



RESOLUTION 2022-058

AUTHORIZING THE CITY MANAGER TO SIGN A PROFESSIONAL SERVICES CONTRACT WITH KPFF CONSULTING ENGINEERS FOR 100% DESIGN LEVEL OF THE HWY99W PEDESTRIAN OVERCROSSING

WHEREAS, the Hwy99W Pedestrian Overcrossing project is in the City's 20-Year Capital Improvement Plan (CIP) (P-27, Highway99W Grade Separated Crossing; and

WHEREAS, this is a high priority Council project; and

WHEREAS, the has determined that a 100% design level effort is appropriate for completion of this high priority City project; and

WHEREAS, in October of 2021, KPFF Consulting Engineers was contracted to perform 30% Design Level engineering work on the project with the intent to establish bridge alignment and style, estimation of design completion costs and construction costs, and initiate permitting processes with outside jurisdictional agencies impacted by the project; and

WHEREAS, in July 2022, KPFF Consulting Engineers completed the 30% Design Level contract work with the submittal of project documents and reports; and

WHEREAS, under ORS 279C.115 - Direct contracts for services of consultants:

- (1) As used in this section, "consultant" means an architect, engineer, photogrammetrist, transportation planner or land surveyor.
- (2) 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.
- (3) A contracting agency may adopt criteria; and

WHEREAS, the proposed 100% Design Level engineering services described consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier 30% Design Level contract with KPFF Consulting Engineers that was awarded under rules adopted under ORS 279A.065 and the new contract is a continuation of the project; and

WHEREAS, KPFF Consultation Engineers has submitted a Scope of Work (attached as Exhibit A) and a Fee Schedule (attached as Exhibit B) with a submitted Professional Services Contract amount of \$1,682,170.00; and

WHEREAS, City staff is recommending a 10% contingency (\$168,217.00) be included for unforeseen conditions which would need to be included in the 100% design level work effort; and

WHEREAS, the City Manager would be authorized to amend the Profession Services Contract via change orders up to the limit of the contingency amount noted above; and

WHEREAS, the total project funding amount will be \$1,850,387.00 which is within the Fiscal Year 2022-2023 \$5.0 million Sherwood URA Fund allocation and the \$2.0 million State Lottery Fund allocation.

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

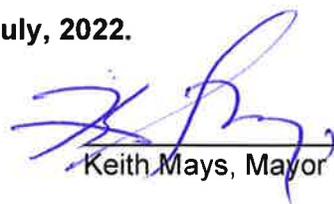
Section 1. The City Manager is authorized to sign a Professional Services Contract with KPFF Consulting Engineers, for design of the Hwy99W Pedestrian Overcrossing project, in conformance with the approved Scope of Work (attached as Exhibit A).

Section 2. The Professional Services Contract with KPFF Consulting Engineers shall be in the amount of \$1,682,170.00, in conformance with the approved Fee Schedule (attached as Exhibit B).

Section 3. The City Manager is authorized to amend the Professional Services Contract with KPFF Consulting Engineers up to a contingency amount of \$168,217.00 (10% of the Professional Services Contract amount), via the Change Order approval process for unforeseen conditions which need to be included in the design.

Section 4. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 19th day of July, 2022.



Keith Mays, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder

**CITY OF SHERWOOD, OREGON
99W PEDESTRIAN CROSSING
PROJECT NO. 334
PROFESSIONAL ENGINEERING SERVICES
PHASE 2 - FINAL ENGINEERING AND PERMITTING
STATEMENT OF WORK (SOW)**

PROJECT DESCRIPTION

The City has contracted with KPFF (Consultant) for preliminary design services associated with developing alternatives and selection of a preferred alternative for a new pedestrian crossing over Hwy 99W, SW Elwert Road and SW Kruger Road. Work completed under our original contract dated October 8, 2021, as amended through change orders has included:

- Completion of predesign survey to support design efforts.
- Development and analysis of alternative alignments to assist in determining preferred alternatives.
- Geotechnical engineering services.
- Preliminary permitting and utility coordination.
- Public involvement.
- Development of 30% plans and estimates of the preferred alternative.

The City has requested that Consultant provide a SOW and Fee Estimate to continue design of the preferred alternative documented in the 30% submittal to complete final engineering, permitting and bid services. Services during construction are not included at this time but may be negotiated as an amendment to this contract.

PROJECT TEAM

KPFF will provide the following services for this project:

- Project Management and Administration.
- Surveying and Mapping Services.
- Civil Engineering.
- Structural Engineering (retaining walls, stairs and bridge and its supports).
- Utility Coordination.
- Environmental Permitting.

The following team member firms will provide services as subconsultants to KPFF for this project:

- **GreenWorks PC** will provide landscape architecture services.
- **DKS** will provide traffic engineering and lighting design services.
- **GRI** will provide geotechnical engineering services.
- **Epic Land Solutions** will provide right-of-way acquisition support services.
- **JLA Public Involvement** will provide public involvement services.
- **Architectural Applications P.C.** will provide bridge architecture design services.
- **Biella Lighting** will provide architectural lighting design services.
- **Pacific Habitat Services** will provide wetland delineation and Natural Resource Assessment services.

CITY OF SHERWOOD RESPONSIBILITIES

The following elements of work will be provided by the City:

- Provide a project manager who is responsible for coordination between Consultant and City staff/Elected Officials.
- Participate in project meetings and City Council work sessions and meetings.
- Participate in discussions with Washington County and ODOT representatives.
- Participate in discussions with franchise utility providers.
- Review Consultant's progress reports and process invoices.
- Provide timely review and comment on reports, drawings and specifications submitted by Consultant to City for review and approval.
- Consolidate all review comments from City staff and submit to Consultant.
- Conduct stakeholder engagement activities.

ASSUMPTIONS

- Design work will be based on 30% design developed through Consultant's prior work.
- Designs shall comply with all local, state, and federal codes, standards, and requirements.

EXCLUSIONS

The following items are excluded from the consultant's scope of work:

- Construction services.

EXHIBITS

The following exhibits are incorporated into this SOW by this reference:

- Exhibit B: Fee Schedule

TASKS

Consultant shall complete the following tasks and provide the following deliverables according to the delivery schedules as indicated and listed below.

TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION

Consultant shall continue to provide the management, coordination, and direction to the Project Team throughout the duration of the Project including the following:

- 1.1 Project Coordination:** Consultant shall coordinate with the City Project Manager and City staff as needed throughout the duration of the project. Coordination will occur via telephone communication, written correspondence, e-mail, and meetings.
- 1.2 Meetings:** Consultant shall schedule, prepare for, attend, and document meetings through the Project duration. Meetings include Team Meetings, and Agency Coordination Meetings.
 - **Team Meetings:** Consultant shall schedule, prepare for, attend and document up to twelve (12) Team Meetings with City staff to review work-in-progress and to address and resolve Project issues as they are encountered. This will include up to four (4) in-person meeting at the City offices (three (3) hours including travel) and eight (8) additional virtual meetings (one (1) hour each). Additional Team Meetings will be necessary during subsequent design phases and construction.

- **Agency Coordination Meetings:** Consultant shall prepare for, attend and document up to a total of six (6) virtual meetings (one (1) hour each) with ODOT, Washington County and/or Clean Water Services to identify and address agency requirements.

1.3 Project Schedule: Consultant shall develop an updated project schedule defining key milestones and points of input from the City. After Project Schedule has been reviewed and approved by the City Project Manager, the Consultant shall monitor the project schedule for the duration of the contract and shall provide updated project schedules that reflect changes in the project and that track progress on work completed.

1.4 Monthly Invoices and Progress Reports: Consultant shall prepare monthly billing invoices in a format approved by the City Project Manager. Monthly project status reports to identify work completed and identify ongoing and upcoming work items and any issues/concerns.

