

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Award – Laurelwood Ave
Sidewalk Improvement Project (CIP 3113)

FOR AGENDA OF: 03-03-20 **BILL NO:** 20072

MAYOR'S APPROVAL: *Denny*

DEPARTMENT OF ORIGIN: Public Works *g*

DATE SUBMITTED: 02-07-20

CLEARANCES: City Attorney *MD*
Mayor's Office *A*
Purchasing *AT Murall*
Finance *Rollins*
Engineering *CH*

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS:

1. Project Data Sheet & Funding Plan
2. 3J Scope of Work
3. 3J Fee

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$287,209.50	BUDGETED \$345,000*	REQUIRED \$0

* Account number 310-75-3113-683 – Capital Projects Fund – Infrastructure Projects – Laurelwood Avenue – Scholls Ferry Road and Apple Way Sidewalk Project Number 3113 – The FY 2019-20 Adopted Budget included \$345,000 for this project. The project design work is estimated to span FY 2019-20 through FY 2021-22.

RECOMMENDED ACTION:

City Council, acting as the Contract Review Board, authorizes the Mayor to sign a contract with 3J Consulting (3J) of Beaverton, Oregon, in the amount of \$287,209.50 to perform engineering services for the Laurelwood Avenue Sidewalk Project (CIP No. 3113) in a form approved by the City Attorney.

HISTORICAL PERSPECTIVE:

CIP 3113 is listed in the FY 2019-2020 Capital Improvement Plan on pages 40 and 41. This project responds to a Council priority established in 2016 to include sidewalk projects in the CIP. The project also responds to Community Vision Action Plan Goal No. 48 to install safe sidewalks and pedestrian lighting citywide and Goal No. 49 to create safe routes to schools. The project is included as Project No. 41 in the City of Beaverton Active Transportation Plan (ATP) which was adopted in November 2017.

In March 2018 CIP 3113 was selected as one of the two highest priority pedestrian projects by the ATP committee. In May 2018 the Transportation Capital Improvement Program Advisory Committee (TCIP) selected the project as the second highest priority pedestrian project. In November 2018 Council approved funding for the design of this project.

A Request for Proposals using a Qualified Based Selection (RFP-QBS) for professional engineering services was advertised on October 7, 2019. The City received a total of four proposals (3J, Alta Planning + Design, HHPR, and Wallis Engineering). A committee consisting of five City staff selected 3J as the top candidate and negotiated a scope of work and budget.

Agenda Bill No: 20072

INFORMATION FOR CONSIDERATION:

The project proposes to construct sidewalk on one side of Laurelwood Avenue, between Scholls Ferry Road and Apple Way. Other improvements include curb and gutter, planter strip/water quality swale where possible, street lighting and storm drainage.

The principal tasks within 3J's scope of work are shown in Exhibit 2 and the associated fee in Exhibit 3. The project funding plan is shown in Exhibit 1. Project design is anticipated to begin in March 2020 and to be completed in Spring 2021. Construction is anticipated to begin in late Spring 2021 and to be completed in late Fall 2021.

FUNDING PLAN FOR CIP 3113 - LAURELWOOD AVE (SCHOLLS FERRY RD - APPLE WY) SIDEWALKS

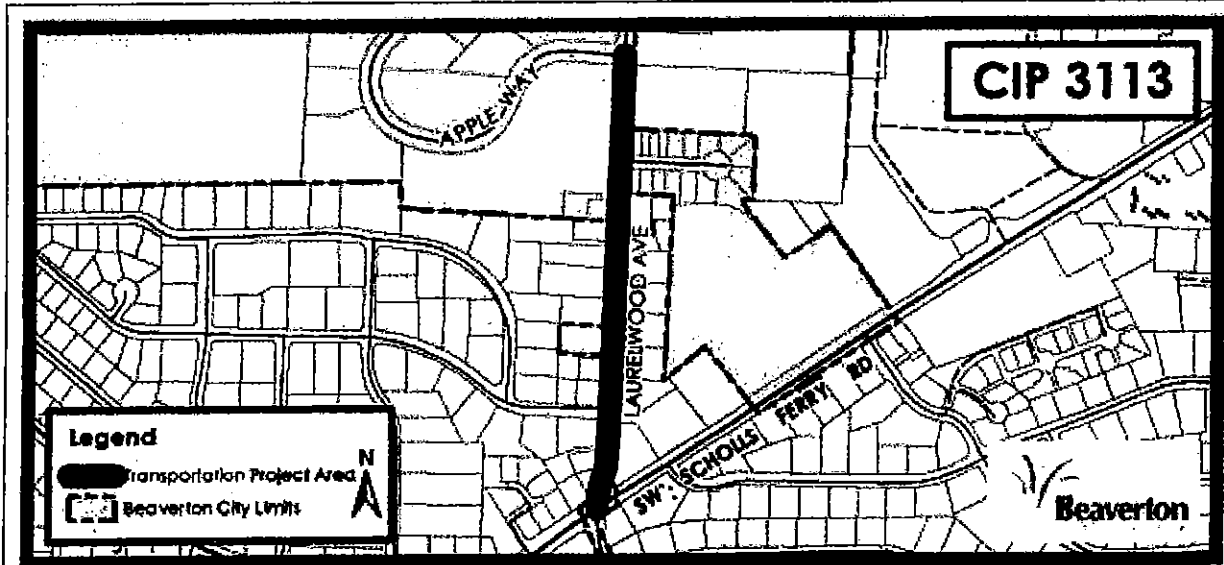
	Estimated FY 2019-2020	Estimated FY 2020-2021	Estimated FY 2021-2022	TOTAL
683 (Engineering Incl staff time)	\$140,000	\$167,000	\$70,000	\$377,000
652 (Right of Way)		\$70,000		\$70,000
682 (Construction)			\$1,000,000	\$1,000,000
TOTAL	\$140,000	\$237,000	\$1,070,000	\$1,447,000

The funding source for the project is Street Fund, General Fund, and MSTIP3e.

