

**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**

**URA RESOLUTION NO. 356**

**A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH HARPER HOUF PETERSON RIGHELLIS INC. (HHPR) FOR ENGINEERING CONSULTING SERVICES FOR THE BROWN ROAD IMPROVEMENTS PROJECT (CAPITAL IMPROVEMENT PROJECT NO. 4216).**

WHEREAS, the City has planned and budgeted for engineering design for Capital Improvement Project No. 4216, known as the Brown Road Improvement Project (the Project); and,

WHEREAS, the City solicited proposals from qualified consulting firms that duly followed State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and,

WHEREAS, Harper Houf Peterson Righellis Inc. (HHPR) submitted a proposal on May, 28, 2024, and was subsequently evaluated and determined to be the most qualified consultant to perform the work; and,

WHEREAS, the City entered into a Professional Services Agreement with HHPR (URA Resolution No. 351) for engineering services on September 5, 2024; and

WHEREAS, HHPR has performed design engineering services to the satisfaction of the City for the Project since September 2024; and,

WHEREAS, the City desires to amend the Professional Services Agreement contract with HHPR to add right-of-way and easement acquisition support and construction phase services;

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and HHPR provided a responsive and responsible proposal for engineering consulting services.

Section 2. The Urban Renewal Agency, acting as the Local Contract Review Board, previously authorized the City Manager to enter into and execute, on behalf of the City of

Wilsonville, a Professional Services Agreement with HHPR for a not-to-exceed amount of \$706,995.26.

Section 3. The Third Amendment will also incorporate two earlier Amendments to the Professional Services Agreement with HHPR (First Amendment and Second Amendment) in the amounts of \$11,064.90 and \$14,185.00, respectively.

Section 4. The Urban Renewal Agency, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Third Amendment to the Professional Services Agreement with Harper Houf Peterson Righellis Inc. (HHPR) for engineering consulting services for the Brown Road Improvements Project (Capital Improvement Project No. 4216) totaling \$240,406.30, which brings the total contract amount of the Professional Services Agreement with HHPR to a not-to-exceed amount of \$972,651.46, which is substantially similar to **Exhibit A** attached hereto.

Section 5. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regular meeting thereof this 5<sup>th</sup> day of January 2026 and filed with the Wilsonville City Recorder this date.

Signed by:  
  
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Shawn O'Neil, Chair

ATTEST:

DocuSigned by:  
  
E781DE10276B498...

Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Chair O’Neil	Yes
Vice Chair Berry	Yes
Member Cunningham	Yes
Member Scull	Yes
Member Shevlin	Yes

EXHIBIT:

- A. Brown Road Improvements Project Third Amendment To Professional Services Agreement

**URA Resolution No. 356 Exhibit A**

Contract No. 24236-3

**CIP No. 4216**

**CITY OF WILSONVILLE  
THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

**Brown Road Improvements Project**

This Third Amendment to Professional Services Agreement (“Third Amendment”) is effective on \_\_\_\_\_ (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), the **Urban Renewal Agency of the City of Wilsonville**, a political subdivision of the State of Oregon (hereinafter collectively referred to as the “City”), and **Harper Houf Peterson Righellis, Inc.**, an Oregon corporation (“Consultant”), upon the terms and conditions set forth below.

**RECITALS**

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on September 9, 2024, relating to the Brown Road Improvements Project (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with Consultant on March 10, 2025; and

WHEREAS, the City entered into a Second Amendment to Professional Services Agreement (“Second Amendment”) with Consultant on September 25, 2025; and

WHEREAS, the City requires additional services which Consultant is capable of providing, under terms and conditions hereinafter described (“Additional Services”); and

WHEREAS, the City and Consultant anticipate that additional time is needed to complete the Services stated in the Agreement and the Additional Services described in this Third Amendment; and

WHEREAS, Consultant represents that Consultant is qualified to perform the Additional Services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such Additional Services as the City does hereinafter require;

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

**AGREEMENT**

The Agreement is amended as follows:

**Section 1. Term**

The term of the Agreement is hereby extended to June 30, 2027.

## **URA Resolution No. 356 Exhibit A**

### **Section 2. Additional Services to be Provided**

Consultant will perform the Additional Services for the Project, as more particularly described in **Exhibit A** attached hereto and incorporated by reference herein, pursuant to all original terms of the Agreement, except as modified herein.

### **Section 3. Time for Completion of Additional Services**

The Additional Services provided by Consultant pursuant to this Third Amendment shall be completed by no later than June 30, 2027.

### **Section 4. Compensation**

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed **Two Hundred Forty Thousand Four Hundred Six Dollars and Thirty Cents (\$240,406.30)**, for performance of the Additional Services (“Third Amendment Compensation Amount”) which, when totaled with the Total Compensation Amount from the Second Amendment, equals a total not-to-exceed amount of **Nine Hundred Seventy-Two Thousand Six Hundred Fifty-One Dollars and Forty-Six Cents (\$972,651.46)** for the performance of the Services and Additional Services (“Total Compensation Amount”). The term “Total Compensation Amount,” as defined in the Second Amendment, is hereby deleted and replaced with the term “Total Compensation Amount” as defined above. Consultant’s estimate of time and materials is attached hereto as **Exhibit B** and incorporated herein by reference.

