



RESOLUTION 2023-012

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH OTAK AND HARPER HOUF PETERSON RIGHELLIS, INC (HHPR) FOR PLANNING SERVICES

WHEREAS, it is occasionally necessary to supplement the existing staff with additional assistance in both current and long-range planning to provide timely planning services; and

WHEREAS, the City solicited a request for qualifications for on-call planning services in 2020 for a three-year period to support current planning development reviews and projects; and

WHEREAS, the request for qualification was publicly advertised, and seventeen qualified consulting firm proposals were received, evaluated, and ranked based on a simple point system; and

WHEREAS, the top eight consulting firms were selected to provide on-call planning services to the City, if needed, during a three-year period ending December 31, 2023, recognizing that any one firm may not be fully available to meet a specific need at a given time; and

WHEREAS, the City has reached out to firms best matching City needs at this time regarding capacity to provide the necessary planning work; and

WHEREAS, Otak and HHPR are in the top eight of the consulting firms selected to provide on-call planning services; and

WHEREAS, the Planning Department may be in need of planning assistance due to a staff vacancy; it is recommended that the consulting firms of Otak and HHPR be placed into a professional services contract to expire at the end of 2023 to be utilized as needed to fulfill specific needs within the department.

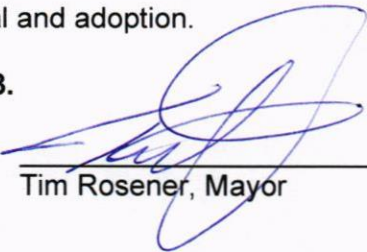
NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Council authorizes the City Manager to enter into a contract with Otak and HHPR, for on-call planning services.

Section 2. The City Manager is hereby authorized to negotiate and execute a professional services agreement with each firm to expire on December 31, 2023, from the date the contract is signed with a similar scope of work as described in Exhibit A, and attached rate sheets in Exhibit B.

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

Duly passed by the City Council this 7th day of February 2023.



Tim Rosener, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder

Exhibit A SCOPE OF WORK

The consultant will serve as a planning advisor for the City of Sherwood at the city's direction. These services may involve long-range and current planning, permit review, and coordination with City staff and attorneys, state agencies, and other professional consultants.

Erika Palmer, Planning Manager, will authorize specific projects through work orders with requisite approvals from the Sherwood City Council or the City Manager as necessary. The city will determine the scope of specific projects on a case-by-case basis.

Determination of Assignments

The consultant is part of a pool of on-call consultants who have been evaluated and selected based on qualifications and areas of experience matching Sherwood's anticipated needs.

When on-call needs arise, the city will contact firms best matching City needs based on the statement of qualifications. In the event that there are multiple qualified firms, the City will provide a brief description of the project and ask for a reply regarding:

- Capacity of the firm to provide the necessary work
- Identification of the staff to be assigned the work
- A scope of services to be provided
- Estimate of time and costs to complete the work

The City will evaluate the information submitted from all applicable firms and determine which one will best meet the need and issue a work order for specified work.



Otak, Inc.
DRAFT - 2023 Billing Rate Schedule

Discipline/Labor Category	Billing Rate
<u>Engineering</u>	
Sr. PIC/Sr. PM Civil	310.00
PIC/Sr. PM Civil	273.00
Civil Engineer X	220.00
Civil Engineer IX	210.00
Civil Engineer VIII	190.00
Civil Engineer VII	174.00
Civil Engineer VI	166.00
Civil Engineer V	155.00
Civil Engineer IV	145.00
Civil Engineer III	135.00
Civil Engineer II	125.00
Civil Engineer I	115.00
Engineering Designer V	145.00
Engineering Designer IV	125.00
Engineering Designer III	111.00
Engineering Designer II	104.00
Engineering Designer I	89.00
Engineering Tech VII	165.00
Engineering Tech VI	135.00
Engineering Tech V	124.00
Engineering Tech IV	112.00
Engineering Tech III	93.00
Engineering Tech II	82.00
Engineering Tech I	71.00
<u>Science</u>	
PIC/Scientist	231.00
Scientist VI	208.00
Scientist V	181.00
Scientist IV	155.00
Scientist III	133.00
Scientist II	116.00
Scientist I	95.00
Environmental Specialist	147.00
<u>Architecture</u>	
Sr. PIC/ Sr. PM Architecture	310.00
Architect VII	255.00
Architect VI	243.00
Architect V	232.00
Architect IV	165.00
Architect III	146.00