3950 - Storm Fund		\$75,000	\$75,000	\$150,000
TOTAL				\$1,597,000

13-Feb-20

Project Location



ATTACHMENT A

Contract Statement of Work Delivery Schedule and Summary of Estimate for Services

Master Contract No. 3581-20B

Laurelwood Avenue Sidewalk Improvement Project

City of Beaverton

Project Manager: Trevis Smith
12725 SW Millikan Way
Beaverton, Oregon 97076
503-526-2283
tsmith@beavertonoregon.gov

3J Consulting, Inc.

Project Manager: Brian K. Feeney, PE
9600 SW Nimbus Ave., Suite 100
Beaverton, Oregon 97008
503-946-9365, Ext 205
brian.feeney@3j-consulting.com

PROJECT UNDERSTANDING AND WORK SCOPE FOR COMPLETE PROJECT

Background

This scope of work is for design including public involvement, regulatory review, and permit preparation for new sidewalks along one side of SW Laurelwood Avenue between SW Apple Way and SW Scholls Ferry Road. The City of Beaverton has project management responsibility for this project with 3J Consulting, Inc. (3J) providing assistance with project management, design and engineering services, surveying, landscape architecture services, right-of-way acquisition, arborist services, geotechnical services, public involvement assistance, and other tasks.

The work scope has been defined for the entire project through construction close-out. Tasks to be completed by 3J and its sub-consultants are set forth in this work scope.

Proposed Improvements

The project is to create a 5 to 6-foot-wide sidewalk along one side of SW Laurelwood Avenue. Ultimate right-of-way for this road is 50 feet. The desired sidewalk will be standard dense concrete and is to be separated from the travel lanes with curb and gutter and flow-through planters where possible. If this is not possible, the sidewalk will be located where it has the least impact on the current topography and vegetation. If a curb tight sidewalk is required it shall be a minimum of 6 feet wide. The ultimate alignment of the sidewalk will be determined at the end of the alternate analysis phase of the project.

The project will address ADA improvements at the intersections potentially including curb returns to control vehicular turning movements to protect the pedestrian crossing. Other ADA issues may arise as the project moves forward and additional crossing impacts are identified. In addition, the project will address signage and visibility at the intersections.



SPECIFIC SCOPE OF SERVICES

The following services are for the entire project which is to be completed by 3J staff and sub-consultants. The deliverables are listed for each task. Tasks include surveying, minimal public involvement assistance, right-of-way acquisitions services, arborist services, geotechnical engineering services, landscape design, and engineering design. 3J assumes Environmental Services are not required at this time. The tasks below are the result of our meetings with City staff and efforts as we understand them to be at this time. All work performed under this scope of work will be done so in accordance with all applicable federal, state, and local design standards.

The design services work scope outlined below is anticipated to complete the project through construction.

Task 1.0	Project Management
Task 2.0	Project Orientation/Data Collection
Task 3.0	Preliminary Engineering
Task 4.0	Final Engineering
Task 5.0	Right of Way Acquisition Services
Task 6.0	Bidding Assistance and Limited Assistance During Construction
Task 7.0	Record Drawings
Task 8.0	Extra Work as Authorized

TASK 1.0 Project Management

1.1 Project Administration

The duration of the project planning and design effort through construction is assumed to be 22 months, from January 2020 to October 2021. The following items are included:

- Provide management, coordination, and direction to the project team and sub-consultants for completing the project on time and on budget.
- Provide assistance in the day-to-day management and decision making for the project.
- Prepare and administer sub-consultant contracts.
- Track project costs and budgets on a monthly basis.
- Prepare monthly invoices for project and monthly summary reports. Twenty-two (22) invoices and summary reports are included.

1.2 Project Scheduling

- Prepare and submit an activities list and schedule to the City following the notice-to-proceed. The schedule will show appropriate milestones for the project including intermediate and final submittal dates for design documents and key decision points.
- Revise project schedule to reflect changes in the project. Schedule updates will be completed following key milestones, or as requested by the City of Beaverton.

1.3 Project Meetings

The proposed approach to project coordination during design is to hold project meetings with key project team members and representatives from City of Beaverton, project Stakeholders, and others as defined below. These will be scheduled and attended by the City's Project Manager. Other participants may include

affected utility providers, Clean Water Services, and a representative of Operations Division. These meetings will have a specific agenda addressing and resolving project issues as they are encountered.

