



RESOLUTION 2024-066

AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH KITTELSON & ASSOCIATES FOR THE TRANSPORTATION SYSTEM PLAN (TSP) UPDATE PROJECT

WHEREAS, the Transportation System Plan (TSP) was last updated in 2014 and is the top priority master plan update project for the City; and

WHEREAS, City staff advertised on July 24th and July 26th of 2024 in the Oregon DJC a public Request for Proposal (RFP) using the Formal Selection Process for service contract over \$250,000; and

WHEREAS, the services required to complete the TSP Update Project must be provided by licensed professional engineers, including but not limited to licensed civil engineers and traffic engineers; and

WHEREAS, state & local contracting rules require the selection of professional architectural and engineering (A&E) services to be based on qualifications and experience or Qualifications Based Selection (QBS) only; and

WHEREAS, the consultant contract amount for the TSP Update Project is set at \$500,000 plus contingency funds to be expended across the current and pending fiscal years over multiple phases of work meeting state requirements and will address the City's pillars & goals and priorities of the City Council; and

WHEREAS, two (2) proposals were received from qualified firms that both have completed similar projects and have previously contracted with the City, DKS Associates and Kittelson & Associates, both based out of Portland, Oregon; and

WHEREAS, the City RFP selection committee members independently reviewed and scored each proposal per the RFP scoring criterion and determined Kittelson & Associates to have the highest total aggregate score; and

WHEREAS, City staff checked references and verified active licenses and believes Kittelson & Associates, Inc. is qualified to complete the TSP Update Project; and

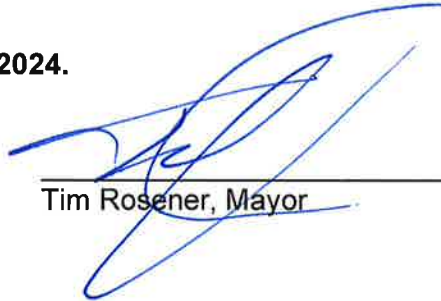
WHEREAS, the Notice of Intent to Award a contract to Kittelson & Associates for the TSP Update Project was posted to the City webpage on Tuesday, September 24th, 2024 and the seven (7) day protest period ended on October 1st, 2024; and

WHEREAS, staff recommends a \$65,000 (13%) contingency for the TSP Update Project within current city limits and up to an additional \$150,000 authorization for similar work in special districts or growth areas not yet annexed into the city limits.

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

- Section 1.** The City Manager is hereby authorized to negotiate and execute a Contract with Kittelson & Associates, Inc for the Transportation System Plan (TSP) Update Project.
- Section 2.** The initial Contract Amount shall not exceed \$500,000 for the pending scope of work being negotiated by the City Manager in the best interest of the City and City Council.
- Section 3.** The City Manager is authorized to execute contract amendments up to \$65,000 for unforeseen work related to undeveloped or redevelopment areas within the city limits.
- Section 4.** The City Manager is authorized to executed additional contract amendments up to \$150,000 for similar technical work in special overlay districts or pending growth expansion areas.
- Section 5.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 1st of October 2024.



Tim Rosener, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder