



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, July 16, 2024

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

URA Board of Directors Meeting
(Following the 7:00 pm City Council Regular Meeting)

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING AGENDA**

**Tuesday, July 16, 2024
(Following the 7:00 pm City Council Meeting)**

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22560 SW Pine Street
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URA BOARD MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Approval of June 18, 2024 URA Board Meeting Minutes (Sylvia Murphy, Agency Recorder)**
- B. URA Resolution 2024-004, Authorizing the Sherwood Urban Renewal Agency Manager to sign a Professional Services Contract Amendment with Kittelson & Associates, Inc. for the Final Design, Construction Support, and Closeout Support Services of SW Ice Age Drive (Jason Water, City Engineer)**

4. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 18, 2024**

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140**

URA BOARD MEETING

1. **CALL TO ORDER:** Chair Rosener called the meeting to order at 8:26 pm.
2. **BOARD PRESENT:** Chair Tim Rosener, Vice Chair Kim Young, Board Members Keith Mays, Taylor Giles, Renee Brouse, and Doug Scott. Board Member Dan Standke attended remotely.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, HR Director Lydia McEvoy, City Engineer Jason Waters, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA:**

A. Approval of April 16, 2024 URA Board Meeting Minutes

MOTION: FROM BOARD MEMBER BROUSE TO APPROVE CONSENT AGENDA. SECONDED BY VICE CHAIR YOUNG. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

Chair Rosener addressed the next agenda item and the City Recorder read aloud the public hearings statement.

5. PUBLIC HEARING:

A. URA Resolution 2024-003, Adopting the FY2024-25 budget of the City of Sherwood 2021 Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget

Finance Director David Bodway recapped that the URA Budget Committee had received the budget message, reviewed the proposed budget, heard public comment, and approved the proposed budget on May 23rd. He stated that the final step in the process was to hold a final public hearing on the proposed resolution and to then adopt the Fiscal Year 2024-25 budget for the 2021 URA. Mr. Bodway asked for discussion or questions from the Board. Chair Rosener opened the public hearing portion of the meeting and asked for comment or discussion from the Board on the proposed resolution. Chair Rosener opened the public hearing and asked for public comment. Hearing none, Chair Rosener closed the public hearing and asked for discussion or a motion from the Board. With no further comments or discussion, the following motion was stated.

MOTION: FROM BOARD MEMBER BROUSE TO APPROVE URA RESOLUTION 2024-003, ADOPTING THE FY2024-25 BUDGET OF THE CITY OF SHERWOOD 2021 URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE AGENCY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET. SECONDED BY BOARD MEMBER SCOTT. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

6. ADJOURN

Chair Rosener adjourned the meeting at 8:31 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Tim Rosener, Chair

Agenda Item: Consent Agenda

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Jason Waters P.E., City Engineer
Through: Craig Sheldon, Agency Manager / Public Works Director and Sebastian Tapia, Interim City Attorney

SUBJECT: **URA Resolution 2024-004, Authorizing the Sherwood Urban Renewal Agency Manager to sign a Professional Services Contract Amendment with Kittelson & Associates, Inc. for the Final Design, Construction Support, and Closeout Support Services of SW Ice Age Drive**

Issue:

Shall the Sherwood Urban Renewal Agency authorize the Agency Manager to sign a Professional Services Contract with Kittelson & Associates, Inc. to provide for final design, construction support and closeout support services of SW Ice Age Drive?

Background:

Ice Age Drive is a long-planned collector road connecting SW 124th Avenue and SW Oregon Street. The alignment is identified as project "D20" in the City Transportation System Plan (TSP) on the Motor Vehicle Projects map, Figure 11. Private development is already underway in the area with more projects on the horizon in the Tonquin Employment Area and with the additional federal funds allocated to design & construct Ice Age Drive it's imperative for the City to continue with the final design work in earnest so that construction of the road coincides with current development as closely as possible and helps spur additional development.

This Professional Services Contract (PSC) with Kittelson & Associates will continue the previous design efforts and complete the final design of the roadway, produce bid documents (plans, specifications and engineer's estimate), obtain the necessary environmental & construction permits, and provide bid support to City staff bidding the project, including detailed review of the bids, assisting staff in their determination of the lowest responsible & responsive bidder, and the tabulation of bid results for posting and records.

This contract amendment is needed as a result of the receiving of federal funding for the project resulting in additional work being required of the design team in order to meet newly imposed conditions on the project as a result of receiving these federal funds. The addition of construction support services and post-construction support services are being included in this amendment in order to have the support services necessary for the completion and closeout of the project.

The previous contract amendment for completion of the final design with Kittleson & Associates was authorized by the Urban Renewal Agency Board on February 21, 2023, prior to the City being notified that the general contractor, construction management and daily inspection services contracts have to be bid through the ODOT Procurement Office due to the federal funding. The original contract for the completion of the preliminary design with Kittleson & Associates was authorized by the Urban Renewal Agency Board on April 5th, 2022.

URA Resolution 2024-004, Staff Report

July 16, 2024

Page 1 of 2

Since Kittelson & Associates was selected via a Formal Selection Procedure to serve as the stamping Engineer-of-Record through the end of construction, Sherwood Municipal Code Section 1.10.070.E.3 (Amendments to Personal Services Contracts procured by Requests for Proposals) allows for the Contracting Board (URA Board of Directors) to authorize Contract Amendments by more than twenty-five percent (25%) over the original contract price when, “the amendment is necessary to complete the work being performed and it would be unreasonable or impracticable to see another provider within the time frames needed to complete the work.” In consideration of these conditions and knowing that Kittelson & Associates will serve as the stamping Engineer-of-Record on the final bid documents and throughout construction, City staff recommends the URA Board authorize the approval of this Amendment.

This new Contract Amendment will extend the duration of contract to December 31, 2026, based upon current anticipated timelines.

Staff and the consultant will work with the Agency Manager to keep board members well informed on the status and schedule throughout the project.

Financial Impacts:

The associated fee submitted by Kittelson & Associates to perform the services defined in the Scope of Work is \$742,359.50. Staff is recommending that a contingency amount of \$74,235.95 (10% of the Professional Services Contract Amendment amount) be authorized for use by the Agency Manager via the Contract Change Order approval process for unforeseen conditions which need to be included in the design. The total proposed expenditures approved by this Resolution is \$816,595.45 and will be funded from the URA funds established by Ordinance 2021-005.