- Schedule and attend a two-hour Project Kickoff Meeting with the City, 3J PM and Designer, and sub-consultants. Prepare and distribute project information including team member list, copies of the contract, deliverable expectations list, draft project schedule, and electronic file structure information. Prepare meeting agenda and summary notes.
- Conduct periodic technical team meetings with the City of Beaverton and design staff to coordinate the project. These meetings will include the design engineer or project manager depending on the agenda. Assume up to four (4) meetings, two hours each in duration attended by 3J at the City offices. Prepare the meeting agendas and summary notes for the meetings.
- Complete review at the completion of the Preliminary Engineering/Alternatives analysis phase. This will include discussing review comments from the design team and City of Beaverton. Assume up to two (2) Meetings, two hours each and attended by 3J at the City offices. Prepare the meeting agenda and summary notes for meetings.

1.4 Public Information

- The primary purpose of the public involvement task is to provide assistance to the City for public meetings and communications. The City will develop and manage all public information tasks. The project team will work with the City Project Manager to complete the following
 - Assist the City Project Manager to provide backup and support information for Neighborhood Association Meetings, Open House Meetings, and City Council Meetings. This scope of work assumes attendance at up to two (2) neighborhood association meetings, one (1) Open House, one (1) City Council Meeting and two (2) City Board and Commission meetings. Prepare meeting summaries for each meeting.
 - Provide materials and exhibits for the City use in the outreach meetings.

Task 1 Deliverables:

The following deliverables are part of this task:

- Monthly Summary Reports
- Up to (1) Draft schedule to be presented at the Kickoff Meeting
- Up to Six (6) schedule updates
- Meeting Agenda and materials distributed prior to meetings.
- Attendance and participation at meetings as described herein.
- Draft summary notes
- Drawings and Graphics provided for Public Meetings (5 graphics assumed)

TASK 2.0 Project Orientation/Data Collection

Consultant shall provide labor, equipment, and materials to complete the surveying, geotechnical and arborist needs for the project. Surveying utilized for Task 3 will be from the City's preliminary survey provided during the proposal project. Once a preferred alignment has been chosen the Surveyor will complete the final survey on the applicable side of the street. Geotechnical Services have been provided if deemed necessary for the project and will not commence without City Authorization.

2.1 Data Collection

- Consultant to obtain and review available existing data prior to finalizing the site survey requirements.
 - As-built records from City, County, and Clean Water Services.
 - GIS base map (shapefiles) for tax lots, utilities, environmental overlays, and recent aerial photo
 - City's preliminary project development information
 - City provided topographical survey points files with field notes and utility information.

2.2 Preparation of Basemap and Additional Topographical Survey

- Convert Prior Survey Mapping
 - Convert existing city provided survey to AutoCAD Civil 3D for preliminary design.
 - Update the three-dimensional surface model to be used in the design
 - Create tax lot and ownership information from City's GIS system.

Task 2.2 Deliverables:

- Preliminary survey basemap in AutoCAD Civil 3D
- DTM Compatible with AutoCAD Civil 3D

2.3 Additional Topographical Survey (based on preferred alternative)

- Update topographical survey for changes that have occurred since original survey work.
- Add any new topographical information required for design.
 - Anticipate approximately 20-30ft of additional survey past the ROW onto Private property
- Verify property corners located along the right-of-way
- Update the design surface and base drawing

Task 2.3 Deliverables:

- Final survey basemap in AutoCAD Civil 3D
- DTM Compatible with AutoCAD Civil 3D
- Copy of survey field notes
- Existing conditions base map in PDF format, including utility line work

2.4 Pre-construction Record of Survey

- Prepare a pre-construction record of survey per ORS 209.155
- Record survey to depict existing found survey monumentation, right-of-way and centerline location.

Task 2.4 Deliverables:

- Record of survey to be recorded with County

2.5 Arborist Services

- Tree Reconnaissance. Preliminary site walk with design team to outline preliminary issues and opportunities for trees located on both sides of the road based on alignment alternatives. Identify high quality trees. Provide an email summary of the site meeting and aerial mark-up with comments to help inform the alternatives analysis.
- Tree Inventory. Once a preferred alignment is selected, individual trees have been surveyed, and site access is permitted by adjacent owners, conduct one site visit to visually assess existing trees and collect individual tree data including species, diameter, crown radius, general condition and other comments based on observations. Submit data to design team.
- Team Meetings. Attend up to two project team meetings to review preliminary design and 60% site plans in terms of potential tree impacts and tree protection recommendations.
- Arborist Recommendations. Review up to three site plan iterations (60%, 90%, 100%) and provide recommendations on removal and/or construction techniques to work around the existing trees. Update treatment recommendations to remove or retain trees and submit tree data to design team; provide written tree protection specifications for plans.
- Coordination. Allocate time for calls and discussions with design team for coordination as needed.

Task 2.5 Deliverables:

- Arborist Report

TASK 3.0 Preliminary Engineering

The Consultant team will utilize the preliminary survey base mapping to prepare alternative concept plans illustrating sidewalk orientation and constraints for the project limits along SW Laurelwood Avenue. These concept plans will be used to determine the preferred sidewalk alignment and will be utilized for final design.

3.1 Site Visit to Confirm Mapping and Site-Specific Constraints

- Conduct site visit along project limits to confirm mapping including culverts, existing water quality swale extents, conveyance ditches, utility crossings, utility poles, fences, landscape encroachments, mail box locations and potential constraints to locating a new pathway within the available right-of-way.

3.2 Develop Preliminary Plans

- Prepare two (2) design alternate roll maps of the project limits illustrating proposed improvements including needed right-of-way, and/or utility relocation, constraints or other conflicts.

