingency Task	4		24	12					40	$ 5,024							$ 100	$ 5,124
Task 3.5 Supplemental Potholes – Contingency Task			2		20				22	$ 2,404						$ 3,520	$ 41	$ 5,965
Task 3.6 Incorporate Franchise Utility Relocation Designs Into Contract – Contingency Task	8	8	40	16	120		40		232	$ 25,464							$ 895	$ 26,359
Task 5.2 Temporary Construction Easements – Contingency Task	1		8	4					13	$ 1,615	$ 3,960		$ 9,178				$ 16	$ 14,770
Task 8.1 On-Site Stormwater Management Facility Design – Contingency Task	1		4	8		2			15	$ 1,785		$ 5,859					$ 50	$ 7,693
Task 8.2 Off-Site Stormwater Management Facility Improvements Design – Contingency Task	1		4	8		2			15	$ 1,785	$ 990	$ 1,518					$ 50	$ 4,343
TOTAL - CONTINGENCY TASKS	*15*	*8*	*82*	*48*	*140*	*4*	*40*	*0*	*337*	*$ 38,077*	*$ 4,950*	*$ 7,377*	*$ 9,178*	*$ -*	*$ -*	*$ 3,520*	*$ 1,151*	*$ 64,253*
TOTAL - ALL TASKS	*126*	*26*	*470*	*406*	*672*	*64*	*316*	*14*	*2097*	*$ 234,777*	*$ 29,040*	*$ 72,562*	*$ 20,709*	*$ 14,450*	*$ 11,396*	*$ 14,520*	*$ 11,862*	*$ 409,295*