Task 1 Deliverables: Consultant shall provide the following to City:

- Maintenance and records of coordination activities and decisions made, and copies of documentation to City Project Manager as requested.
- E-mail/memo and phone call updates.
- Meeting agendas for project meetings.
- Meeting minutes and action items for project meetings.
- Project schedule that shows appropriate milestones for the Project including intermediate and final submittal dates for design documents and key decision points.
- Updates of the Project schedule as needed to reflect changes in the Project and track progress on work completed.
- Monthly invoices and progress/status reports.

TASK 2 – RESEARCH & DATA GATHERING (Task Completed)

TASK 3 – PREDESIGN SURVEY

Consultant shall complete the following additional survey services during Final Design:

- Prepare legal descriptions and sketch map exhibits for property acquisitions for up to (2) properties.
- Provide supplementary survey services and base mapping as needed to support Final Design. Budget includes up to an additional 40 hours of field time and 40 hours of office time.

Task 3 Assumptions and Clarifications:

- Access to the site is provided to KPFF crews.

Task 3 - Deliverables: Consultant shall provide to the City:

- Legal Descriptions and Exhibits for acquisitions.
- Updated / supplemental base mapping

TASK 4 –ALTERNATIVES ANALYSIS (Task Completed)

TASK 5 – PRELIMINARY DESIGN (30%) (Task Completed)

TASK 6 - GEOTECHNICAL ENGINEERING

Consultant shall provide additional geotechnical engineering support for Final Engineering including:

- Consultant shall provide geotechnical consultation for final design including review of geotechnical aspects of the project plans and specifications. Consultant shall incorporate review comments in the advanced submittals.
- If appropriate, GRI will revise geotechnical recommendations provided in 30% design geotechnical report

TASK 6 Deliverables: *Consultant shall provide the following to the City:*

- *Revised draft and final geotechnical reports if required*

ASSUMPTIONS:

- *GRI will review geotechnical related portions of specifications prepared by others. GRI will not prepare new specification sections.*

TASK 7 – PRELIMINARY PERMITTING MEMO (Task Completed)

TASK 8 – PUBLIC INVOLVEMENT

8.1 Open Houses: Consultant will conduct one in-person or virtual public open house during this phase of the work. The purpose of the event is to share the updated design plans, get feedback, and answer questions with a specific focus on soliciting input relative to artwork and lighting design coordination.

For the event, JLA will:

- Develop an event plan.
- Create a comment form and/or create a mechanism for receiving public comments.
- Provide promotional content for the City to distribute on their website and through their social media and email channels.
- Host the event, including set-up and tear down, if in person, and creating a web platform and survey questions if virtual.
- Write an event summary.
- Provide a print version of the survey for the City to distribute or make available to residents as needed.

In person open houses will be attended by Consultant PM, Civil and Structural Engineering Leads, Landscape Architect, and JLA public involvement staff.

8.2 City Council Presentations: Consultant will facilitate up to two City Council work session presentations and one City Council regular public session. The purpose of the presentations is to show design updates and share what was heard during the in-person and/or virtual public open houses.

For each presentation, JLA will:

- Assist KPFF with presentation materials.
- Present the community engagement feedback we heard at the open houses.

8.3 Public Art Outreach: JLA will coordinate efforts for public outreach on bridge art ideas following 60% design. City staff will lead the process for the ultimate selection of the artist. The goal is for the art to foster a deeper level of community investment and pride in the new bridge.

JLA will:

- Coordinate and facilitate up to 3 virtual or in-person meetings with the Arts Advisory Committee for up to 2 hours each and write agendas and meeting summaries.
- Coordinate and facilitate up to two in-person or virtual community meetings to show lighting and art examples on other bridges and solicit the community's feedback on theme, type, and location of art. Write event plans and meeting summaries.

- Write advertising content for the virtual community meetings via a press release, social media platforms, utility billing, the Sherwood Gazette, and school district and City email channels.

8.4 Project Sign: JLA will design and coordinate sign production for up to 4 project sign updates during this phase.

8.5 Meeting Attendance: One JLA staff person will attend up to (3) additional project team meetings, as needed, to keep informed about the project and bring a community engagement perspective to the group.

8.6 Site Renderings: Consultant shall prepare renderings to assist with maintaining public support for the project. These efforts will include:

- Fly drone to gather images to produce a photogrammetry model that will add additional site context that was not surveyed, including the school and adjacent neighborhoods.
- Photogrammetry model will be inserted into the final perspective 3D rendering of the bridge.
- Develop (3) Perspective 3D renderings indicating final bridge design, landings, and proposed finish materials.

Task 8 Assumptions:

- *If it is an in-person online open event or in-person community meetings, the City will help identify a location, most likely in a City-owned facility, that is free of charge.*
- *The City will be invoiced for sign production and delivery.*
- *City will form the Arts Advisory Committee representing 7-10 stakeholder interest groups.*

Task 8 Deliverables: Consultant shall provide:

- *Public event with documentation.*
- *Create a print version of any online survey.*
- *Promotional content for social media.*
- *City Council presentation materials.*
- *Creation of Public Art Plan.*
- *(3) Perspective site renderings of bridge showing area context.*

TASK 9 – PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)

Upon completion of the preliminary design and receipt of the comments from City, Consultant shall complete the final design that shall include 60%, 90%, DRAFT 100% and FINAL PS&E submittals.

Consultant shall coordinate submittals with the City and update the plans in response to City review comments at each design review stage.

Subtasks to be completed include:

9.1 Civil Engineering: Consultant shall:

- Further develop and refine design of civil engineering items including:
 - Horizontal and vertical alignments for pathways and the proposed bridge.
 - Pathway plans and profiles.
 - Site grading.
 - Stormwater management facilities.
 - Relocation of water facilities as required for the proposed construction.
 - Erosion and sediment control.
 - Identification of right-of-way and easement needs.

- Develop Plans, Specifications and Estimates for the items identified above at 60%, 90%, DRAFT 100% and FINAL levels of completion.

9.2 Structural Engineering: Consultant shall:

- Further develop and refine design of structural engineering items including:
 - Bridge structures, guardrails, and foundations
 - Structured bridge approaches including elevated walkways and stairs and their supports
 - Retaining walls necessary for support of bridge approaches and landscaping areas
- Develop Plans, Specifications and Estimates for the items identified above at 60%, 90%, DRAFT 100% and FINAL levels of completion.

9.3 Bridge Architecture: Consultant shall:

- Prepare overall design and details for major structural elements, details, railings, bents and other aspects in collaboration with Structural Engineering consultant.
- Prepare overall landing / approach design including materials and details in collaboration with Landscape Architecture consultant.
- Prepare options for lighting design, coordinate light fixture types, locations and mounting details with Lighting Design consultant
- Coordinate lighting design details with Electrical Engineering consultant.
- Prepare information to be included on the following sheets by other consultants:
 - Bridge plans, elevations, details
 - Bridge railing details
 - Bridge approach plans, elevations, details
 - Lighting plans and details
 - Bent Details
 - Bridge Structural Tie Detailing and Coordination

9.4 Landscape Architecture: Consultant shall:

- Further develop and refine design of landscape architectural items including:
 - Site material and layout design of entry-related landing site elements connected to the bridge such as paving, stairs, walls, and site furniture.
 - Planting and irrigation design associated with all bridge work, including stormwater facilities, restoration of existing planting areas, and ornamental planting zones.
- Develop Plans, Specifications and Estimates for the items identified above at 60%, 90%, DRAFT 100% and FINAL levels of completion.

9.5 Traffic Engineering and Lighting: Consultant shall:

- Prepare 60%, 90%, DRAFT 100% and FINAL signing and pavement marking plans based on selected wayfinding sign type for pedestrian access routes to/from bridge structure including proposed sign legends and sign supports information as well as pavement markings for the multi-use pathway across the bridge. Only roadway signing and pavement markings impacted by the project within the project footprint to be documented on plans for repair/replacement, if needed. This task includes development of the following items for review:
 - Two (2) Signing & Pavement Marking Plan Sheets (1"=40').