Recommendation:

Staff respectfully recommends the Sherwood Urban Renewal Agency approval of URA Resolution 2024-004, Authorizing the Sherwood Urban Renewal Agency Manager to sign a Professional Services Contract Amendment with Kittelson & Associates, Inc. for the Final Design, Construction Support and Closeout Support Services of SW Ice Age Drive.



URA RESOLUTION 2024-004

AUTHORIZING THE SHERWOOD URBAN RENEWAL AGENCY MANAGER TO SIGN A PROFESSIONAL SERVICES CONTRACT AMENDMENT WITH KITTELSON & ASSOCIATES, INC. FOR FINAL DESIGN, CONSTRUCTION SUPPORT AND CLOSEOUT SUPPORT SERVICES OF SW ICE AGE DRIVE

WHEREAS, the alignment for Ice Age Drive was initially studied with the Tonquin Employment Area Concept Plan, adopted by City Ordinance 2010-014, and was ultimately incorporated into the City's Transportation System Plan (TSP) as the Tonquin Employment Area East-West Collector (TSP Project D20); and

WHEREAS, private site development projects are already underway within the Tonquin Employment Area along the proposed Ice Age Drive alignment and the City has identified funds for design & construction making this a very high priority project for the URA Board and the city; and

WHEREAS, the URA Board approved URA Resolution 2022-001 Authorizing Kittelson & Associates, Inc. out of Portland, Oregon to complete the Preliminary Design of SW Ice Age Drive; and

WHEREAS, the URA Board approved URA Resolution 2023-002 Authorizing Kittelson & Associates, Inc. out of Portland, Oregon to complete the Final Design of SW Ice Age Drive; and

WHEREAS, the Request for Proposal released through the Daily Journal of Commerce in conformance with ORS 279C.100-125 (Public Contracting for Professional Services) for the Preliminary Design work and approved by URA Resolution 2022-001, was a full-service request for all professional & related services required to deliver a road & utility project of this size & nature through the end of construction; and

WHEREAS, due to the city receiving federal funding for the SW Ice Age Drive Project, additional expense is being incurred in order to meet the required imposed conditions that comes with receiving said funding; and

WHEREAS, construction support and closeout support services are being added to provide necessary services to support city staff for the construction and closeout of the SW Ice Age Drive project; and

WHEREAS, Kittelson & Associates, Inc. has developed a Scope of Work and an associated not-to-exceed fee amount of \$742,359.50 required to complete the final design, construction support and closeout support services; and

WHEREAS, staff recommends a design contingency equal to 10% of the associated not-to-exceed fee amount, or \$74,235.95 be authorized for use by the Agency Manager via the Contract Change Order approval process, for unforeseen conditions & issues needing to be addressed by the consultant; and

WHEREAS, the total amount authorized for expenditure over the current and pending fiscal years by this resolution is \$816,595.45 and will be funded from Urban Renewal Agency funds established by Ordinance 2021-005.

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

Section 1. The Agency Manager is hereby authorized to sign a Professional Services Contract Amendment with Kittelson & Associates, Inc. for the final design, construction support and closeout support services of SW Ice Age Drive with a Scope of Work in a form substantially similar to the attached Exhibit A.

Section 2. The Professional Services Contract Amendment with Kittelson & Associates shall be in the amount of \$742,359.50, in conformance with a fee schedule in a form substantially similar to the attached Exhibit B.

Section 3. The Agency Manager is hereby authorized to amend the Professional Services Contract with Kittelson & Associates up to a Contingency Amount of \$74,235.95 (10% of the Professional Services Contract Amendment fee amount) via the Contract Change Order approval process, for unforeseen conditions needed to complete the design and solicit bids for construction.

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

Duly passed by the Urban Renewal Agency Board this 16th of July 2024.

Tim Rosener, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Scope of Services – Amendment 2
Ice Age Drive Final Design and Bidding
Sherwood Project Number 723ST
July 5, 2024

PROJECT BACKGROUND

In February 2023, the City of Sherwood and Consultant design team scoped and executed a contract for Final Design and Bidding Support. Since that time, the City has accepted federal grant funding project and as a non-certified Local Agency, ODOT will have to facilitate the project through environmental, ROW, Final PSE and Construction. As of March 1, 2024, project advertisement is planned for late 2024, with construction anticipated for 2025-2026. Additionally, advance relocation requirements of Kinder Morgan and allowable tree removal window necessitated design and construction support for a supplemental Early Work Package through Winter and Spring 2024.

This amendment scope is to cover the additional design and coordination effort with the City and ODOT due to federalization of the project, and to extend the contract agreement timeframe and to add Engineer of Record construction support services through 2026.

SPECIFIC SCOPE OF SERVICES AMENDED

- Task 1.0 Contract Administration
- Task 4.0 Surveying & Mapping
- Task 7.0 Environmental
- Task 8.0 Final Design (90%, & 100% Bid Ready)
- Task 9.0 ROW Acquisition
- Task 10.0 Construction Support

The duration of this amendment is to extend the contract time from August 31, 2024 (current expiration date) to December 31, 2026, assuming project construction will occur from January 2025 to December 2026. Previous contract scope assumed final design tasks including ROW phase would be complete by February 2024, however federalization of project delayed beginning of ROW phase, therefore extending final design timeframe.

Consultant Additional RESPONSIBILITIES**Task 1.0 Project Management & Coordination****1.1 Contract Administration**

Consultant will:

- Prepare monthly invoices and progress reports, for the additional 22-month timeframe (March 2024 – December 2026).

1.2 Project Coordination, Communication & Team Meetings

Consultant will:

- Hold additional monthly virtual PMT coordination meetings (1 hours each) through the extended design phase and construction phase. (22-month time frame). Meetings to be held via Teams.
- Hold additional Weekly telephone conference calls with the Project Team (1 hour each) through the extended design phase and construction phase.
- Lead ODOT coordination meetings through final design and construction (22-month time frame).