Otak, Inc.
DRAFT - 2023 Billing Rate Schedule

Discipline/Labor Category	Billing Rate
Architect II	135.00
Architect I	115.00
Technician VI	178.00
Technician V	138.00
Technician IV	112.00
Technician III	99.00
Technician II	89.00
Technician I	84.00
Project Manager/Design	141.00
<u>Landscape Architecture & Planning</u>	
Sr. PIC/Sr. PM LA/Mst Pln	276.00
PIC/Sr. PM LA/Master Plan	232.00
PIC/DEI Manager	200.00
Landscape Architect VII	186.00
Landscape Architect VI	166.00
Landscape Architect V	153.00
Landscape Architect IV	138.00
Landscape Architect III	128.00
Landscape Architect II	118.00
Landscape Architect I	105.00
Landscape Technician III	107.00
Landscape Technician II	91.00
Landscape Technician I	79.00
Planner VI	197.00
Planner V	182.00
Planner IV	167.00
Planner III	150.00
Planner II	138.00
Planner I	126.00
Planner Associate IV	122.00
Planner Associate III	111.00
Planner Associate II	97.00
Planner Associate I	80.00
Sr. GIS Specialist - Planner	128.00
GIS Specialist - Planner	115.00
<u>Visitor Use Management</u>	
Sr. Project Director	276.00
Analyst IV	151.00
Analyst III	130.00
Analyst II	112.00
Analyst I	100.00



Otak, Inc.
DRAFT - 2023 Billing Rate Schedule

Discipline/Labor Category	Billing Rate
<u>Construction Management & Inspection</u>	
PIC/Sr. CM	235.00
Construction Manager VI	220.00
Construction Manager V	195.00
Construction Manager IV	187.00
Construction Manager III	164.00
Construction Manager II	145.00
Construction Manager I	134.00
Field Representative VII	177.00
Field Representative VI	151.00
Field Representative V	140.00
Field Representative IV	120.00
Field Representative III	110.00
Field Representative II	100.00
Field Representative I	90.00
CM Documentation Specialist III	142.00
CM Documentation Specialist II	120.00
CM Documentation Specialist I	103.00
<u>Comprehensive Project Management</u>	
PMCM - Sr. PIC/Sr. PM	191.00
PMCM - PIC/CSM	182.00
PMCM - Sr. PM	167.00
PMCM Tech Resource	153.00
Project Manager VI	191.00
Project Manager V	182.00
Project Manager IV	167.00
Project Manager III	153.00
Project Manager II	124.00
Project Manager I	112.00
PMCM Project Coordinator III	97.00
PMCM Project Coordinator II	84.00
PMCM Project Coordinator I	80.00
<u>Survey</u>	
PIC/PLS Sr. Manager	264.00
Professional Land Surveyor V	222.00
Professional Land Surveyor IV	176.00
Professional Land Surveyor III	163.00
Professional Land Surveyor II	145.00
Professional Land Surveyor I	138.00
Survey Crew Chief III	138.00



Otak, Inc.
DRAFT - 2023 Billing Rate Schedule

Discipline/Labor Category	Billing Rate
Survey Crew Chief II	114.00
Survey Crew Chief I	90.00
Survey Office Technician IV	135.00
Survey Office Technician III	124.00
Survey Office Technician II	100.00
Survey Office Technician I	90.00
Survey Field Technician III	88.00
Survey Field Technician II	83.00
Survey Field Technician I	78.00
<u>Project Support Services</u>	
Graphics Specialist	125.00
Project Coordinator III	160.00
Project Coordinator II	144.00
Project Coordinator I	120.00
Project Admin. Asst	92.00

Harper Houf Peterson Righellis Inc. Standard Billing Rates For 2022

Classification	Standard Rate
Senior Principal	\$ 260.00 /Hr.
Structural Manager	\$ 210.00 /Hr.
Project Manager	\$ 225.00 /Hr.
Project Engineer	\$ 210.00 /Hr.
Construction Manager	\$ 210.00 /Hr.
Senior Scientist	\$ 175.00 /Hr.
Civil Engineer	\$ 175.00 /Hr.
Structural Engineer	\$ 175.00 /Hr.
Senior Planner	\$ 180.00 /Hr.
Senior Landscape Architect	\$ 170.00 /Hr.
Landscape Architect	\$ 150.00 /Hr.
Quality Control Engineer	\$ 225.00 /Hr.
Senior Civil Designer	\$ 170.00 /Hr.
Planner	\$ 155.00 /Hr.
Public Involvement Specialist	\$ 155.00 /Hr.
Civil Designer	\$ 150.00 /Hr.
Structural Designer	\$ 150.00 /Hr.
Inspector	\$ 125.00 /Hr.
BIM Specialist	\$ 160.00 /Hr.
Landscape Designer	\$ 125.00 /Hr.
Scientist	\$ 130.00 /Hr.
Natural Resources Technician	\$ 100.00 /Hr.
Assistant Planner	\$ 115.00 /Hr.
CAD Technician	\$ 125.00 /Hr.
CAD Technician II	\$ 105.00 /Hr.
Survey Manager	\$ 205.00 /Hr.
Project Surveyor	\$ 180.00 /Hr.
Survey Technician	\$ 140.00 /Hr.
Survey Crew (Crew Chief)	\$ 150.00 /Hr.
Survey Crew (Instrument Person)	\$ 95.00 /Hr.
Project Coordinator	\$ 150.00 /Hr.
Senior Clerical	\$ 150.00 /Hr.
Graphics Artist	\$ 150.00 /Hr.
Clerical	\$ 110.00 /Hr.
 <u>Expenses</u>	
Mileage - IRS Rate	\$ 0.585 /Mi.
Reimbursables	At Cost With 5% Mark-Up
Sub-Consultants	At Cost With 5% Mark-Up