- Two (2) Detail Sheets (NTS).
- Wayfinding signage beyond project footprint is not included as part of this task.
- Prepare 60%, 90%, DRAFT 100% and FINAL lighting plans for the preferred lighting design alternative that includes pedestrian scale lighting along the access routes to the bridge structure and decorative bridge lighting across the structure itself. Design to be coordinated with Bridge Architecture and Bridge Lighting consultants and to include independent lighting control systems for pedestrian scale lighting and decorative bridge lighting. Lighting control systems to feature remote control from City Public Works facilities. This task includes development of the following items for review:
 - One (1) Legend Sheet (NTS).
 - Two (2) Lighting Plan Sheets (1"=20').
 - Four (4) Detail Sheets (NTS).
 - Lighting Analysis using AGI 32 software and the selected light fixtures for the multi-use path to confirm functional light level targets.
 - Bridge lighting analysis results provided by Bridge Lighting consultant to be included on the plans;
 - Lighting plans to include electrical conduit and junction boxes for security camera system. Security cameras, mounting locations, wiring and associated equipment to be provided by the City..
 - No lighting analysis memorandum will be prepared.
 - Roadway lighting analysis and lighting design beyond the limits of the improvements are not included in this task.
- Prepare 60%, 90%, DRAFT 100% and FINAL temporary traffic control plans for construction of foundations, retaining walls, stair structures, access paths, bridge spans, etc. Plans to include temporary pedestrian routing concepts where applicable. Preparation for and attendance at one (1) meeting with the MAC, including preparation meetings with ODOT Region 1 staff, is included. This task includes development of the following items for review:
 - Three (3) Detour Plan Sheets (1"=100').
 - Eight (8) Temporary Traffic Control Plan Sheets (1"=40').
 - ODOT Mobility Considerations Checklist (MCC) and Work Zone Decision Tree (WZDT).
 - Temporary traffic control design for bridge delivery to project site is not included as part of this scope of services.
 - Development of an ODOT Traffic Management Plan (TMP) is not included as part of this task.

9.6 Bridge Lighting: Consultant shall:

- Develop three individual bridge and approach lighting concepts for review by the City of Sherwood.
- Develop the preferred concept as agreed with the City of Sherwood into a final lighting design in coordination with Bridge Architecture consultant.
- Confirm lighting design performance and compliance with all regulatory requirements, including the use of digital simulation where necessary.
- Coordinate all light fixture types, light fixture mounting details, and other information with lighting manufacturers.
- Provide lighting plan information for inclusion on lighting design sheets produced by Traffic Engineering and Lighting consultant.
- Create documentation showing regulatory compliance.

- Prepare the following information for review:
 - Light Fixture Cut Sheet package
 - Lighting design performance documentation where required

9.6 Deliverables: Consultant shall provide to the Agency:

- Lighting levels assumptions summary for each space type (either in color coded plan diagram or narrative format) in PDF
- Lighting concepts during DD phase
- A set of marked up PDF lighting plan layout/s for each milestone (not all drawings might be appropriate / available for each set) in PDF:
 - 60% Design, 90% Design
 - Lighting details markups / coordination with the architect and structural engineer, if applicable
- Review / redlines of Draft 100% set
- Review / redlines of Final 100% set
- Lighting schedule in Excel and or PDF format
- Product cutsheets in PDF
- Light level study in PDF or DWG format for client's review, if required

9.7 Final Plans:

Based on City's feedback on the 30% submittal, Consultant shall prepare final design plans for 60%, 90%, DRAFT 100% PS&E and FINAL deliverables including the following:

- Develop 60% Plans incorporating response to City's 30% review comments.
- Incorporate additional sheets and details to the 30% plans to refine the design
- Submit 60% Plans for City review.
- Incorporate 60% plan review comments and submit 90% plans to Agency for review.
- Incorporate additional details to the plans including curb ramp grading details.
- Incorporate 90% plan review comments and submit DRAFT 100% plans to Agency for review.
- Incorporate Draft Final plan review comments and submit Stamped and Signed Final Plans to Agency for construction contract advertisement.
- Respond to and update the plans as a result of review comments at each design review stage.

Plan List

TITLE	60%	90%	Draft 100%	Final
Civil				
Cover Sheet	X	X	X	X
Standard Notes	X	X	X	X
Existing Conditions Plan	X	X	X	X
Horizontal Control Plan	X	X	X	X
Construction Staging Plans (6 sheets)	X	X	X	X
Trail Plans and Profiles (5 sheets)	X	X	X	X

Drainage Plans and Profiles (5 sheets)	X	X	X	X
Typical Sections (1 sheet)	X	X	X	X
Civil Details (3 sheets)	X	X	X	X
Erosion and Sediment Control Notes	X	X	X	X
Erosion and Sediment Control Plan	X	X	X	X
Erosion and Sediment Control Details	X	X	X	X
Structural				
Plan and Elevation	X	X	X	X
General Notes	X	X	X	X
Typical Sections	X	X	X	X
Bridge Geometry	X	X	X	X
Bridge Construction Sequence (X sheets)	X	X	X	X
Foundation Data	X	X	X	X
Foundation Plan	X	X	X	X
Micropile Details	X	X	X	X
West Abutment Details (2 sheets)	X (1)	X	X	X
Bent 1 Details (4 sheets)	X (1)	X	X	X
Bent 2 Details (4 sheets)	X (1)	X	X	X
Bent 3 Details (4 sheets)	X (1)	X	X	X
Bent 4 Details (4 sheets)	X (1)	X	X	X
Bent 5 Details (4 sheets)	X (1)	X	X	X
East Approach Foundation Plan	X	X	X	X
East Approach Foundation Details (2 sheets)	X (1)	X	X	X
Span 1 – Plan and Elevation	X	X	X	X
Span 2 – Plan and Elevation	X	X	X	X
Span 3 – Plan and Elevation	X	X	X	X
Span 4 – Plan and Elevation	X	X	X	X
Span 5 – Plan and Elevation	X	X	X	X
Steel Details (7 sheets)	X (2)	X (4)	X	X
East Approach Plan and Elevation	X	X	X	X
East Approach Bent Elevations	X	X	X	X
East Approach Details (3 sheets)	X (1)	X (2)	X	X
Stair Plan and Elevation	X	X	X	X
Stair Details (3 sheets)	X (1)	X (2)	X	X
Deck Plans at Bents (2 sheets)	X	X	X	X
Deck Details at Bents	X	X	X	X
Bridge Rail Key Plan and Elevation	X	X	X	X
Bridge Rail Details (4 sheets)	X	X	X	X

Miscellaneous Details (2 sheets)	X	X	X	X
Utility Support Details		X	X	X
Retaining Wall General Notes	X	X	X	X
Retaining Wall Loading Sections	X	X	X	X
Earthwork Measurement and Payment at Walls	X	X	X	X
Wall Plans and Elevations (3 sheets)	X	X	X	X
Wall Details (4 sheets)	X (1)	X (3)	X	X
Landscape Architecture				
Irrigation Plans (6 sheets)	X	X	X	X
Irrigation Details (3 sheets)	X	X	X	X
Planting Plans (6 sheets)	X	X	X	X
Planting Details (2 sheets)	X	X	X	X
Materials Plans (5 sheets)	X	X	X	X
Materials Details (3 sheets)	X	X	X	X
Traffic				
Detour Plans	X	X	X	X
Temporary Traffic Control Plans	X	X	X	X
Signing & Pavement Marking Plans	X	X	X	X
Signing & Pavement Marking Details	X	X	X	X
Lighting				
Lighting Legend and Notes	X	X	X	X
Lighting Plans	X	X	X	X
Lighting Details		X	X	X

9.8 Engineer's Estimate

Consultant shall update quantity take-offs and Engineer's Estimates prepared for the 30% submittal, for the 60%, 90%, DRAFT 100% and FINAL deliverables. Estimates will include narrative explaining assumptions and contingencies.