1.3 Project Scheduling

Consultant will prepare additional project schedule updates through the extended design and construction phase.

Task 1.0 Deliverables:

- *Monthly Progress Reports*
- *Monthly Invoices*
- *Quarterly Project Schedule Updates and Bi-Weekly Look-Ahead Updates*
- *Meeting Agendas*

Task 4.0 Surveying & Mapping**4.1 Topographic Survey**

Consultant will:

- Coordinate area control with Kinder Morgan design team and construction contractor in support of Early Work Package, including participation in up to six 6) 1-hour conference calls.
- If determined necessary by City, update the current surface conditions in the topographic basemap for site grading and clearing that has occurred on Taxlots D700, D800 and western 100 feet of TL 1200 within the project limits, for at least 100 feet each side of proposed roadway centerline. Updated topographic survey limits and method to be confirmed with City prior to proceeding with task though it is assumed site data to be collected via aerial photogrammetry and LiDAR. Updated mapping to include ground terrain.
 - DEA survey will refresh ground control prior to flight collection.

- DEA survey to verify aerial terrain mapping surface with confidence shots and fill-in terrain as required.
- Conduct ground survey to verify aerial surface and feature changes on TL D700, D800 and the western 100 feet of TL 1200.
- Prepare and deliver updated surface.

Task 4 Deliverables

- *Updated topographic basemap and existing grade surface model files.*

Task 8.0 Final Design (90% and 100% Bid Ready)

The development of the final design plans, in coordination with the City, Washington County and ODOT has resulted in additional sheets being needed (changes/additions are **bold**):

Sheet Series Title	Number of Sheets
Cover, Legend, Index, General Notes, Survey Control	3 -7
Typical Sections	2 -7
Details	8 -31
Pipe Data Table	2
Traffic control/Staging Plan	2
Grading & Erosion Control	8 10
Detailed Grading (Driveways)	4
Detailed Grading (Intersection)	2 -3
Detailed Grading – ADA Ramps	8
Regional WQ Facility	6
Landscape	8 10
Plan & Profile	11 -12
Illumination	5 -6
Signing & Striping	6 14
Utility Undergrounding	7
Sewer Plan & Profile	8
Waterline Plan & Profile	8 -11

Earthwork Cross Sections	22
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8.1 Roadway Construction Plans (90%, and 100% Bid Ready)

Consultant will:

- Update all Construction plans to meet ODOT requirements, including updating the project title block, re-ordering and re-naming plansheet series and adding ODOT required plansheets, such as Survey Control and Pipe Data Tables (90% and 100% Bid Ready)
 - This will require an interim 99% plans milestone submittal, as ROW phase has been decoupled from 90% plans review.
- Coordinate ODOT PCO plan review and approval, in addition to City and County submittal and review.

8.11 Construction Specifications (90% and 100% Bid Ready)

Consultant will:

- Coordinate specifications with ODOT for non-standard ODOT items, such as irrigation and franchise utility installation and utility relocation timing
- Provide LPIF and other required ODOT documentation for construction items.

8.12 Construction Estimates (90% and 100% Bid Ready)

Consultant will:

- Input project cost estimate into ODOT Estimation software.

Task 8.0 Deliverables:

- *Interim 99% Construction Plans submittal to City, County and ODOT (one electronic copy in PDF form and four paper copies per submittal)*
- *Final PSE documentation to City and ODOT*

Task 9.0 Right-of-Way and Real Property Acquisition Services

9.2 Preliminary Activities

Consultant will:

- Coordinate ROW phase with ODOT, in addition to City, to achieve ROW certification, including required documentation and reviews.
- Coordinate relocation services for TL D800, which is currently being leased to store construction equipment and supplies for adjacent parcel construction (Willamette Water Supply). Effort anticipated to include providing relocation notice and estimates, and monitoring relocation activities.

Task 10.0 Bid Assistance

Coordination with City and ODOT during ultimate project advertisement/bidding period.

10.1 Bidding Support:

Consultant will assist the City as directed during the project bidding process. Scope includes, but is not limited to:

- Respond to bidder's questions to clarify intentions of design documents.
- Prepare text of any addenda determined to be necessary by the City and ODOT.
- Prepare plan modification details for use in addenda

10.2 Construction Engineering/Administration

Consultant will provide construction assistance to the City as Engineer of Record during the construction stage of the roadway project including:

- Visit site periodically and as requested from City construction management staff to review construction progress, answer questions, and help resolve in-field design decisions. Assumes ten (10) site visits in addition to bi-weekly construction meetings for design team lead, and project surveyor attendance at up to six (6) construction meetings.
- Prepare design modification details as necessary as a result of different conditions encountered during construction.
- Prepare correspondence and back-up documentation during construction as needed to maintain construction schedule and respond to Contractor questions.
- Respond to RFI's by the Contractor and prepare plan revisions as necessary and required.
- Attend pre-construction meeting.
- Attend one walk-through with City and ODOT prior to final acceptance by the City.
- Provide assistance in preparing punch-list items.
- Submittals and/or shop drawings review.
- Prepare engineer's certificate of compliance.
- Prepare written field observation reports for every visit to project site.
- Provide survey construction control to Contractor.
- Project surveyor (DEA) to provide Construction Quality Assurance support as requested, to include staking requests and field checks with survey office QC limited to DEA work performed. Assumes no more than ten (10) one-day visits for a 2-person survey crew for construction. Each visit to include a memorandum summary of findings or work completed.
- Environmental specialist to conduct FAHP Programmatic environmental inspection visits once per construction year (2 total anticipated) and prepare an environmental inspection report summarizing site conditions and providing recommendations of measures to facilitate permit compliance and correct deficiencies.
- Environmental specialist to conduct one (1) FAHP environmental completion inspection and prepare the final Project Completion Report summarizing the site conditions and providing recommended measures to facilitate permit compliance and documentation of any corrected deficiencies. Environmental specialist will also prepare related As-Built Report.

10.6 As-Built Plans and Project Closeout

Consultant will:

- Prepare as-built drawings for the project (PDF and original signature–11x17)
- Prepare project close-out documents.

10.7 Post Construction As-Built Survey - CONTINGENCY TASK, IF REQUESTED BY CITY

Consultant will provide post construction survey services to the City for this project area only.