3.3 Alternative Analysis and Preliminary Cost Estimate

- Prepare an alternative analysis summary report outlining pros and cons of each alternative with associated preliminary cost estimates for right-of-way, utility relocation, tree impact, private driveway and property impacts and construction.

3.4 Preliminary Recommendations

- Provide preliminary alignment recommendation to City Project Manager. Assume one (1) two hour Meeting and attended by 3J at the City offices. Prepare the meeting agenda and summary notes for meetings

Task 3 Deliverables:

The following deliverables are part of this task:

- Concept Design/Constraints Roll Map (2 assumed)
- Alternative Analysis summary with preliminary project costs
- Written Meeting Summaries

TASK 4.0 Final Engineering of the Selected Alternative

Based on the selected alternative from Task 3.0, the design will consist of the new sidewalk along the selected side of SW Laurelwood Avenue.

Design plans will be prepared after the alignment and roadway section have been established. The plan scale will generally be 1"=20' for 22"x34", unless otherwise noted in the plan index at the end of this scope of services.

4.1 60% Submittal

Prepare 60% Construction plans based on the City's preferred facility option.

- Prepare plan and profile sheets to the 60% level of completion based on the horizontal and vertical alignment.
- Prepare grading limits for 60% design including limits for driveways and retaining walls.
- Illustrate locations of proposed right-of-way and temporary construction easements.
- Prepare initial recommendations for the ADA crossing improvements at the intersections.
- Review the alignment design based on the potential utility, landscape, and cost impacts.
- Develop typical sections for roadway and sidewalk based on site constraints.
- Prepare recommendations for drainage and water quality improvements based on the City's street standards, and City of Beaverton Design and construction standards. Water Quality Treatment shall include investigating the use of surface water treatment. Discuss surface water treatment measures with the City at 60% design.
- Prepare 60% plans and details for the water quantity improvements. No detention improvements are anticipated as part of this project.
- Prepare updated construction cost estimate based on 60% design.
- Prepare Outline of Technical Specifications
 - Identify appropriate technical sections from joint 2018 ODOT/APWA specifications to be included in project specifications.
 - Develop modifications to technical specification sections necessary to address project specific issues or design elements.
 - Select measurement and payment method for each project element.
 - Based on the above, prepare outline of the technical specifications including any potential special provisions based on the 60% design.

- Prepare Preliminary Design Report
 - Compile project design decisions, meeting notes, review comments, stormwater report, engineer's opinion of potential construction cost and 60% design plans for submittal to the City.
 - Meet with the City to review design report and to obtain approval to proceed to final design.

Task 4.1 Deliverables:

The following deliverables are part of this task:

- 60% Construction Plans
- 45 to 50 plan sheets including 1"=20' plan views
- Outline of technical specifications
- Updated Engineer's Opinion of Construction Cost based on the 60% design
- Preliminary Storm Drainage Report

4.2 90% Submittal

Prepare 90% Construction plans based on the City's comments to the 60% submittal. Note: Task 4.2 to begin upon completion of right-of-way acquisition, Land Use Approvals, or as directed by the City.

- Prepare plan and profile sheets to the 90% level of completion based on the horizontal and vertical alignment.
- Prepare grading limits for 90% design including limits for driveways and retaining walls.
- Illustrate locations of right-of-way and temporary construction easements.
- Prepare final design for the ADA crossing improvements at the intersections.
- Review the alignment design based on the identified utility, landscape, and cost impacts.
- Prepare typical sections for roadway and sidewalks based on site constraints and decisions made during review of the 60% design.
- Prepare site specific details for the project.
- Prepare 90% Planting Plan design. Irrigation during the 1st year plant establishment period is part of selected contractor responsibility.
- Complete drainage and water quality improvement designs to 90% based on the City's street standards, and City's recommendations, design and construction standards. Water Quality Treatment shall include development of designs specifically to address surface water treatment and conveyance of stormwater flows.
- Develop drainage on sidewalk plans to 90% based on design decisions from task 4.1. The design will address existing conditions, impacts to existing drainage swales and culverts and designed improvements.
- Prepare 90% design and details for the water quantity improvements. No detention improvements are anticipated as part of this project.
- Prepare updated construction cost estimate based on 90% design.
- Prepare Technical Specifications
 - Finalize modifications to technical specification sections addressing project specific issues and design elements.
 - Complete measurement and payment section for each project pay element.
 - Finalize special provisions based on project constraints, property owner input, and identified construction impacts.
 - Prepare final technical specifications including special provisions based on the 90% design.

- Prepare Preliminary Design Report
 - Compile project design decisions, meeting notes, review comments, stormwater report, engineer's opinion of potential construction cost and 90% design plans for submittal to the City
 - Meet with the City to review design report and to obtain approval to proceed to final design.

Task 4.2 Deliverables:

The following deliverables are part of this task:

- 90% Construction Plans
- 45 to 50 plan sheets including 1"=20' plan views
- Final Storm Water Report
- Technical Specifications
- Engineer's Opinion of Construction Cost based on the 90% design

4.3 100% Submittal

Prepare 100% Construction plans based on the City's comments to the 90% submittal.