9.9 Technical Specifications

Consultant shall prepare Special Provisions with the 60%, 90%, DRAFT 100% and FINAL deliverables consistent with the approved specification index completed as a part of the preliminary design.

9.10 Construction Schedule

Consultant shall prepare a schedule outlining anticipated construction sequencing and durations to assist with setting construction duration in the contract documents. This schedule will be included

with the 90% submittal. Updates to the construction schedule will be included with the DRAFT 100% and FINAL deliverables

9.11 Quality Control Check

Consultant shall conduct QC review of PS&E documents at each stage of development prior to submittal to the City.

9.12 Design Review and Comments Log

Consultant shall record and track comments and issues as they arise through each review cycle and monitor through resolution. The logs will include the name of person making the comment, sheet number, action taken and reason. Consultant shall work with the City Project Manager to identify appropriate City/Agency staff to resolve or help in decision-making.

Task 9 Deliverables: Consultant shall provide to the Agency:

- 60% PS&E Submittal including the following:
 - 60% Plans in Adobe Acrobat (.PDF) format
 - 60% Engineer's Estimate of Construction Costs in MS Excel and PDF formats
 - 60% Special Provisions in MS Word format
- 90% PS&E Submittal including the following:
 - 90% Plans in Adobe Acrobat (.PDF) format
 - 90% Engineer's Estimate of Construction Costs in MS Excel and PDF formats
 - 90% Special Provisions in MS Word format
- DRAFT 100% PS&E Submittal including the following:
 - DRAFT 100% Plans in Adobe Acrobat (.PDF) format
 - DRAFT 100% Engineer's Estimate of Construction Costs in MS Excel and PDF formats
 - DRAFT 100% Special Provisions in MS Word format
- FINAL PS&E Submittal including the following:
 - 100% Stamped and Signed Plans in Adobe Acrobat (.PDF) format
 - 100% Engineer's Estimate of Construction Costs in MS Excel and PDF formats
 - 100% Special Provisions in MS Word format w/ Stamped Specification Cover Sheets in PDF format
- Construction Schedule in PDF format

TASK 10 – UTILITY COORDINATION

Consultant shall provide utility coordination services for the Project. Consultant shall identify potential overhead and underground utility conflicts related to the proposed improvements and coordinate with the affected utilities during the design phase of the project. In completing this work, Consultant will:

- Update utility conflict maps and matrices with each submittal.
- Develop initial notification letters to potentially affected private and public utility providers (including ODOT) based on the 30% design. Letters will be formatted for printing on City letterhead and for City signature. Letters will include PDF drawings, Consultant's initial assessment of potential conflicts and relocations, and an estimated construction start date. Letters will also include a request for utility coordination site meeting. City will distribute the letters, collect comments from utility providers, and forward applicable comments to Consultant.

- Schedule, coordinate, and conduct one site meeting with affected utility providers, relevant Consultant staff, and relevant City staff.
- Schedule, coordinate, and conduct up to 8 (total) utility coordination meetings. Meetings will be held virtually, will be up to 1 hour in duration, and will include up to three consultant staff.
- Develop final utility notification letters based on the 60% design, following the same formatting and process as the initial utility notification letters.
- Update utility notification letters based on the 90%, Draft 100%, and FINAL submittals if necessary.

Task 10 Deliverables: *Consultant shall provide*

- Utility conflict maps and matrices with the 60%, 90%, Draft 100%, and FINAL submittals
- Initial utility notification letters based on the 30% submittal
- Agendas and meeting notes for utility coordination meetings
- Final utility notification letters based on the 60% submittal

TASK 11 – RIGHT-OF-WAY AND REAL PROPERTY ACQUISITION SERVICES

Consultant will provide ROW process following State of Oregon’s Right of Way Manual and the Contractor Service Guide. It is assumed a total of 1 acquisition file is required for the project.

11.1 Preliminary Activities

Consultant will complete right-of-way research (preliminary title reports) as needed to locate and identify existing easements and property ownership. Upon receipt of authorization to proceed with ROW Acquisition, Consultant shall set up ROW parcel files and deliver a General Information Notice (GIN), acquisition and relocation brochures, and a copy of the applicable portion of the ROW Acquisition map (marked Preliminary and showing the right of way to be acquired) to all owners and occupants of affected properties where a taking and damages or value finding appraisal will be conducted (1 file). Consultant shall mail GINs via certified mail. Consultant shall use City GIN form. Consultant shall email a copy of each GIN as a separate file to the City.

Consultant shall prepare and maintain a Diary of Personal Contact for each file. The Diary of Personal Contact must include dates associated with the mailing of the GIN in addition to the date, place of contact, parties contacted, what was delivered and explained, and a summary of what was discussed, for all contact with affected property owners and/or their representatives.

11.2 Appraisal & Appraisal Review

Taking and Damages appraisals shall be conducted by an Oregon State Certified Appraiser on one (1) identified property. Appraisal review will also be conducted by an independent appraiser, separate from the initial appraisal on two identified properties that are appraised. Consultant will provide copies of the appraisal and appraisal review to the City who will recommend Just Compensation based on the appraisal. Just Compensation shall be no less than the review appraisal amount.

All Valuations will be packaged for City review and Council Approval prior to authorizing the acquisition task.

11.3 ROW Acquisition

Consultant will draft all offer documents for the City’s approval. Once approved by City Council and just compensation is set by the City, Consultant will tender two offers in writing at the compensation shown in the appraisal review. Conveyances taken for more or less than the approved Just Compensation will require a statement justifying the settlement. Said statement will include the consideration of any property trades, construction obligations and zoning or permit concessions. All signed documents will be submitted to the City for signatures, recording, and payment. Consultant will complete a diary of contact for each property owner.

Assumptions

- There is a total of 1 parcel and 1 property owner (Sherwood High School).
- Consultant will make every attempt to present offers to property owner(s) in person, otherwise offers will be sent via certified mail.
- The City owns the YMCA property so no right of way services are needed from Epic on this property.
- Legal descriptions and drawings will be provided by others.
- The City will record documents and pay property owners.
- The City will determine a compensation threshold for title clearance.
- Any title and escrow fees related to closing will be discussed before being incurred and billed directly to the City.
- The appraisal is a taking and damages appraisal, and the appraisal review is a desk review. If a more complex valuation is needed, the scope and fee will be adjusted accordingly.
- If relocation is needed, the scope and budget will be revised accordingly.
- If condemnation support is needed, the scope and budget will be revised accordingly.
- Epic’s fees are valid for 120 days in the case of a project delay.
- Epic’s rates will increase 3% annually.
- There is no ODOT oversight or RITS on this project.

TASK 12 – PERMITTING

12.1 – ODOT / County / City Permits

Consultant will develop application materials for all permits necessary for the construction of the project. It is anticipated that permits may be necessary from the following jurisdictions:

- City of Sherwood
- Oregon Department of Transportation (ODOT)
- ODOT MAC - Preparation for and attendance at one MAC meeting to gain approvals for temporary impacts.
- Washington County
- Clean Water Services
- Oregon Department of Environmental Quality (1200C permit)

Consultant will provide application materials for City signature and submittal. City will pay all applicable application fees.