- Post Construction As-Built Survey
 - Provide additional control as needed.
 - Measure and/or survey the following items upon City Request:
 - Collect finish grade roadway surface at 25-foot stations including curbs and sidewalks following final paving.
 - Sanitary and Storm Structure locations (manholes at finish grade), invert elevations, and stubs (if marked). Assumes 50 structures.
 - Interior of storm water detention and water quality features from top of bank or curb and surveyed to develop 1 foot contours.
 - Water structures including valves, meters, hydrants, and water manholes at surface Assumes approximately 50 features, currently unknown. Accessible water valves to be measured to top of nut.
 - Surface features for Power, Communication, and Gas to include vaults, meters, valves, manholes, and markers to be included in 2D basemap.
 - Invert elevations for Sewer and Storm as-builts to be included in As-built drawing. Storm and sanitary manholes will include photo at surface and photo of inside of structure.
 - Underground utilities are not anticipated to be mapped (no utility locates).
 - Features measured in As-Built survey to be included in stand-alone drawing which includes 1-foot contours, finished grade DTM surface of roadway and storm water detention and water quality facilities.

If the City determines that a full as-built survey is not necessary and does not exercise this contingency task, Task 10.6 may need a budget increase to cover the additional effort of preparing as-built plans without as detailed of as-built survey data.

10.8 Post Construction Record of Survey

- Replace or provide additional survey control as needed for monumentation.
- Monument the right-of-way centerline and right-of-way at curve (PC and PT) points, angle points, intersection, and every 1000-foot on tangent and other points as required by County Surveyor. It is assumed based on current design that seventeen (17) monuments will be set at the centerline and additional sixty (60) monuments set along the newly acquired right-of-way. Monument box locations to be staked by DEA survey prior to installation.

- Verify existing monuments within the roadway project area for disturbance.
- Replace or reference monuments found during the Pre-Construction survey and destroyed during the Ice Age project construction, as required by ORS 209.155, within the new road corridor. It is assumed that twenty (20) monuments will need to be replaced.
- Prepare and file a Post-Construction Record of Survey to ORS 209.155 to Washington County Standards.

Task 10 Deliverables:

- *Bid addendum documentation and revisions*
- *Field Review notes*
- *RFI Responses*
- *Submittal Reviews*
- *2D As-built survey drawing of mapped features*
- *3D As-built with 1 foot contours of roadway finished grade surface and storm water detention and water quality facilities*
- *Invert elevations for Sewer and Storm as-builts to be included in as-built drawing.*
- *One photo of each feature will be provided. Storm and sanitary manholes will include photo of inside of structure.*
- *11x17 As-built drawings (.pdf)*
- *Post-Construction Record of Survey to ORS 209.155 and Washington County Standards*
- *FAHP Environmental inspection report (2), draft and final including Project Reports Photographs.*
- *FAHP/ ODOT Environmental Permits Project Completion Report and As-Built Report.*

Reimbursable Expenses:

The reimbursable budget estimate is based on our experience with this project type and the governing agencies. It is an estimate only. Additional budget may be necessary to complete the project.

Customary reimbursable expenses mean the actual expense incurred in direct connection with the project. Vehicle mileage is reimbursed at the current IRS rate for project related travel.

The following project related expenses are reimbursed at cost:

- External Reproduction Services
- Travel Expenses, other than private vehicle mileage
- Express Postage
- Other Direct Expenses (survey filing fees; project specific supplies, etc.)

ASSUMPTIONS

The Consultant has made the following additional assumptions related to this project:

- ODOT will separately execute a Construction Contract Administration and Construction Engineering & Inspection contract with ODOT for full-time construction administration and construction engineering support.

Ice Age Drive
City of Sherwood
 PROFESSIONAL SERVICES - HOURLY BREAKDOWN
 July 5 2024
Kittelson & Associates
 Fee Summary



Task		KAI Totals	TetraTech	DEA	NV5	Pacific Habitat Services	Universal Field Services	Total
See Attached Hours Breakdown		TOTALS	See attached breakdown	See attached breakdown	See attached breakdown	See attached breakdown	See attached breakdown	
Task 1.0 Project Management, Project Coordination, and Project Scheduling								
1.1	Contract Administration	\$12,855.00						\$12,855.00
1.2	Project Coordination, Communication & Team Meetings	\$21,925.00	\$11,358.00	\$22,964.00	\$2,600.00	\$4,466.00	\$2,066.72	\$65,379.72
1.3	Project Scheduling	\$4,290.00						\$4,290.00
	Total Hours	174.00						
	Labor Cost	\$39,070.00	\$11,358.00	\$22,964.00	\$2,600.00	\$4,466.00	\$2,066.72	\$82,524.72
	Total Cost This Task	\$39,070.00	\$11,358.00	\$22,964.00	\$2,600.00	\$4,466.00	\$2,066.72	\$82,524.72
Task 4.0 Surveying & Mapping								
4.1	Topographic Survey (Area Control Coordination)	\$4,520.00		\$15,541.00				\$20,061.00
	Total Hours	24.00						24.00
	Labor Cost	\$4,520.00	\$0.00	\$15,541.00	\$0.00	\$0.00	\$0.00	\$20,061.00
	Total Cost This Task	\$4,520.00	\$0.00	\$15,541.00	\$0.00	\$0.00	\$0.00	\$20,061.00
Task 8.0 Final Design (90% & 100% Bid Ready)								
8.1	Roadway Construction Plans (90% and 100% Bid Ready)	\$68,430.00	\$28,204.00					\$96,634.00
8.11	Construction Specifications (90% & 100% Bid Ready)	\$22,160.00	\$8,127.00					\$30,287.00
8.12	Construction Estimates (90% & 100% Bid Ready)	\$19,160.00	\$5,339.00					\$24,499.00
	Total Hours	526.00						526.00
	Labor Cost	\$109,750.00	\$41,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$151,420.00
	Total Cost This Task	\$109,750.00	\$41,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$151,420.00
Task 9.0 ROW Acquisition								
9.2	Preliminary Activities	\$2,430.00					\$10,440.32	\$12,870.32
9.3	Appraisal & Appraisal Review	\$0.00					\$2,221.80	\$2,221.80
9.4	ROW Acquisition	\$0.00					\$16,267.76	\$16,267.76
	Total Hours	10.00						10.00
	Labor Cost	\$2,430.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,929.88	\$31,359.88
	Total Cost This Task	\$2,430.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,929.88	\$31,359.88
Task 10.0 Construction Support								
10.1	Bidding Support	\$10,850.00	\$4,358.00					\$15,208.00
10.2	Construction Engineering/Administration	\$82,920.00	\$52,836.00	\$45,792.00	\$6,588.00	\$2,953.00		\$191,089.00
10.6	As-Built Plans and Project Closeout	\$34,080.00	\$9,348.00					\$43,428.00
10.7	Post Construction As-Built Survey - CONTINGENCY TASK	\$2,990.00		\$91,600.00				\$94,590.00
10.8	Post Construction ROS	\$2,860.00		\$57,374.00				\$60,234.00
	Total Hours	596.00						596.00
	Labor Cost	\$133,700.00	\$66,542.00	\$194,766.00	\$6,588.00	\$2,953.00	\$0.00	\$404,549.00
	Total Cost This Task	\$133,700.00	\$66,542.00	\$194,766.00	\$6,588.00	\$2,953.00	\$0.00	\$404,549.00
PROJECT SUMMARY								
	Total Project Hours	1,330.0	0.0	0.0	0.0	0.0	0.0	
	Total Salary Cost	\$289,470.00	\$119,570.00	\$233,271.00	\$9,188.00	\$7,419.00	\$30,996.60	\$689,914.60
	Reimbursables Subtotal	\$723.12	\$81.88	\$23,948.88	\$98.25	\$68.78	\$27,524.00	\$52,444.90
	Total Fee	\$290,193.12	\$119,651.88	\$257,219.88	\$9,286.25	\$7,487.78	\$58,520.60	\$742,359.50
PROJECT TOTAL		\$ 290,193.12						\$742,359.50

