



## RESOLUTION 2021-022

### AUTHORIZING AN AMENDMENT TO THE EXISTING 3J CONSULTING, INC. CONTRACT FOR THE 2040 COMPREHENSIVE PLAN UPDATE

**WHEREAS**, the City of Sherwood and 3J Consulting, Inc. are parties to a contract for the 2040 Comprehensive Plan Update dated February 19, 2019, and amended via Council Resolution 2020-041; and

**WHEREAS**, due to unforeseen changes to the project schedule this past year and pivoting several times to ensure community engagement was robust because of the global pandemic, additional funds to complete this project are needed; and

**WHEREAS**, an increase to the budget of \$12,000 will allow for additional assistance from 3J Consulting over the next four months or until the adoption of the Plan document to coordinate product production as changes and iterations are made through multiple work sessions and the hearings process with both the Planning Commission and City Council; and

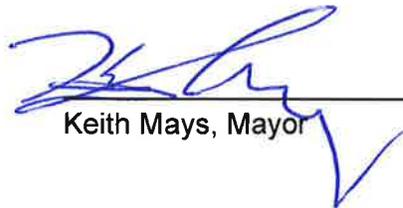
**WHEREAS**, City Council has determined that it is necessary and appropriate to amend the City's contract with 3J Consulting, Inc. to complete the Plan document.

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

**Section 1.** The City Manager is authorized to enter into a contract amendment in a form substantially similar to the attached Exhibit A

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 4<sup>th</sup> day of May, 2021.**

  
\_\_\_\_\_  
Keith Mays, Mayor

Attest:

  
\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

## 3J CONSULTING

5075 SW GRIFFITH DRIVE, SUITE 150  
BEAVERTON, OREGON 97005  
PH: (503) 946.9365  
WWW.3J-CONSULTING.COM

### CITY OF SHERWOOD, OREGON PERSONAL SERVICES CONTRACT CONTRACT ADDENDUM NO. 1.0 APRIL 23, 2021

This addendum is made and entered into by and between the **City of Sherwood (CITY)** and **3J Consulting, Inc. ("PROVIDER")** for the Sherwood Comprehensive Plan project.

This amendment modifies the Personal Services Contract between parties, initiated February 19, 2019. The original contract amount was \$199,966. The current contract amount is \$206,266. Contract Amendment #2 increases the contract by \$12,000 to a total amount of \$218,266.

This contract amendment increases the amended budget by \$12,000 for the production of the Comprehensive Plan document and additional support for the Adoption Proceedings, as described in Attachment A.

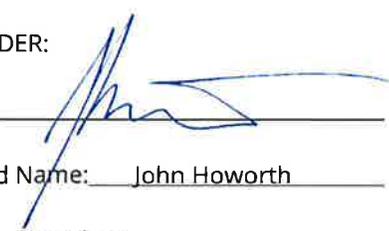
**The Total Fee shall be modified to reflect this Contract Addendum:**

Original Contract Amount	\$ 199,966
Contract Amendment #1 Increase	\$ 6,300
Current Contract Amount	\$ 206,266
Contract Amendment #2 increase	\$ 12,000
Revised Contract Amount	\$ 218,266

All other terms and conditions of the original contract shall remain in full force and effect.

Effective Date of Amendment: April 15, 2021, or upon final signature, whichever is later.

PROVIDER:

By:  \_\_\_\_\_

Printed Name: John Howorth

Title: President

Date: April 23, 2021

CITY:

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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**Sherwood 2040 Comprehensive Plan**  
*Scope of Work and Budget Addendum – updated April 23, 2021*

**Task 1. Project Management**

3J will participate in (4) additional bi-weekly PMT calls and (2) additional project team coordination meetings during document project and adoption proceedings, as needed.

*Deliverables: (4) PMT calls, agendas, follow-up notes and (2) project team coordination meetings and follow-up notes*

*Timeline: April-June 2021*

**Task 2. Comprehensive Plan Production**

3J will review and finalize the goals and policies across the six Comprehensive Plan blocks, checking for clarity, repetition, and overall organization. We will identify any new content for the document and prepare an introduction and summary of outreach. We will develop a graphic template and organize and package all materials for formatting into InDesign. 3J will review the preliminary draft and complete up to (3) rounds of revisions based on City Council and Planning Commission feedback. InDesign and PDF versions of the final document will be packaged for transmittal to the City.

*Deliverables: Review of Final Policies, Develop Introduction and Outreach Summary narrative, Document Production, up to (4) rounds of revisions.*

*Timeline: April-July 2021*

**Task 3. Adoption**

3J will present a final draft of the Comprehensive Plan at (4) worksessions and (2) hearings for the Planning Commission and City Council.

*Deliverables: Prepare and present at up to (4) Planning Commission/City Council worksessions and (2) Planning Commission/City Council hearings*

*Timeline: May-July 2021*



**Budget**

Sherwood Comprehensive Plan Update CA #2	AM	Expense	3J Subtotal	TOTAL
	\$140			
<b>Tasks</b>	<b>8</b>	<b>\$0</b>	<b>\$1,120</b>	<b>\$1,120</b>
<b>1. Project Management</b>	<b>8</b>	<b>\$0</b>	<b>\$1,120</b>	<b>\$1,120</b>
PMT calls	4		\$560	\$560
Project Coordination/Team Meeting	4		\$560	\$560
<b>2. Comprehensive Plan Production</b>	<b>49</b>	<b>\$0</b>	<b>\$6,860</b>	<b>\$6,860</b>
Review Final Policies	10		\$1,400	\$1,400
Develop Additional Content	12		\$1,680	\$1,680
Graphics and Materials	9		\$1,260	\$1,260
Document Revisions (4)	22		\$3,080	\$3,080
<b>3. Adoption (6)</b>	<b>24</b>	<b>\$100</b>	<b>\$3,460</b>	<b>\$3,460</b>
<b>Total Hours</b>	<b>85</b>	<b>-----</b>	<b>85</b>	<b>-----</b>
<b>Total Fees</b>	<b>\$11,900</b>	<b>\$100</b>	<b>\$12,000</b>	<b>\$12,000</b>