- Prepare plan and profile sheets to the 100% level of completion based on the horizontal and vertical alignment.
- Prepare grading limits for 100% design including limits for driveways and slope easements.
- Prepare final design for the ADA crossing improvements at the Intersections.
- Prepare Final Planting Plan design. Irrigation during the 1st year plant establishment period is part of selected contractor responsibility.
- Complete drainage and water quality improvement designs to 100% based on the City's street standards, and City's recommendations, design and construction standards. Water Quality Treatment shall include development of designs specifically to address surface water treatment and conveyance of stormwater flows.
- Prepare 100% design and details for the water quantity improvements. No detention improvements are anticipated as part of this project.
- Prepare updated construction cost estimate based on final design.
- Prepare Technical Specifications
 - Finalize modifications to technical specification sections addressing project specific issues and design elements.
 - Complete measurement and payment section for each project pay element.
 - Finalize special provisions based on project constraints, property owner input, and identified construction impacts.
 - Prepare final technical specifications including special provisions based on the final design.
- Prepare for Bid Construction Documents
 - Complete minor plan and specification modifications addressing all comments received and finalize plans, technical specifications and special provisions.
 - Meet with City to review for completeness the final construction documents and bid tab prior to turn over to City for bid.
 - Finalize for bid documents and submit to City in electronic format for printing.

Task 4.3 Deliverables:

The following deliverables are part of this task:

- 100% Construction Documents
- 45 to 50 plan sheets including 1"=20' plan views
- Technical Specifications
- Engineer's Opinion of Construction Cost

Task 4 Assumptions:

- The City will provide lighting and electrical design and associated specifications at the 90% submittal.
- City will prepare front-end bid documents (Part 00100) and Consultant will provide special provisions (Part 00200 and beyond)
- Traffic control plan will be a contractor responsibility
- Land Use, Site Development, and other resource agency permitting will be completed by City staff; except for CWS Service Provider Letter which will be completed by Consultant.
- Temporary irrigation will be the responsibility of the contractor.

TASK 5.0 Right-of-Way Acquisition Services

5.1 Project Development

Consultant shall provide labor, equipment and materials to complete the following activities:

- Assist the City in the valuation process
- Complete negotiated agreements
- Provide documentation to the City of Beaverton for closing
- R/W activities shall conform to the standards contained in the Uniform Act of 1970 and amendments, Oregon State Law, and the City of Beaverton policies as they apply to involuntary acquisitions.
- Obtain one title report for each property.

5.2 Administrative Determinations

- Consultant shall assist the City of Beaverton to prepare the administrative determinations (values) by researching the market data and providing comparable for the three types of land zoning within this project area.
- Consultant will provide a spreadsheet for the City's use that will reflect the types of properties, zoning and size.
- Consultant shall also provide formats for the City's use in preparing the administrative determinations and will provide assistance during the process as needed. The City will prepare the administrative valuations and provide just compensation.
- Administrative determinations (Administrative Valuations) are approved under the Federal Uniform Act for non-complex properties and values under \$20,000

Task 5.2 Deliverables:

- Comparable sales data for the three zone types within the project limits.
- Up to eleven (11) title reports

5.3 Acquisition

- Consultant shall conduct negotiations, on behalf of the City, for the acquisitions in accordance with applicable State and Federal law.
- Consultants shall compile and/or prepare all essential documents to be submitted to owners and tenants as required by the Federal Uniform Act and State Law. These include, but are not limited to project information letters, acquisition and relocation brochures, offer-benefit letters, acquisition summary statements, copy of appraisals, map of acquisition areas (if not included in appraisal), and transferring documents. Contractor shall make all offers in person or by certified mail.
- Consultant shall provide all property owners with:
 - A copy of the administrative valuation used to establish just compensation.
 - A written notice, as part of the offer, informing the owner that they have a minimum of 40 days to accept or reject the offer, as per state law.

Property owners who are considering a donation must be informed in writing of their right to just compensation. The owner will sign the donation form indicating their waiver of their rights, if they elect to donate.

- Consultant shall prepare and maintain written diaries of negotiator contacts with property owners and tenants to document:
 - Efforts to achieve amicable settlements,
 - Responses to owners' counterproposals, etc.
- Consultant shall make every reasonable effort to acquire the property expeditiously by negotiation. Property owners must be given reasonable opportunity to consider the offer and present material the owner believes is relevant to determining the value of the property. Contractor shall conduct negotiations for acquisition of real property in accordance with applicable State and Federal law.
- Consultant shall not take any other coercive action in order to induce an agreement on the price to be paid for the property (49 CFR 24.102(h)).
- Consultant will keep accurate records of property owner contacts and keep all pertinent documents in a file to be given to the City at closing of each acquisition. Copies of all documents will be retained by the consultant for seven years.

Task 5.3 Assumptions:

- City will accept and record transferring document
- City will provide formats of documents to be used for acquisition
- No relocation activity is anticipated

Task 5.3 Deliverables:

- One completed negotiation packet for each of the five (5) files with documents for final closing.

5.4 Legal Descriptions and Maps for Right of Way Acquisition.

- Prepare legal descriptions and maps for up to six (6) properties for right of way acquisition and temporary construction easements
- Provide staking of right of way and easement lines to assist with right of way negotiations.

Task 5 Assumptions:

- Right of way acquisition will be required from up to six (6) properties.
- No appraisals will be required. A change in this assumption would require a change in scope.
- No expert witness fees for trial preparation and testimony are included in this scope.