Ice Age Drive
City of Sherwood
PROFESSIONAL SERVICES - HOURLY BREAKDOWN
July 5 2024
Kittelson & Associates
Fee Summary



		\$ 285.00	\$ 285.00	\$ 215.00	\$ 175.00	\$ 285.00	\$ 185.00	\$ 175.00	\$ 175.00	\$ 125.00	
Task		Principal	Project Manager	SL3 - Lead Senior Engineer	SL1 - Designer	SL5 - Drainage Principal	SL2 - Drainage Engineer	Associate Technician	Tech II	Tech I	KAI Totals
See Attached Hours Breakdown		Darren	Tony	Claire	Allison	Cedo	Daniel	Helen	Brad	Kazden	TOTALS
Task 1.0 Project Management, Project Coordination, and Project Scheduling											
1.1	Contract Administration	3.00	22.00	22.00						8.00	\$12,855.00
1.2	Project Coordination, Communication & Team Meetings	3.00	28.00	28.00	22.00		12.00			8.00	\$21,925.00
1.3	Project Scheduling		6.00	12.00							\$4,290.00
	Total Hours	6.00	56.00	62.00	22.00	0.00	12.00	0.00	0.00	16.00	174.00
	Labor Cost	\$1,710.00	\$15,960.00	\$13,330.00	\$3,850.00	\$0.00	\$2,220.00	\$0.00	\$0.00	\$2,000.00	\$39,070.00
	Total Cost This Task	\$1,710.00	\$15,960.00	\$13,330.00	\$3,850.00	\$0.00	\$2,220.00	\$0.00	\$0.00	\$2,000.00	\$39,070.00
Task 4.0 Surveying & Mapping											
4.1	Topographic Survey (Area Control Coordination)			8.00	8.00				8.00		\$4,520.00
	Total Hours	0.00	0.00	8.00	8.00	0.00	0.00	0.00	8.00	0.00	24.00
	Labor Cost	\$0.00	\$0.00	\$1,720.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$4,520.00
	Total Cost This Task	\$0.00	\$0.00	\$1,720.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$4,520.00
Task 8.0 Final Design (90% & 100% Bid Ready)											
8.1	Roadway Construction Plans (90% and 100% Bid Ready)	8.00	24.00	80.00	96.00	2.00	24.00		116.00		\$68,430.00
8.11	Construction Specifications (90% & 100% Bid Ready)	12.00	36.00	36.00			4.00				\$22,160.00
8.12	Construction Estimates (90% & 100% Bid Ready)	4.00	16.00	24.00	24.00	4.00	16.00				\$19,160.00
	Total Hours	24.00	76.00	140.00	120.00	6.00	44.00	0.00	116.00	0.00	526.00
	Labor Cost	\$6,840.00	\$21,660.00	\$30,100.00	\$21,000.00	\$1,710.00	\$8,140.00	\$0.00	\$20,300.00	\$0.00	\$109,750.00
	Total Cost This Task	\$6,840.00	\$21,660.00	\$30,100.00	\$21,000.00	\$1,710.00	\$8,140.00	\$0.00	\$20,300.00	\$0.00	\$109,750.00
Task 9.0 ROW Acquisition											
9.2	Preliminary Activities		4.00	6.00							\$2,430.00
9.3	Appraisal & Appraisal Review										\$0.00
9.4	ROW Acquisition										\$0.00
	Total Hours	0.00	4.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
	Labor Cost	\$0.00	\$1,140.00	\$1,290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,430.00
	Total Cost This Task	\$0.00	\$1,140.00	\$1,290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,430.00
Task 10.0 Construction Support											
10.1	Bidding Support	2.00	24.00	16.00							\$10,850.00
10.2	Construction Engineering/Administration	4.00	128.00	128.00	48.00		48.00			4.00	\$82,920.00
10.6	As-Built Plans and Project Closeout	8.00	20.00	40.00	40.00			20.00	40.00		\$34,080.00
10.7	Post Construction As-Built Survey - CONTINGENCY TASK		2.00	8.00					4.00		\$2,990.00
10.8	Post Construction ROS		4.00	8.00							\$2,860.00
	Total Hours	14.00	178.00	200.00	88.00	0.00	48.00	20.00	44.00	4.00	596.00
	Labor Cost	\$3,990.00	\$50,730.00	\$43,000.00	\$15,400.00	\$0.00	\$8,880.00	\$3,500.00	\$7,700.00	\$500.00	\$133,700.00
	Total Cost This Task	\$3,990.00	\$50,730.00	\$43,000.00	\$15,400.00	\$0.00	\$8,880.00	\$3,500.00	\$7,700.00	\$500.00	\$133,700.00
PROJECT SUMMARY											
	Total Project Hours	44.0	314.0	416.0	238.0	6.0	104.0	20.0	168.0	20.0	1,330.0
	Total Salary Cost	\$12,540.00	\$89,490.00	\$89,440.00	\$41,650.00	\$1,710.00	\$19,240.00	\$3,500.00	\$29,400.00	\$2,500.00	\$289,470.00
	Reimbursables Subtotal										\$723.12
	Total Fee	\$12,540.00	\$89,490.00	\$89,440.00	\$41,650.00	\$1,710.00	\$19,240.00	\$3,500.00	\$29,400.00	\$2,500.00	\$290,193.12
PROJECT TOTAL											\$ 290,193.12