### **Section 5. All Other Terms**

All of the other terms and conditions of the Agreement, First Amendment and Second Amendment shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement shall apply to this Third Amendment.

URA Resolution No. 356 Exhibit A

The Consultant and the City hereby agree to all provisions of this Third Amendment.

CONSULTANT:

HARPER HOUF PETERSON RIGHELLIS, INC.

By:\_\_\_\_\_

Name:\_\_\_\_\_

As Its:\_\_\_\_\_

CITY:

CITY OF WILSONVILLE

By:\_\_\_\_\_

Name:\_\_\_\_\_

As Its:\_\_\_\_\_

URBAN RENEWAL AGENCY

URBAN RENEWAL AGENCY OF THE  
CITY OF WILSONVILLE

By:\_\_\_\_\_

Print Name:\_\_\_\_\_

As Its:\_\_\_\_\_

APPROVED AS TO FORM:

By:\_\_\_\_\_

Name:\_\_\_\_\_

City of Wilsonville Legal Counsel

**URA Resolution No. 356 Exhibit A**  
**EXHIBIT A- ADDITIONAL SERVICES**

**Task 11 Right-of-Way and Easement Acquisition Support**

**Task 11.2 – Private Property Improvement Design and Coordination**

The Consultant shall prepare exhibits for private improvements including driveways and parking areas for City use in right-of-way negotiations. Improvements agreed upon in the right-of-way process will be incorporated into final construction plan set.

**Task 12 Construction Phase Services**

**Task 12.1 – Construction Project Management**

The Consultant shall manage all sub-consultants on the team, directing the flow of information between the Consultant team members and the City's project manager. Monthly billing and status reports will be clearly presented in an organized manner, with costs distributed among tasks and funding sources. For the purpose of this scope, construction is anticipated to last 12 months. The Consultant shall provide services including the following items:

- Communicate clearly and regularly with the City's project manager.
- Submit monthly invoices/payment requests; separate costs by tasks.

**Task 12.2 – Construction Meetings**

Consultant will attend the Project's pre-construction meeting and weekly construction meetings, to be scheduled on-site or at the City. For the purpose of this scope, we anticipate 6 months of every week construction meetings and 6 months of once per month construction meetings (31 meetings).

**Deliverables**

The Project deliverables will include:

- Meeting notes
- Answers to any questions arising from the meetings

**Task 12.3 - Construction QC Surveying**

Consultant will provide quality control construction survey work as directed by the City. A budget of three field days is assumed.

**Deliverables**

The project deliverables include:

- AutoCAD drawings as requested of quality control points.

**Task 12.4 –Construction Engineering**

- Consultant shall provide submittal review as requested by the City Project Manager. Reviewed submittals will be returned to the City Project Manager.
- Consultant will conduct periodic site visits as necessary to determine whether construction activities are consistent with the approved plans and specifications. For the purpose of this scope, we anticipate up to 10 site visits.
- Consultant shall clarify construction plans or specifications upon requests by the City.
- Consultant shall process Requests For Information (RFI's) and respond to requests for clarifications from the contractor or City personnel.

## **URA Resolution No. 356 Exhibit A**

- Consultant shall produce revised plans and details as directed by the City Project Manager based on changes in field conditions, unforeseen conflicts, or changes to the plans authorized by the City Project Manager.
- As requested by the City Project Manager, Consultant shall review Contractor invoices for the appropriateness of the invoice compared to actual completion of bid items.
- As requested by the City Project Manager, Consultant shall review Contractor Change Order Requests for appropriateness compared to approved plans and specifications.
- Consultant shall participate in a full project walk-thru at time of Substantial Completion, and assist the City in preparing the Substantial Completion Punch List.

### **Task 12.5 –Consulting Arborist Services**

- Consultant shall provide consultation during construction to monitor and document tree protection and provide the contractor with on-the-ground recommendations as needed. Each site visit will be followed by submittal of a tree protection monitoring report. This scope assumes up to 50 hours of consulting labor.

### **Task 12.6 – As-Built Survey and Drawings**

Consultant will provide asbuilt surveying for the project after construction is complete, including the following:

- Establish survey control network for asbuilt survey
- Survey all visible utility structures
- Measure invert elevations of storm and sanitary structures
- Survey location of signal poles and light poles
- Mapping of face of curb at all points of tangency and points of curvature
- Deliverables to include: AutoCAD drawing with asbuilt points/measurements

Prepared As-built plans based on RFIs, Drawing Revisions and as-built survey data.

### **Deliverables**

The project deliverables include:

- AutoCAD copy, current version, of 'As-Built' plans
- Digitally signed PDF copy of 'As-Built' plans

### **Task 12.7 – Post-Construction Survey Work**

Provide survey services, to meet the requirements of ORS 209.155, for post-construction monumentation of centerline and new right-of-way, and file a record of survey with Clackamas County. The Post-Construction Survey will include the location and description of all survey monuments that were disturbed or destroyed during construction, re-setting of disturbed/destroyed monuments as required, and setting of centerline and newly acquired right-of-way monuments. Monument boxes for centerline shall be obtained and installed by the contractor. Once installed, the monuments will be set inside the boxes. We anticipate approximately 14 monument boxes for this project.