TASK 6.0 Bidding Assistance and Limited Assistance During Construction

6.1 Response to Bidders Inquiries

- Prepare for and attend pre-bid meeting.
- Provide design engineer for reviewing and answering questions via City interface with bidders.
- Support City in preparation of up to two (2) addenda if required.

Task 6.1 Deliverables:

The following deliverables are part of this task:

- Engineer available to answer technical questions during bid process
- Addenda preparation

6.2 Provide Assistance During Construction

- Prepare for and attend pre-construction, meeting.
- Provide engineering assistance, upon city request to review RFI and submittals.
- Site Observations, as requested by City
 - Assumed six (6) visits

6.3 Project Closeout

- Prepare for and attend punch list walkthrough with City
- Prepare and submit final close out documents to City

Task 6.0 Assumptions:

- Landscape Architecture services will not be required and any questions during construction will be addressed by City.

TASK 7.0 Record Drawings

The Consultant team will prepare record drawings showing the constructed facility based on construction observations and contract and inspector provided mark-ups and notes.

- Prepare Record Drawings on mylar and PDF formats

Task 7.0 Assumptions:

- City requires 4 mil mylar w/image scratch and water resistant
- City will not require record drawings of the landscape planting plans

TASK 8.0 Extra Work as Authorized

SUMMARY OF FEES

Estimated Fees	Scope
TASK 1.0 Project Management	\$ 44,978.00
1.1 <i>Project Administration</i>	
1.2 <i>Project Scheduling</i>	
1.3 <i>Project Meetings</i>	
1.4 <i>Public Information</i>	
TASK 2.0 Project Orientation/Data Collection	\$ 34,170.00
2.1 <i>Data Collection</i>	
2.2 <i>Preparation of Basemap and Additional Topographical Survey</i>	
2.3 <i>Additional Topographical Survey (based on preferred alternative)</i>	
2.4 <i>Pre-construction Record of Survey</i>	
2.5 <i>Arborist Services</i>	
TASK 3.0 Preliminary Engineering	\$ 27,051.00
3.1 <i>Site Visit to Confirm Mapping and Site-Specific Constraints</i>	
3.2 <i>Develop Preliminary Plans</i>	
3.3 <i>Alternative Analysis and Preliminary Cost Estimate</i>	
3.4 <i>Preliminary Recommendations</i>	
TASK 4.0 Final Engineering of the Selected Alternative	\$ 106,352.50
4.1 <i>60% Submittal</i>	
4.2 <i>90% Submittal</i>	
4.3 <i>100% Submittal</i>	
TASK 5.0 Right-of-Way Acquisition Services	\$ 26,872.00
5.1 <i>Project Development</i>	
5.2 <i>Administrative Determinations</i>	
5.3 <i>Acquisition</i>	
5.4 <i>Record Keeping</i>	
5.5 <i>Legal Descriptions and Maps for Right of Way Acquisition</i>	
TASK 6.0 Bidding Assistance/Limited Construction Assistance	\$ 14,214.00
6.1 <i>Response to Bidders Inquiries</i>	
6.2 <i>Provide Assistance During Construction</i>	
6.3 <i>Project Closeout</i>	

TASK 7.0	Record Drawings	\$ 8,572.00
TASK 8.0	Extra Work as Authorized	\$ 25,000.00
Total Estimated Fees		\$ 287,209.50
Total Budget Breakdown		
	Fees Defined by Scope	\$ 248,609.50
	Unallocated (Contingency)	\$ 25,000.00
	Expenses	<u>\$ 13,600.00</u>
	Total Estimate	\$ 287,209.50

Attachments:

- Professional Services Hourly Breakdown (Master)
- 3J – Cost Schedule
- S&F Surveying – Services Hourly Breakdown
- Morgan Holen – Services Hourly Breakdown
- Shapiro/Didway – Services Hourly Breakdown
- Universal Field Services – Services Hourly Breakdown