Ice Age Drive

City of Sherwood

PROFESSIONAL SERVICES - HOURLY BREAKDOWN

July 5 2024

Fee Summary

		\$ 299.00	\$ 175.00	\$ 140.00	\$ 185.00	\$ 152.00	\$ 134.00	\$ 289.00	\$ 340.00	
Task		Project Manager	Project Engineer	Designer	CAD Lead	Technical Editor	Administrative Assistant	QC	Technical Expert	TetraTech
		Gordon Munro	Hunter Bennett-Daggett	Lesley Martinez	Bryan Thomas	Dan Portman	Becky Connelly	Matt Huxley	Mark Bush	TOTALS
Task 1.0 Project Management, Project Coordination, and Project Scheduling										
1.2	Project Coordination, Communication & Team Meetings	24.00	12.00	12.00			3.00			\$11,358.00
	Total Hours	24.00	12.00	12.00	0.00	0.00	3.00	0.00	0.00	51.00
	Labor Cost	\$7,176.00	\$2,100.00	\$1,680.00	\$0.00	\$0.00	\$402.00	\$0.00	\$0.00	\$11,358.00
	Total Cost This Task	\$7,176.00	\$2,100.00	\$1,680.00	\$0.00	\$0.00	\$402.00	\$0.00	\$0.00	\$11,358.00
	Total Cost This Task	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 8.0 Final Design (90% & 100% Bid Ready)										
8.1	Roadway Construction Plans (90% and 100% Bid Ready)	6.00	72.00	96.00	2.00					\$28,204.00
8.11	Construction Specifications (90% & 100% Bid Ready)	1.00	24.00	24.00			2.00			\$8,127.00
8.12	Construction Estimates (90% and 100% Bid Ready)	1.00	16.00	16.00						\$5,339.00
8.13	Constructability Review									\$0.00
	Total Hours	8.00	112.00	136.00	2.00	0.00	2.00	0.00	0.00	260.00
	Labor Cost	\$2,392.00	\$19,600.00	\$19,040.00	\$370.00	\$0.00	\$268.00	\$0.00	\$0.00	\$41,670.00
	Total Cost This Task	\$2,392.00	\$19,600.00	\$19,040.00	\$370.00	\$0.00	\$268.00	\$0.00	\$0.00	\$41,670.00
Task 10.0 Construction Support										
10.1	Bidding Support	2.00	8.00	12.00					2.00	\$4,358.00
10.2	Construction Engineering/Administration	48.00	140.00	80.00			2.00	4.00	4.00	\$52,836.00
10.6	As-Built Plans and Project Closeout	2.00	18.00	40.00						\$9,348.00
	Total Hours	52.00	166.00	132.00	0.00	0.00	2.00	4.00	6.00	362.00
	Labor Cost	\$15,548.00	\$29,050.00	\$18,480.00	\$0.00	\$0.00	\$268.00	\$1,156.00	\$2,040.00	\$66,542.00
	Total Cost This Task	\$15,548.00	\$29,050.00	\$18,480.00	\$0.00	\$0.00	\$268.00	\$1,156.00	\$2,040.00	\$66,542.00
PROJECT SUMMARY										
	Total Project Hours	84.0	290.0	280.0	2.0	0.0	7.0	4.0	6.0	673.0
	Total Salary Cost	\$25,116.00	\$50,750.00	\$39,200.00	\$370.00	\$0.00	\$938.00	\$1,156.00	\$2,040.00	\$119,570.00
	Reimbursables Subtotal									\$81.88
	Total Fee	\$25,116.00	\$50,750.00	\$39,200.00	\$370.00	\$0.00	\$938.00	\$1,156.00	\$2,040.00	\$119,651.88
PROJECT TOTAL										\$ 119,651.88