12.1 Deliverables (electronic):

- Permit application forms and supporting documentation

12.2 - Environmental Documentation and Permitting:

Consultant shall complete the following efforts relative to gaining required approvals from resource agencies:

- Conduct wetland delineation and Natural Resource Assessment (PHS)
- Prepare wetland delineation report and gain concurrence from Oregon Department of State Lands (PHS)
- Prepare Natural Resource Assessment report and gain Service Provider Letter from Clean Water Services (PHS)
- City of Sherwood Street Tree Removal Permit Application (GW)
- Arborist Report indicating trees to be removed and protected. Trees adjacent to the bridge and landing will be assessed for safety. (GW)
- Coordinate with consultant team and permitting agencies to confirm environmental permitting needs as project progresses.

12.2 Deliverables (electronic):

- Draft and Final wetland delineation report (PHS)
- Draft and Final Natural Resource Assessment report (PHS)
- Street Tree Removal Permit Application (GW)
- Arborist Report and Tree Assessment (GW and ISA Certified Arborist)
- Email confirmation of environmental permitting needs.

C12.3 Joint Permit Application (JPA) (Contingency Task):

If determined that the project will directly affect State wetlands and if approved by the City, Consultant shall prepare a JPA (for Oregon Removal/Fill Permit).

12.3 Deliverables (electronic):

- Draft and Final Joint Permit Application (for Oregon Removal/Fill Permit)

Assumptions:

- There will not be a federal nexus on this project (no impacts to Corps-jurisdictional wetlands and no federal funding). If there is a federal nexus, additional permitting and documentation will be required which can be added via an Additional Services Request.
- No other local environmental permits will be required.
- Neither Stream Functional Assessment Method (SFAM) nor Oregon Rapid Wetland Assessment Protocol (ORWAP) will be required.
- If any wetland mitigation is required, it can be satisfied by the purchase of mitigation bank credits, in-lieu fee, payment-in-lieu, or a combination of these methods.
- No mitigation plan will be required.
- Any/all mitigation costs will be paid by others.

- All agency permitting/review fees will be paid by others.
- Construction and post-construction permit compliance and reporting services are not included.
- No local or FEMA floodplain permitting is required.

TASK 13 – BIDDING SERVICES

The city will provide the front-end documents for the Request for Proposals for construction and will perform the bid release through the DJC. Consultant shall provide special specifications docs including bid tab sheet(s).

Consultant shall respond to questions from prospective Construction Contractors (CCs) and suppliers regarding the Plans and Special Provisions that are fielded by the City. Responses to questions will be in writing and forwarded to the Agency for distribution within one (1) business day from the time a question is submitted by a CC.

Consultant shall, during the bidding process, manage the communications with CCs and suppliers in a manner that provides that no CC or supplier is provided with information that could provide a bidding advantage or disadvantage. Consultant shall prepare a written log to document conversations and questions asked by CCs and/or suppliers and the answers provided in response. Consultant shall prepare a summary of the communications at the close of the bidding period.

Consultant shall prepare an addendum to the bid documents as required during the bidding process. An allowance for supporting up to three (3) bid addendum is provided in the estimated budget for this SOW.

Consultant shall attend a prebid meeting, attend the bid opening, support city staff, conduct the bid submittal analysis and make recommendation for award.

Task 13 Deliverables: Consultant shall provide:

- Written log of conversations, questions, and answers. Responses to questions must be forwarded to the City for distribution within one (1) business day from the time that a question is received by Consultant.
- Up to three (3) addendum determined to be necessary and appropriate including text and plan revisions, due as scheduled by the City.
- Agenda and meeting minutes for Prebid meeting
- Documentation of bid analysis
- Recommendation for award.

EXHIBIT B

City of Sherwood - Public Works Department
 Hwy 99W Pedestrian Crossing Project

**Summary of Estimated Fees for Engineering Services
 PHASE 2 - Final Engineering**

KPFF, Inc.
 7/6/2022

Summary - Labor & Expenses by Firm

Work Item	KPFF Civil	KPFF Survey	KPFF Structural	A2	Biella Lighting	DKS	Epic Land Svcs	GRI	GreenWorks	JLA	Pacific Habitat Services	Subtotal
TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION	\$ 40,942	\$ -	\$ 10,860	\$ 1,560	\$ -	\$ 7,765	\$ -	\$ 2,162	\$ 6,510	\$ -	\$ 740	\$ 70,539
TASK 2 - RESEARCH & DATA GATHERING	<i>Task Complete</i>											
TASK 3 - PREDESIGN SURVEY	\$ -	\$ 16,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,560
TASK 4 - ALTERNATIVES ANALYSIS	<i>Task Complete</i>											
TASK 5 - PRELIMINARY DESIGN (30%)	<i>Task Complete</i>											
TASK 6 - GEOTECHNICAL ENGINEERING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,280	\$ -	\$ -	\$ -	\$ 15,280
TASK 7 - PRELIMINARY PERMITTING MEMO	<i>Task Complete</i>											
TASK 8 - PUBLIC INVOLVEMENT	\$ 24,376	\$ -	\$ 8,500	\$ 17,200	\$ -	\$ -	\$ -	\$ -	\$ 11,130	\$ 28,365	\$ -	\$ 89,571
TASK 9 - PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)	\$ 163,364	\$ -	\$ 786,900	\$ 45,500	\$ 22,720	\$ 132,830	\$ -	\$ 14,180	\$ 113,500	\$ -	\$ -	\$ 1,278,994
TASK 10 - UTILITY COORDINATION	\$ 17,483	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,483
TASK 11 - RIGHT-OF-WAY AND REAL PROPERTY ACQUISITION SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,895	\$ -	\$ -	\$ -	\$ -	\$ 14,895
TASK 12 - PERMITTING	\$ 21,534	\$ -	\$ 20,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,300	\$ -	\$ 17,630	\$ 72,984
TASK 13 - BIDDING SERVICES	\$ 21,996	\$ -	\$ 53,540	\$ -	\$ 960	\$ -	\$ -	\$ 2,730	\$ 1,250	\$ -	\$ -	\$ 80,476
Totals Non-Contingency Tasks :	\$ 289,696	\$ 16,560	\$ 880,320	\$ 64,260	\$ 23,680	\$ 140,595	\$ 14,895	\$ 34,352	\$ 145,690	\$ 28,365	\$ 18,370	\$ 1,656,782
Contingency Tasks												
C12.3 JOINT PERMIT APPLICATION (JPA)	\$ 25,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,388
Totals Contingency Tasks :	\$ 25,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,388
Totals:	\$ 315,083	\$ 16,560	\$ 880,320	\$ 64,260	\$ 23,680	\$ 140,595	\$ 14,895	\$ 34,352	\$ 145,690	\$ 28,365	\$ 18,370	\$ 1,682,170

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

KPFF Civil							Hours	Labor Cost	Expenses	Subtotals
\$234.39	\$191.25	\$165.00	\$136.89	\$119.06	\$168.77	\$103.11				
PIC	PM	Proj. Eng.	Designer	CADD	Sr. Env. Scientist	Proj. Admin.				