Laurelwood Sidewalk Improvements

Professional Services Hourly Breakdown (Master)
SJ Consulting

Task No. / Task Description	SJ Consulting, Inc.														SJ Consulting, Inc. Totals			B&F Survey		Morgan		Shapiro		Universal		Total Budget	Unallocated	
	Principal/Dir/Chf		Sr. Project Manager		Civil Eng. Manager		Civil Engineer 2		Civil Engineer 1		Civil Designer 2		Admin. Proj. Specialist		Accounting Administrator		Hours	Fee	Expenses	Subs Labor Only	Sub Expenses	Subs Labor Only	Sub Expenses	Subs Labor Only	Sub Expenses			
	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee												
1.0 Management and Administration	12.00	\$2,232.00	8.00	\$13,800.00	19.00	\$1,430.00	24.00	\$3,072.00	40.00	\$0.00	88.00	\$8,028.00	214.00	\$28,480.00	\$1,000.00	\$39,440.00									\$28,480.00	\$1,700.00		
1.0 Management and Administration																									\$1,700.00	\$4,258.00		
1.0 Management and Administration																									\$7,640.00	\$7,640.00		
1.0 Management and Administration																									\$1,000.00	\$1,000.00		
Sub-Total Management and Administration	12.00	\$2,232.00	128.00	\$21,930.00	18.00	\$1,430.00	96.00	\$12,264.00	9.00	\$0.00	18.00	\$0.00	90.00	\$0.00	0.00	\$0.00	88.00	\$8,028.00	214.00	\$28,480.00	\$1,000.00	\$39,440.00					\$44,978.00	
2.0 Project Orientation/Data Collection																												
2.0 Project Orientation/Data Collection																												
2.0 Project Orientation/Data Collection																												
2.0 Project Orientation/Data Collection																												
2.0 Project Orientation/Data Collection																												
Sub-Total Project Orientation/Data Collection	0.00	\$0.00	8.00	\$1,380.00	0.00	\$0.00	10.00	\$1,280.00	10.00	\$1,200.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	28.00	\$3,840.00	\$0.00	\$0.00					\$3,840.00	
3.0 Preliminary Engineering																												
3.0 Preliminary Engineering																												
3.0 Preliminary Engineering																												
3.0 Preliminary Engineering																												
Sub-Total Preliminary Engineering	0.00	\$0.00	8.00	\$1,380.00	0.00	\$0.00	10.00	\$1,280.00	10.00	\$1,200.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	28.00	\$3,840.00	\$0.00	\$0.00					\$3,840.00	
4.0 Final Engineering																												
4.0 Final Engineering																												
4.0 Final Engineering																												
4.0 Final Engineering																												
Sub-Total Final Engineering	0.00	\$0.00	140.00	\$23,800.00	78.00	\$10,340.00	133.00	\$16,848.00	140.00	\$18,300.00	100.00	\$12,140.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	280.00	\$37,140.00	\$200.00	\$26,240.00					\$108,528.00	\$26,000.00
5.0 Right-of-Way Acquisition Services																												
5.0 Right-of-Way Acquisition Services																												
5.0 Right-of-Way Acquisition Services																												
5.0 Right-of-Way Acquisition Services																												
Sub-Total Right-of-Way Acquisition Services	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
6.0 Bidding Assistance / Construction Administration																												
6.0 Bidding Assistance / Construction Administration																												
6.0 Bidding Assistance / Construction Administration																												
6.0 Bidding Assistance / Construction Administration																												
Sub-Total Bidding Assistance / Construction Administration	0.00	\$0.00	37.00	\$6,264.00	0.00	\$0.00	8.00	\$1,280.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	45.00	\$7,544.00	\$500.00	\$7,044.00					\$7,544.00	\$0.00
7.0 Record Drawings																												
7.0 Record Drawings																												
7.0 Record Drawings																												
7.0 Record Drawings																												
Sub-Total Record Drawings	0.00	\$0.00	4.00	\$680.00	0.00	\$0.00	4.00	\$512.00	10.00	\$1,200.00	30.00	\$3,180.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	44.00	\$6,072.00	\$3,000.00	\$3,072.00					\$6,072.00	\$0.00
8.0 Extra Work as Required																												
8.0 Extra Work as Required																												
8.0 Extra Work as Required																												
8.0 Extra Work as Required																												
Sub-Total Extra Work as Required	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
Original Contract Total	12.00	\$2,232.00	378.00	\$57,450.00	88.00	\$12,430.00	314.00	\$40,192.00	212.00	\$27,440.00	318.00	\$40,140.00	0.00	\$0.00	88.00	\$8,028.00	214.00	\$28,480.00	\$1,000.00	\$39,440.00							\$228,300.00	\$26,000.00

Total Fee	\$248,889.00	Total Non-Contingency Budget	\$212,208.50
Total Expenses	\$13,600.00	Unallocated (Contingency)	\$25,000.00
		Total Estimate	\$237,208.50

COST SCHEDULE

3J Consulting, Inc
9600 SW Nimbus Ave.,
Suite 100 Beaverton
OR 97008

July 1, 2019 - June 30, 2020

Position Titles and Billing Rates

Project Role	Billing Rate/hr
Principal	\$ 186.00
Chief Engineering Manager	\$ 186.00
Senior Project Manager	\$ 170.00
Project Manager	\$ 164.00
Principal Planner	\$ 154.00
Civil Engineering Manager	\$ 148.00
Planning Project Manager	\$ 143.00
Development Specialist	\$ 132.00
Civil Engineer II	\$ 128.00
Senior Urban Designer	\$ 122.00
Inspector II	\$ 120.00
Civil Engineer I	\$ 120.00
Senior Civil Designer	\$ 110.00
Civil Designer II	\$ 106.00
Marketing Director	\$ 106.00
Senior Planner	\$ 105.00
Senior Planner I	\$ 99.00
Civil Designer I	\$ 98.00
Civil Tech II	\$ 92.00
Administrative Project Specialist	\$ 92.00
Accounting Administrator	\$ 92.00
Administrative Staff	\$ 86.00
Planning Assistant	\$ 75.00

Multiplier: Our firm does not use standard multiplier rates.

NON-SALARY COSTS

Customary reimbursable expenses (non-salary costs) are the actual expense incurred in direct connection with the project. The following schedule applies for Reimbursable Expenses:

Vehicle mileage is reimbursed at the current IRS rate per mile for project related travel.

The following project related expenses are reimbursed at cost:

- Copy and Reproduction Services
- Travel Expenses, other than private vehicle mileage
- Postage, Messenger Services, Etc.