Ice Age Drive

City of Sherwood

PROFESSIONAL SERVICES - HOURLY BREAKDOWN

July 5 2024

Fee Summary

		\$ 262.00	\$ 228.00	\$ 167.00	\$ 145.00	\$ 140.00	\$ 123.00	\$ 101.00	\$ 146.00	\$ 112.00	
Task		Survey Supervisor, PLS	Project Manager, PLS	Project Surveyor, PLS	Survey Analyst	Office Survey Technician	Party Chief	Field Survey Technician	Project Coordinator	Project Accountant	David Evans & Assoc.
		Pat Gaylord	Chris D'Orazio	Keith Lyman	Tyson Mizell	Tim Schweitzer	Shaun Potter	Mike Bosca	Laurie Youngs		TOTALS
Task 1.0 Project Management, Project Coordination, and Project Scheduling											
1.2	Project Coordination, Communication & Team Meetings	16.00	44.00	44.00					8.00	2.00	\$22,964.00
	Total Hours		44.00	44.00	0.00	0.00	0.00	0.00	8.00	2.00	98.00
	Labor Cost		\$10,032.00	\$7,348.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,168.00	\$224.00	\$18,772.00
	Total Cost This Task		\$10,032.00	\$7,348.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,168.00	\$224.00	\$22,964.00
Task 4.0 Surveying & Mapping											
4.1	Topographic Survey (Area Control Coordination)		4.00	16.00	9.00	30.00	27.00	27.00	2.00	1.00	\$15,541.00
	Total Hours		4.00	16.00	9.00	30.00	27.00	27.00	2.00	1.00	116.00
	Labor Cost		\$912.00	\$2,672.00	\$1,305.00	\$4,200.00	\$3,321.00	\$2,727.00	\$292.00	\$112.00	\$15,541.00
	Total Cost This Task		\$912.00	\$2,672.00	\$1,305.00	\$4,200.00	\$3,321.00	\$2,727.00	\$292.00	\$112.00	\$15,541.00
Task 10.0 Construction Support											
10.1	Bidding Support										\$0.00
10.2	Construction Engineering Support		18.00	44.00	36.00	36.00	108.00	100.00	4.00	1.00	\$45,792.00
10.6	As-Built Plans and Project Closeout										\$0.00
10.7	Post Construction As-Built Survey - CONTINGENCY	6.00	12.00	30.00	50.00	182.00	215.00	215.00	8.00	2.00	\$91,600.00
10.8	Post Construction ROS	8.00	24.00	60.00	34.00	100.00	90.00	90.00	4.00	1.00	\$57,374.00
	Total Hours	14.00	54.00	134.00	120.00	318.00	413.00	405.00	16.00	4.00	1,478.00
	Labor Cost	\$3,668.00	\$12,312.00	\$22,378.00	\$17,400.00	\$44,520.00	\$50,799.00	\$40,905.00	\$2,336.00	\$448.00	\$194,766.00
	Total Cost This Task	\$3,668.00	\$12,312.00	\$22,378.00	\$17,400.00	\$44,520.00	\$50,799.00	\$40,905.00	\$2,336.00	\$448.00	\$194,766.00
PROJECT SUMMARY											
	Total Project Hours	14.0	102.0	194.0	129.0	348.0	440.0	432.0	26.0	7.0	1,692.0
	Total Salary Cost	\$3,668.00	\$23,256.00	\$32,398.00	\$18,705.00	\$48,720.00	\$54,120.00	\$43,632.00	\$3,796.00	\$784.00	\$233,271.00
	Reimbursables Subtotal										\$23,948.88
	Total Fee	\$3,668.00	\$23,256.00	\$32,398.00	\$18,705.00	\$48,720.00	\$54,120.00	\$43,632.00	\$3,796.00	\$784.00	\$253,027.88
PROJECT TOTAL											\$ 257,219.88

Ice Age Drive

City of Sherwood

PROFESSIONAL SERVICES - HOURLY BREAKDOWN

July 5 2024

Fee Summary		Principal	PM I	Staff III	CADD	Senior PA	Support			
		\$ 235.00	\$ 214.00	\$ 201.00	\$ 127.00	\$ 118.00	\$ 102.00	\$ 81.00		
Task		Principal	Senior Associate	Associate	Staff II	CADD	Senior PA	Support		NV5 Subtotal
		Scott Mills	Shervin Jahangirnejad	Tyler Pierce	Ina Gergalo					TOTALS
Task 1.0 Project Management, Project Coordination, and Project Scheduling										
1.2	Project Coordination, Communication & Team Meetings	4.00	4.00	4.00						\$2,600.00
	Total Hours	4.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	12.00
	Labor Cost	\$940.00	\$856.00	\$804.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00
	Total Cost This Task	\$940.00	\$856.00	\$804.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00
Task 3.0 Geotechnical & Pavement										
										\$0.00
	Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Cost This Task	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 10.0 Construction Support										
10.1	Bidding Support									\$0.00
10.2	Construction Engineering/Administration	4.00	8.00	12.00	12.00					\$6,588.00
10.6	As-Built Plans and Project Closeout									\$0.00
10.7	Post Construction As-Built Survey and Post Construction ROS									\$0.00
	Total Hours	4.00	8.00	12.00	12.00	0.00	0.00	0.00	0.00	36.00
	Labor Cost	\$940.00	\$1,712.00	\$2,412.00	\$1,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,588.00
	Total Cost This Task	\$940.00	\$1,712.00	\$2,412.00	\$1,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,588.00
	Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Cost This Task	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROJECT SUMMARY										
	Total Project Hours	8.0	12.0	16.0	12.0	0.0	0.0	0.0	0.0	48.0
	Total Salary Cost	\$1,880.00	\$2,568.00	\$3,216.00	\$1,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,188.00
	Reimbursables Subtotal									\$98.25
	Total Fee	\$1,880.00	\$2,568.00	\$3,216.00	\$1,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,286.25
PROJECT TOTAL										\$ 9,286.25

Ice Age Drive

City of Sherwood

PROFESSIONAL SERVICES - HOURLY BREAKDOWN

July 5 2024

Fee Summary

		\$ 186.00	\$ 133.00	\$ 126.00	\$ 99.00	\$ 89.00					
Task		Project manager John van Staveren	Wetland Scientist 2	Wetland Scientist 1	Graphics Specialist Lisa Bosca	Technical Editor/Administrative Jane LeBlanc					Pacific Habitat Services Subtotal
											TOTALS
Task 1.0 Project Management, Project Coordination, and Project Scheduling											
1.2	Project Coordination, Communication & Team Meetings	14.00	14.00								\$4,466.00
	Total Hours	14.00	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00
	Labor Cost	\$2,604.00	\$1,862.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,466.00
	Total Cost This Task	\$2,604.00	\$1,862.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,466.00
	Total Cost This Task	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 7.0 Environmental & Arboricultural											
7.1	Environmental Consulting										\$0.00
	Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Cost This Task	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 10.0 Construction Support											
10.1	Bidding Support										\$0.00
10.2	Construction Engineering/Administration	3.00	16.00			3.00					\$2,953.00
10.3	Construction Inspection and Management										\$0.00
10.4	Construction Meetings										\$0.00
10.5	As-Built Plans and Project Closeout										\$0.00
10.6	Post Construction As-Built Survey and Post Construction ROS										\$0.00
	Total Hours	3.00	16.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	22.00
	Labor Cost	\$558.00	\$2,128.00	\$0.00	\$0.00	\$267.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,953.00
	Total Cost This Task	\$558.00	\$2,128.00	\$0.00	\$0.00	\$267.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,953.00
PROJECT SUMMARY											
	Total Project Hours	17.0	30.0	0.0	0.0	3.0	0.0	0.0	0.0	0.0	50.0
	Total Salary Cost	\$3,162.00	\$3,990.00	\$0.00	\$0.00	\$267.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,419.00
	Reimbursables Subtotal										\$68.78
	Total Fee	\$3,162.00	\$3,990.00	\$0.00	\$0.00	\$267.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,487.78
PROJECT TOTAL											\$ 7,487.78