Non-Contingency Tasks

TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION

1.1 - Project Coordination	48						48	96	\$ 16,200		
1.2 - Meetings								0	\$ -		
Team Meetings (4, 3-hr in-person mtg and 8, 1-hr virtual mtgs)	20		20			6	20	66	\$ 11,063		
Agency Coordination Meetings (6, 1-hr virtual mtgs)	6		12			2	6	26	\$ 4,343		
1.3 - Project Schedule	12							12	\$ 2,813		
1.4 - Monthly Invoices and Progress Reports	12						36	48	\$ 6,525		
								0	\$ -		
Task 1 Subtotal:	98	0	32	0	0	8	110	248	\$ 40,942	\$ -	\$ 40,942

TASK 8 – PUBLIC INVOLVEMENT

8.1 - Open Houses (1 in-person or virtual)	4	4	4	16	12		4	44	\$ 6,394		
8.2 - City Council Presentations (2 work sessions, 1 public session)	18		12	24	12		6	72	\$ 11,532		
8.3 - Public Art Plan	8						4	12	\$ 2,288		
8.4 - Project Sign	4						4	8	\$ 1,350		
8.5 - Meeting Attendance								0	\$ -		
8.6 - Site Renderings	2		8	4	4			18	\$ 2,813		
								0	\$ -		
Task 8 Subtotal:	36	4	24	44	28	0	18	154	\$ 24,376	\$ -	\$ 24,376

TASK 9 – PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)

9.1 - Civil Engineering	40	60	160	160				420	\$ 69,153		
9.7 - Final Plans			120	120	160			400	\$ 55,277		
9.8 - Engineer's Estimate		12	48	40				100	\$ 15,691		
9.9 - Technical Specifications		4	40				8	52	\$ 8,190		
9.10 - Construction Schedule	4	16						20	\$ 3,998		
9.11 - Quality Control Check	16	4	8					28	\$ 5,835		
9.12 - Design Review and Comments Log	4		16	12				32	\$ 5,220		
								0	\$ -		
Task 9 Subtotal:	64	96	392	332	160	0	8	1052	\$ 163,364	\$ -	\$ 163,364

TASK 10 – UTILITY COORDINATION

Utility conflict maps and matrices with the 60%, 90%, Draft 100%, and FINAL submittals	2	4	24	24				54	\$ 8,479		
Initial utility notification letters based on the 30% submittal	2		6				2	10	\$ 1,665		
Agendas and meeting notes for utility coordination meetings	8		8	8			6	30	\$ 4,909		
Final utility notification letters based on the 60% submittal	2		4	8			2	16	\$ 2,430		
Task 10 Subtotal:	14	4	42	40	0		10	110	\$ 17,483	\$ -	\$ 17,483

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

KPFF Civil							Hours	Labor Cost	Expenses	Subtotals
\$234.39	\$191.25	\$165.00	\$136.89	\$119.06	\$168.77	\$103.11				
PIC	PM	Proj. Eng.	Designer	CADD	Sr. Env. Scientist	Proj. Admin.				

TASK 11 – RIGHT-OF-WAY AND REAL PROPERTY ACQUISITION SERVICES

Task 11 Subtotal:	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -
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TASK 12 – PERMITTING

12.1 - ODOT / County / City Permits	4	12	40	40			8	104	\$ 16,133		
12.2 - Environmental Documentation and Permitting								0	\$ -		
Wetland Delineation and Nat. Resource Assessment (NRA)							2	2	\$ 338		
Wetland Delineation Report / Gain concurrence							3	3	\$ 506		
NRA report and Service Provider Letter							3	3	\$ 506		
Tree Removal Permit Application							4	4	\$ 675		
Coordinate w/ team and agencies							20	20	\$ 3,375		
								0	\$ -		
								0	\$ -		
Task 12 Subtotal:	4	12	40	40	0	32	8	136	\$ 21,534	\$ -	\$ 21,534

TASK 13 – BIDDING SERVICES

Log of conversations, questions, and answers	2	8	12	12			8	42	\$ 6,446		
Up to three (3) addenda (as necessary)	3	6	12	24	12		3	60	\$ 8,854		
Attend prebid meeting	4	4						8	\$ 1,703		
Attend bid opening	4	4						8	\$ 1,703		
Conduct bid analysis and make recommendation	4	2	8	4			1	19	\$ 3,291		
								0	\$ -		
								0	\$ -		
Task 13 Subtotal:	17	24	32	40	12	0	12	137	\$ 21,996	\$ -	\$ 21,996

Non Contingency Totals:	233	140	562	496	200	40	166	1837	\$ 289,696	\$ -	\$ 289,696
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Contingency Tasks

C12.3 JOINT PERMIT APPLICATION (JPA)

Draft and Final Joint Permit Application (for OR Removal/Fill Permit)	2	8				58	94	6	168	\$ 25,388	
Contingency Task C12.3 Subtotal:	2	8	0	0	58	94	6	168	\$ 25,388	\$ -	\$ 25,388

Contingency and Non-Contingency Totals:	235	148	562	496	258	134	172	2005	\$ 315,083	\$ -	\$ 315,083
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Hwy 99W Pedestrian Crossing Project
PHASE 2
Survey

7/6/2022

Task #	Task Description	Hourly Rates						Labor Cost	Expenses
		PM	PLS	Proj. Surveyor	Survey Tech	Proj. Admin	2-Person Crew		
		\$235	\$180	\$130	\$110	\$100	\$185		
	Legal Descriptions / Sketch Map Exhibits								
			16		4			\$ 3,320	
	TOTALS	0	16	0	4	0	0	\$ 3,320	\$ -
	Supplementary Survey Services								
			8		40		40	\$ 13,240	
	TOTALS	0	8	0	40	0	40	\$ 13,240	\$ -
	PROJECT TOTAL:	0	24	0	44	0	40	\$ 16,560	\$ -

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

KPFF STRUCTURAL									
\$250.00	\$200.00	\$170.00	\$145.00	\$130.00	\$110.00	Hours	Labor Cost	Expenses	Subtotals
Principal	PM / Associate	Senior Engineer	Structural Designer	CAD/BIM Modeler	Administrative				

Non-Contingency Tasks

TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION

1.1 - Project Coordination							0	\$ -		
1.2 - Meetings							0	\$ -		
Team Meetings (4, 3-hr in-person mtg and 8, 1-hr virtual)	10	20	10				40	\$ 8,200	\$ 200	
Agency Coordination Meetings (6, 1-hr virtual mtgs)	3	6	3				12	\$ 2,460		
							0	\$ -		
Task 1 Subtotal:	13	26	13	0	0	0	52	\$ 10,660	\$ 200	\$ 10,860

TASK 8 – PUBLIC INVOLVEMENT

							0	\$ -		
8.1 - Open Houses							0	\$ -		
8.2 - City Council Presentations	8	8	8				24	\$ 4,960	\$ 100	
8.6 - Site Renderings			8		16		24	\$ 3,440		
							0	\$ -		
Task 8 Subtotal:	8	8	16	0	16	0	48	\$ 8,400	\$ 100	\$ 8,500

TASK 9 – PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)

							0	\$ -		
9.1 - Civil Engineering							0	\$ -		
9.2 - Structural Engineering	96	408	456	552		48	1560	\$ 268,440		
9.3 - Bridge Architecture							0	\$ -		
9.4 - Landscape Architecture							0	\$ -		
9.5 - Traffic Engineering and Lighting							0	\$ -		
9.6 - Bridge Lighting							0	\$ -		
9.7 - Final Plans	96	408	456	552	1224	48	2784	\$ 427,560		
9.8 - Engineer's Estimate	8	12	48	40			108	\$ 18,360		
9.9 - Technical Specifications	8	24	40	16		8	96	\$ 16,800		
9.10 - Construction Schedule	4	8	8	4			24	\$ 4,540		
9.11 - Quality Control Check	8	24	80	40	16		168	\$ 28,280		
9.12 - Design Review and Comments Log	40	40	16	8	8		112	\$ 22,920		
							0	\$ -		
							0	\$ -		
Task 9 Subtotal:	260	924	1104	1212	1248	104	4852	\$ 786,900	\$ -	\$ 786,900

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

KPFF
 7/6/2022

KPFF STRUCTURAL						Hours	Labor Cost	Expenses	Subtotals
\$250.00	\$200.00	\$170.00	\$145.00	\$130.00	\$110.00				
Principal	PM / Associate	Senior Engineer	Structural Designer	CAD/BIM Modeler	Administrative				

TASK 12 – PERMITTING

						0	\$ -		
12.1 - ODOT / County / City Permits	8	24	24	40	16	16	\$ 20,520		
12.2 - Environmental Documentation and Permitting						0	\$ -		
						0	\$ -		Task 12
Task 12 Subtotal:	8	24	24	40	16	128	\$ 20,520	\$ -	\$ 20,520