## **URA Resolution No. 356 Exhibit A**

### **Deliverables**

The project deliverables include:

- Post-Construction Record of Survey (including map and narrative) recorded with the Clackamas County Surveyors Office.

EXHIBIT B - ADDITIONAL RATES

Brown Road Improvements  
Construction Phase Services  
City of Wilsonville

Harper Houf Peterson Righellis Inc.  
December 5, 2025

URA Resolution No. 356 Exhibit A

UKA Resolution No. 536, Exhibit A																
Harper Houf Peterson Righellis, Inc.																
Brown Road Improvements Construction Phase Services City of Wilsonville																
Harper Houf Peterson Righellis Inc. December 5, 2025																
	Project Manager	Quality Control Engineer	Project Engineer	Civil Engineer	Project Surveyor	Survey Technician	Survey Crew Chief	Survey Instrument Person	Planner	Landscape Architect	Senior Landscape Architect	Civil Designer	Graphic Artist	Chemical	HHPR Labor	Expenses
	\$245.00	\$245.00	\$230.00	\$190.00	\$210.00	\$165.00	\$160.00	\$105.00	\$165.00	\$165.00	\$180.00	\$160.00	\$165.00	\$120.00		
																HHPR Subtotal
TASK DESCRIPTIONS																
Task 11: Right-of-Way and Easement Acquisition Support																
11.2 Private Property Improvement Design and Coordination	16	4	40	24								40			\$ 25,060.00	\$ - \$ 25,060
Task 12: Construction Phase Services																
12.1 Project Management	24		12											12	\$ 10,080.00	\$ - \$ 10,080
12.2 Construction Meetings	30		60												\$ 26,050.00	\$ 737.80 \$ 26,788
12.3 Construction QC Surveying					4	24	24	24							\$ 11,160.00	\$ - \$ 11,160
12.4 Construction Engineering	40		130	80								60			\$ 64,500.00	\$ - \$ 64,500
12.5 Consulting Arborist Services															\$ - \$ -	
12.5 As-built Survey and Drawings	8		24	24	4	40	40	40				40			\$ 36,480.00	\$ - \$ 36,480
12.6 Post-Construction Survey Work					16	40	60	60							\$ 23,210.00	\$ - \$ 23,210
Total Hours by Staff Type	102	0	256	104	24	104	114	114	0	0	0	140	0	12	\$ 179,880.00	\$ 737.80 \$ 199,277.80
Hourly Rates	\$245.00	\$245.00	\$230.00	\$190.00	\$210.00	\$165.00	\$160.00	\$105.00	\$165.00	\$165.00	\$180.00	\$160.00	\$165.00	\$120.00		
	\$24,990.00	\$0.00	\$58,880.00	\$19,760.00	\$5,040.00	\$17,160.00	\$18,240.00	\$11,970.00	\$0.00	\$0.00	\$0.00	\$22,400.00	\$0.00	\$1,440.00	\$179,880.00	
* Subconsultants include a 5% markup																

Brown Road Improvements  
Construction Phase Services  
City of Wilsonville

Harper Houf Peterson Righellis Inc.  
December 5, 2025

URA Resolution No. 356 Exhibit A

TASK DESCRIPTIONS

Task 11: Right-of-Way and Easement Acquisition Support
11.2 Private Property Improvement Design and Coordination
Task 12: Construction Phase Services
12.1 Project Management
12.2 Construction Meetings
12.3 Construction QC Surveying
12.4 Construction Engineering
12.5 Consulting Arborist Services
12.5 As-built Survey and Drawings
12.6 Post-Construction Survey Work

DKS ASSUMPTIONS						
Principal in Charge	Project Manager	Project Engineer	Technician Graphics Tech (Tech Level 40)	Admin	DKS Labor	Expenses
\$300.00	\$215.00	\$175.00	\$165.00	\$125.00		
						DKS Subtotal
						-
1	8			8	\$ 3,020.00	\$ -
1	12	6		2	\$ 4,180.00	\$ 200.00
					\$ -	\$ -
4	30	50	8	4	\$ 19,220.00	\$ 200.00
					\$ -	\$ -
1	4	8	6		\$ 3,550.00	\$ 50.00
					\$ -	\$ -

Total Hours by Staff Type	7	54	64	14	14	\$ 28,970.00	\$ 450.00	\$30,891.00
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Hourly Rates	\$300.00	\$215.00	\$175.00	\$165.00	\$125.00			
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\* Subconsultants include a 5% markup

\$2,100.00	\$11,610.00	\$11,200.00	\$2,310.00	\$1,750.00	\$28,970.00			
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Harper Houf Peterson Righellis Inc.  
December 5, 2025

\* Subconsultants include a 5% markup.

\$9,750.00	\$9,750.00
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