In-house printing/scanning/binding/discs/thumb drives is reimbursed at the following rates;

- Plots – B&W \$0.50/SF Full Size Scan \$2.00 each
- 8.5x11 B&W \$0.25 each 8.5x11 Color \$0.50 each
- 11x17 B&W \$0.50 each 11x17 Color \$1.00 each
- Binders \$10.00 each CDs/Drives \$5.00 each

SUBCONSULTANT MARKUP

Subconsultant markup is at cost with administrative time billed to the project for processing subconsultant invoices and contracts.

Laurelwood Sidewalk Improvements

3

Morgan Holen - Services Hourly Breakdown

Morgan Holen Associates

Task No.	Task Description	GeoDesign		Totals			Total Budget
		Hours	Fee	Hours	Fee	Expenses	
			\$165.00				
2.0	Project Orientation/Data Collection Arborist Services	54.00	\$8,910.00	54.00	\$8,910.00	\$250.00	\$9,160.00
	Sub-Total Project Orientation	54.00	\$8,910.00	54.00	\$8,910.00	\$250.00	\$9,160.00
	Original Contract Total	54.00	\$8,910.00	54.00	\$8,910.00	\$250.00	\$9,160.00
Contract Grand Totals							

Total Scope Fee \$8,910.00
 Total Reimbursables \$250.00

CLASSIFICATION TITLE	BILLING RATE
Principal	\$165.00

Laurelwood Sidewalk Improvements

3

Shapiro/Didway - Services Hourly Breakdown

Shapiro/Didway		S&F Land Services						Totals		
		Principal		Landscape Architect		Landscape Designer		Hours	Fee	Expenses
Task No.	Task Description	Hours	Fee	Hours	Fee	Hours	Fee			
3.0	Preliminary Engineering		\$145.00		\$125.00		\$105.00			
	Develop Preliminary Plans	1.00	\$145.00	8.00	\$1,000.00	8.00	\$840.00	17.00	\$1,985.00	\$100.00
	Alternative Analysis and Preliminary Cost Estimate		\$0.00		\$0.00		\$0.00	0.00	\$0.00	\$0.00
	Sub-Total Preliminary Engineering	1.00	\$145.00	8.00	\$1,000.00	8.00	\$840.00	17.00	\$1,985.00	\$100.00
4.0	Final Engineering									
	80% Submittal	1.00	\$145.00	40.00	\$5,000.00	50.00	\$5,250.00	91.00	\$10,395.00	\$200.00
	90% Submittal	1.00	\$145.00	19.00	\$2,375.00	20.00	\$2,100.00	40.00	\$4,620.00	\$4,620.00
	100% Submittal	0.50	\$72.50	10.00	\$1,250.00	15.00	\$1,575.00	25.50	\$2,897.50	\$2,897.50
	Sub-Total Final Engineering	2.50	\$362.50	69.00	\$8,625.00	85.00	\$8,925.00	156.50	\$17,912.50	\$200.00
6.0	Bidding Assistance / Construction Administration									
	Response to Bidders	0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	\$0.00
	Provide Assistance During Construction		\$0.00		\$0.00		\$0.00	0.00	\$0.00	\$0.00
	Sub-Total Bidding Assistance/Construction Administration	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
7.0	Record Drawings									
	Record Drawings		\$0.00		\$0.00		\$0.00	0.00	\$0.00	\$0.00
	Sub-Total Bidding Assistance/Construction Administration	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
Original Contract Total		3.50	\$507.50	77.00	\$9,625.00	93.00	\$9,765.00	173.50	\$19,897.50	\$300.00
Contract Grand Totals										

Total Scope Fee \$19,897.50
Total Reimbursables \$300.00

CLASSIFICATION TITLE	BILLING RATE
Principal	\$145.00
Landscape Architect	\$125.00
Landscape Designer	\$105.00

Laurelwood Sidewalk Improvements

3

Universal Field Services - Services Hourly Breakdown

Universal Field Services		S&F Land Services						Totals			
		Project Manger		Sr. Right of Way Agent		Sr. Title Specialist		Hours	Fee	Expenses	Total Budget
Task No.	Task Description	Hours	Fee	Hours	Fee	Hours	Fee				
			\$98.00		\$75.00		\$51.50				
5.0	Right-of-Way Acquisition Services										
	Project Development	10.00	\$980.00		\$0.00	12.00	\$618.00	22.00	\$1,598.00		\$1,598.00
	Administrative Determinations	12.00	\$1,176.00		\$0.00		\$0.00	12.00	\$1,176.00	\$3,500.00	\$4,676.00
	Acquisition	60.00	\$5,880.00	180.00	\$13,500.00	12.00	\$618.00	252.00	\$19,998.00	\$600.00	\$20,598.00
	Sub-Total Right-of-Way Acquisition Services	82.00	\$8,036.00	180.00	\$13,500.00	24.00	\$1,236.00	286.00	\$22,772.00	\$4,100.00	\$26,872.00
Original Contract Total		82.00	\$8,036.00	180.00	\$13,500.00	24.00	\$1,236.00	286.00	\$22,772.00	\$4,100.00	\$26,872.00
Contract Grand Totals											

Total Scope Fee \$22,772.00
 Total Reimbursables \$4,100.00

CLASSIFICATION TITLE	BILLING RATE
Project Manager	\$98.00
Sr. Right of Way Agent	\$75.00
Sr. Title Specialist	\$51.50