TASK 13 – BIDDING SERVICES

						0	\$ -		
Log of conversations, questions, and answers	8	24	24	16		8	\$ 14,080		
Up to three (3) addenda (as necessary)	8	24	40	40	48	12	\$ 26,960		
Attend PreBid Meeting	4	4					\$ 1,800		
Attend Bid Opening		4					\$ 800		
Conduct bid analysis	8	16	16				\$ 7,920		
Make recommendation for award	2	4	4				\$ 1,980		
						0	\$ -		Task 13
Task 13 Subtotal:	30	76	84	56	48	20	\$ 53,540	\$ -	\$ 53,540

Non Contingency Totals:	319	1058	1241	1308	1328	124	\$ 5394	\$ 880,020	\$ 300	\$ 880,320
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City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

KPFF
 7/6/2022

	Architectural Applications					
	\$130.00	\$115.00	Hours	Labor	Expenses	
	Senior Designer	Junior Designer		Cost		
Non-Contingency Tasks						Subtotals
TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION						
1.1 - Project Coordination			0	\$ -		
1.2 - Meetings			0	\$ -		
Team Meetings (4, 3-hr in-person mtg and 8, 1-hr virtual mtgs)	12		12	\$ 1,560		
Agency Coordination Meetings (6, 1-hr virtual mtgs)			0	\$ -		
1.3 - Project Schedule			0	\$ -		
1.4 - Monthly Invoices and Progress Reports			0	\$ -		Task 1
			0	\$ -		
Task 1 Subtotal:	12	0	12	\$ 1,560	\$ -	\$ 1,560
TASK 8 – PUBLIC INVOLVEMENT						
			0	\$ -		
8.1 - Open Houses	2		2	\$ 260		
8.2 - City Council Presentations	2		2	\$ 260		
8.3 - Public Art Plan	12		12	\$ 1,560		
8.4 - Project Sign			0	\$ -		
8.5 - Meeting Attendance			0	\$ -		
8.6 - Site Renderings	24		24	\$ 3,120	\$ 12,000	
			0	\$ -		
Task 8 Subtotal:	40	0	40	\$ 5,200	\$ 12,000	\$ 17,200
TASK 9 – PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)						
			0	\$ -		
9.3 - Bridge Architecture	350		350	\$ 45,500		
			0	\$ -		
Task 9 Subtotal:	350	0	350	\$ 45,500	\$ -	\$ 45,500
Non Contingency Totals:						
	402	0	402	\$ 52,260	\$ 12,000	\$ 64,260

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

Non-Contingency Tasks	Biella Lighting		Hours	Labor Cost	Expenses	Subtotals
	\$160.00 Principal	\$145.00 Designer				
TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION						
Task 1 Subtotal:	0	0	0	\$ -	\$ -	\$ -
TASK 9 – PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)						
9.6 - Bridge Lighting	142		142	\$ 22,720		
Task 9 Subtotal:	142	0	142	\$ 22,720	\$ -	\$ 22,720
TASK 13 – BIDDING SERVICES						
Log of conversations, questions, and answers	6		6	\$ 960		
Task 13 Subtotal:	6	0	6	960	0	\$ 960
Non Contingency Totals:	148	0	148	\$ 23,680	\$ -	\$ 23,680

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

Non-Contingency Tasks	DKS						Hours	Labor		Subtotals
	\$265.00	\$235.00	\$170.00	\$135.00	\$110.00	\$140.00		Cost	Expenses	
	Grade 43 - Principal-in- Charge	Grade 37 - Traffic Engineering Lead	Grade 24 - Traffic Engineer	Grade 17 - Traffic Engineering Assistant	Grade 12 - CAD Technician	Tech V - Project Administrator				
TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION										
1.1 - Project Coordination							0	\$ -		
1.2 - Meetings							0	\$ -		
Team Meetings (2, 3-hr in-person mtg and 4, 1-hr virtual mtgs)		7	6				13	\$ 2,665		
Agency Coordination Meetings (6, 1-hr virtual mtgs)		3	6				9	\$ 1,725		
1.3 - Project Schedule							0	\$ -		
1.4 - Monthly Invoices and Progress Reports		9				9	18	\$ 3,375		Task 1
							0	\$ -		
Task 1 Subtotal:	0	19	12	0	0	9	40	\$ 7,765	\$ -	\$ 7,765
TASK 9 – PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)										
9.5 - Traffic Engineering and Lighting							0	\$ -		
Signing & Pavement Marking		2	16	56	32	2	108	\$ 14,550		
Lighting & Security		16	98	164	58	2	338	\$ 49,220		
Temporary Traffic Control	4	16	74	124	90	8	316	\$ 45,160		
9.6 - Bridge Lighting							0	\$ -		
9.7 - Final Plans		2	4	8	24		38	\$ 4,870		
9.8 - Engineer's Estimate	2	2	8	16		2	30	\$ 4,800		
9.9 - Technical Specifications	2	2	8	16		4	32	\$ 5,080		
9.10 - Construction Schedule							0	\$ -		
9.11 - Quality Control Check	4	12					16	\$ 3,880		
9.12 - Design Review and Comments Log	2	4	8	16		2	32	\$ 5,270		
							0	\$ -		
							0	\$ -		Task 9
Task 9 Subtotal:	14	56	216	400	204	20	910	132830	0	\$ 132,830
Non Contingency Totals:	14	75	228	400	204	29	950	140595	0	\$ 140,595

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

Non-Contingency Tasks	Epic					Hours	Labor		Subtotals
	\$260.00 Principal in Charge	\$155.00 Senior Project Manager	\$90.00 ROW Agent	\$75.00 Project Support	\$130.00 Budget & Financial Controls		Cost	Expenses	
TASK 11 – RIGHT-OF-WAY AND REAL PROPERTY ACQUISITION SERVICES									
11.1 - Preliminary Activities	1	3	10	1	1	0	\$ -	\$ 350	
11.2 - Appraisal & Appraisal Review		8	2		1	11	\$ 1,550	\$ 7,000	
11.3 - ROW Acquisition	2	7	20	4	1	34	\$ 3,835	\$ 330	
Task 11 Subtotal:	3	18	32	5	3	61	\$ 7,215	\$ 7,680	\$ 14,895
Non Contingency Totals:	3	18	32	5	3	61	\$ 7,215	\$ 7,680	\$ 14,895

1 PTR @ \$350
 1 appraisal @ \$5500; 1 appraisal review @ \$1500
 1 GIN & 1 Offer pkt. Sent certified mail @ \$15;
 Online data services for 3 mos. @ \$100

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

Non-Contingency Tasks	GRI						Hours	Labor Cost	Expenses	Subtotals
	\$265.00 Principal	\$220.00 Associate	\$140.00 Engr/Geol Staff	\$110.00 CAD Operator	\$125.00 Technical Editor	\$130.00 Project Accountant				
TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION										
1.2 - Meetings							0	\$ -		
Team Meetings (4, 3-hr in-person mtg and 8, 1-hr virtual mtgs)		5					5	\$ 1,100	\$ 12	
Agency Coordination Meetings (6, 1-hr virtual mtgs)							0	\$ -		
1.4 - Monthly Invoices and Progress Reports		3				3	6	\$ 1,050		Task 1
							0	\$ -		
Task 1 Subtotal:	0	8	0	0	0	3	11	\$ 2,150	\$ 12	\$ 2,162
TASK 6 - GEOTECHNICAL ENGINEERING										
Revised draft geotechnical reports, if required	4	16	16	4	2	1	43	\$ 7,640		
Revised final geotechnical reports, if required	4	16	16	4	2	1	43	\$ 7,640		
							0	\$ -		Task 6
Task 6 Subtotal:	8	32	32	8	4	2	86	\$ 15,280	\$ -	\$ 15,280
TASK 9 - PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)										
9.1 - Civil Engineering	2	8		4			14	\$ 2,730		
9.2 - Structural Engineering	2	8		4			14	\$ 2,730		
9.7 - Final Plans	2	8		4			14	\$ 2,730		
9.8 - Engineer's Estimate							0	\$ -		
9.9 - Technical Specifications	4	12					16	\$ 3,700		
9.10 - Construction Schedule							0	\$ -		
9.11 - Quality Control Check	2	8					10	\$ 2,290		
9.12 - Design Review and Comments Log							0	\$ -		
							0	\$ -		Task 9
Task 9 Subtotal:	12	44	0	12	0	0	68	\$ 14,180	\$ -	\$ 14,180
TASK 13 - BIDDING SERVICES										
Log of conversations, questions, and answers	2	10					12	\$ 2,730		
							0	\$ -		Task 13
Task 13 Subtotal:	2	10	0	0	0	0	12	\$ 2,730	\$ -	\$ 2,730
Non Contingency Totals:	22	94	32	20	4	5	177	\$ 34,340	\$ 12	\$ 34,352