Ice Age Drive						
City of Sherwood						
PROFESSIONAL SERVICES - HOURLY BREAKDOWN						
July 5 2024						
Fee Summary						
		\$ 185.15	\$ 71.74	\$ 67.72	\$ 41.71	
Task		Project Manager	Sr. R/W Agent	R/W Agent	Sr. Title Specialist	Universal Field Services
		Leslie Finnigan	Bob Finnigan	Jill Wyatt	Edith Solario	TOTALS
Task 1.0 Project Management, Project Coordination, and Project Scheduling						
1.2	Project Coordination, Communication & Team Meetings	10.00	3.00			\$2,066.72
	Total Hours	10.00	3.00	0.00	0.00	13.00
	Labor Cost	\$1,851.50	\$215.22	\$0.00	\$0.00	\$2,066.72
	Total Cost This Task	\$1,851.50	\$215.22	\$0.00	\$0.00	\$2,066.72
Task 9.0 ROW Acquisition						
9.1	Right-of-Way Map					\$0.00
9.2	Preliminary Activities (Including Relocation Support Services)	24.00	22.00	48.00	28.00	\$10,440.32
9.3	Appraisal & Appraisal Review	12.00				\$2,221.80
9.4	ROW Acquisition	24.00	80.00	80.00	16.00	\$16,267.76
	Total Hours	60.00	102.00	128.00	44.00	334.00
	Labor Cost	\$11,109.00	\$7,317.48	\$8,668.16	\$1,835.24	\$28,929.88
	Total Cost This Task	\$11,109.00	\$7,317.48	\$8,668.16	\$1,835.24	\$28,929.88
PROJECT SUMMARY						
	Total Project Hours	70.0	105.0	128.0	44.0	347.0
	Total Salary Cost	\$12,960.50	\$7,532.70	\$8,668.16	\$1,835.24	\$30,996.60
	Reimbursables Subtotal					\$27,524.00
	Total Fee	\$12,960.50	\$7,532.70	\$8,668.16	\$1,835.24	\$58,520.60
PROJECT TOTAL						\$ 58,520.60

Description	Firm	Basis of Estimate	Total
Task 1 - Project Management			\$ -
Virtual Meetings Assumed			
Task 2 - Traffic Analysis			\$ -
Task 3 - Geotechnical & Pavement			\$ -
Task 4 - Surveying & Mapping			\$ 20,834.25
Aerial Terrain Mapping	Geoterra	New flight, project area	\$ 19,950.00
Mileage	DEA	45 Trips, 30mi RT	\$ 884.25
Task 5 - Drainage/Water Quality Studies			\$ -
Task 6 - Utility Coordination			\$ -
Task 7 - Environmental & Arboricultural			\$ -
Task 8 - Final Design (90% and 100%)			\$ -
Task 9 - ROW and Real Property Acquisition Services			\$ 27,524.00
Appraisal Reports	UFS	4 Appaisals @ \$4,500	\$ 18,000.00
Appraisal Review	UFS	4 appraisal reviews @ \$1,750	\$ 7,000.00
Preliminary Title Reports	UFS	4 PTS @\$450 each	\$ 1,800.00
Postage	UFS	first class and overnight	\$ 200.00
Mileage	UFS	IRS Rate. \$.655/mile	\$ 524.00
Task 10 - Construction Support			\$ 4,086.65
Field Meeting as Needed	KAI	24 Assumed (Monthly during construction), 46mi RT	\$ 723.12
Field Meetings (3)	TT	5 assumed at 25mi RT	\$ 81.88
milage for post con	DEA	5 Days, 35mi RT	\$ 114.63
post con ROS filing fee	DEA		\$ 3,000.00
Field Meetings (3)	NV5	6 assumed at 25mi RT	\$ 98.25
Mileage for FAHP Inspections	PHS	3 assumed at 35 mi RT	\$ 68.78
Task 11 - Public Engagement			\$ -
Total			\$ 52,444.90

URA Board of Directors Meeting

Date: July 16, 2024

- List of Meeting Attendees: ✓
- Request to Speak Forms: ✓
- Documents submitted at meeting: ✓

- None.

URA Board of Directors Meeting Date:

July 16, 2024

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, July 16, 2024**

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140**

URA BOARD MEETING

- 1. CALL TO ORDER:** Chair Rosener called the meeting to order at 8:45 pm.
- 2. BOARD PRESENT:** Chair Tim Rosener, Vice Chair Kim Young, Board Members Keith Mays, Taylor Giles, Renee Brouse, Doug Scott, and Dan Standke.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Craig Sheldon, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Manager Richard McCord, Law Clerk Jeremy Zerkle, HR Director Lydia McEvoy, City Engineer Jason Waters, and Agency Recorder Sylvia Murphy.
- 4. CONSENT AGENDA:**
 - A. Approval of June 18, 2024 URA Board Meeting Minutes**
 - B. URA Resolution 2024-004, Authorizing the Sherwood Urban Renewal Agency Manager to sign a Professional Services Contract Amendment with Kittelson & Associates, Inc. for the Final Design, Construction Support, and Closeout Support Services of SW Ice Age Drive**

MOTION: FROM BOARD MEMBER SCOTT TO APPROVE THE CONSENT AGENDA. SECONDED BY BOARD MEMBER MAYS. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

Vice Chair Young asked that citizen comment be added to future URA meeting agendas and Chair Rosener stated he agreed.

5. ADJOURN

Chair Rosener adjourned the meeting at 8:47 pm.

Attest:


Sylvia Murphy, MMC, Agency Recorder


Kim Young, Vice Chair