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

Non-Contingency Tasks	GreenWorks					Hours	Labor Cost	Expenses	Subtotals
	\$180.00 Principal	\$160.00 Landscape Architect IV	\$125.00 Landscape Architect II	\$100.00 Landscape Designer I	\$115.00 Project Admin				
TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION									
1.2 - Meetings						0	\$ -		
Team Meetings (4, 3-hr in-person mtg and 8, 1-hr virtual mtgs)	10		20			30	\$ 4,300		
Agency Coordination Meetings (6, 1-hr virtual mtgs)	3		6			9	\$ 1,290		
1.4 - Monthly Invoices and Progress Reports					8	8	\$ 920		Task 1
Task 1 Subtotal:	13	0	26	0	8	47	\$ 6,510	\$ -	\$ 6,510
TASK 8 - PUBLIC INVOLVEMENT									
8.1 - Open Houses			4			4	\$ 500		
8.2 - City Council Presentations			2	2		4	\$ 450		
8.3 - Public Art Plan						0	\$ -		
8.4 - Project Sign						0	\$ -		
8.5 - Meeting Attendance						0	\$ -		
8.6 - Site Renderings	1		32	60		93	\$ 10,180		
Task 8 Subtotal:	1	0	38	62	0	101	\$ 11,130	\$ -	\$ 11,130
TASK 9 - PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)									
9.4 - Landscape Architecture	38	38	160	240		476	\$ 56,920		
9.7 - Final Plans	1	38	160	240		439	\$ 50,260		
9.8 - Engineer's Estimate		1	16			17	\$ 2,160		
9.9 - Technical Specifications		1	32			33	\$ 4,160		
Task 9 Subtotal:	39	78	368	480	0	965	\$ 113,500	\$ -	\$ 113,500
TASK 12 - PERMITTING									
12.1 - ODOT / County / City Permits						0	\$ -		
12.2 - Environmental Documentation and Permitting						0	\$ -		
Tree Removal Permit Application	1	2	64	48		115	\$ 13,300		
Task 12 Subtotal:	1	2	64	48	0	115	\$ 13,300	\$ -	\$ 13,300
TASK 13 - BIDDING SERVICES									
Log of conversations, questions, and answers						0	\$ -		
Up to three (3) addenda (as necessary)			6			6	\$ 750		
Attend PreBid Meeting			2			2	\$ 250		
Attend Bid Opening			2			2	\$ 250		
Task 13 Subtotal:	0	0	10	0	0	10	\$ 1,250	\$ -	\$ 1,250
Non Contingency Totals:	54	80	506	590	8	1238	\$ 145,690	\$ -	\$ 145,690

OR 99W Sherwood Ped Crossing
 Final Engineering Phase
 HIA Public Involvement | July 2022

Task #	Task/Subtasks	Quantity	Tracie Heidt PI 3		Sam Beresky PI 5		Coordinator PI 2		Lesley Yan Admin 4		Kalin Schmoltdt PI 6		Darren Cools PI 4/Graphic Design		Totals				
			\$120 /hr	Hours	\$162 /hr	Hours	\$106,08 /hr	Hours	\$107,53 /hr	Hours	\$178,92 /hr	Hours	\$131,07 /hr	Hours	Cost	Hours	Labor	Expenses	Cost
8.0	Public Involvement Tasks																		
	Public involvement																		
8.1	Open house <i>Assumes in person or virtual</i>	1	18	\$2,168	1	\$162	18	\$1,909	0	\$0	4	\$716	0	\$0	41	\$4,955	\$120	\$5,075	
8.2	Council presentations <i>Plan, organize materials, attend/present for up to 2 work sessions and 1 regular session</i>	3	15	\$1,806	1	\$162	3	\$318	0	\$0	0	\$0	0	\$0	19	\$2,287	\$40	\$2,327	
8.3	Public Art Outreach <i>Team meetings, facilitation of up to 3 committee meetings, and 2 community meetings, written advertising materials</i>	5	50	\$6,021	4	\$648	50	\$5,304	0	\$0	8	\$1,431	8	\$1,049	120	\$14,453	\$30	\$14,483	
8.4	Project Sign <i>Design up to 4 sign updates</i>	4	8	\$963	0	\$0	0	\$0	0	\$0	0	\$0	16	\$2,097	24	\$3,060	\$0	\$3,060	
8.5	Team meetings and invoices <i>Up to 6 meetings plus 9 months of invoices</i>		19	\$2,288	1	\$162	0	\$0	9	\$968	0	\$0	0	\$0	29	\$3,418	\$2	\$3,420	
▲	Task 8.0 Subtotal		110	\$13,246	7	\$1,135	71	\$7,532	9	\$968	12	\$2,147	24	\$3,146	233	\$28,173	\$192	\$28,365	
	Totals		110	\$13,246	7	\$1,135	71	\$7,532	9	\$968	12	\$2,147	24	\$3,146	▲ 233	▲ \$28,173	▲ \$192	▲ \$28,365	
															◀	233	\$28,173	\$192	\$28,365

City of Sherwood
99W PEDESTRIAN CROSSING PROJECT - PROJECT NO. 334
Estimated Fees for Phase 2 Final Engineering

Non-Contingency Tasks	Pacific Habitat Services					Hours	Labor Cost	Expenses	Subtotals
	\$185.00 Env. Lead	\$125.00 Wetland Scientist 2	\$118.00 Wetland Scientist 1	\$97.00 Graphics Specialist	\$87.00 Technical Editor				
TASK 1 - PROJECT MANAGEMENT AND ADMINISTRATION									
1.2 - Meetings						0	\$ -		
Team Meetings (4, 3-hr in-person mtg and 8, 1-hr virtual mtgs)	4					4	\$ 740		
Agency Coordination Meetings (6, 1-hr virtual mtgs)						0	\$ -		
Task 1 Subtotal:	4	0	0	0	0	4	\$ 740	\$ -	\$ 740
TASK 12 - PERMITTING									
12.1 - ODOT / County / City Permits						0	\$ -		
12.2 - Environmental Documentation and Permitting						0	\$ -		
Wetland Delineation and Nat. Resource Assessment (NRA)	2	9	9			20	\$ 2,557		
Wetland Delineation Report / Gain concurrence	3	35	6	5	5	54	\$ 6,558		
NRA report and Service Provider Letter	6	42	8	8	5	69	\$ 8,515		
Tree Removal Permit Application						0	\$ -		
Coordinate w/ team and agencies						0	\$ -		
Task 12 Subtotal:	11	86	23	13	10	143	\$ 17,630	\$ -	\$ 17,630
Non Contingency Totals:	15	86	23	13	10	147	\$ 18,370	\$ -	\$ 18,370