

RESOLUTION NO. 3270

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH DOWL, LLC TO PROVIDE ENGINEERING CONSULTING SERVICES FOR THE STAFFORD ROAD IMPROVEMENTS PROJECT (CAPITAL IMPROVEMENT PROJECT NO. 4219, 2111, AND 1158).

WHEREAS, the City has planned and budgeted for engineering design for Capital Improvement Project No. 4219, 2111, and 1158, known as the Stafford 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, DOWL, LLC submitted a proposal on February 13, 2025, 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 DOWL (Resolution No. 3188) for engineering services on July 21, 2025; and

WHEREAS, DOWL, LLC has performed design engineering services to the satisfaction of the City for the Project since July 2025; and,

WHEREAS, the City desires to amend the Professional Services Agreement contract with DOWL, LLC to perform the preparation final engineering design plans, specifications, and construction documents;

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

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

Section 2. The City Council, 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 DOWL, LLC for a not-to-exceed amount of \$682,290.57

Section 3. The Third Amendment will also incorporate two earlier Amendments to the Professional Services Agreement with DOWL, LLC (First Amendment and Second Amendment) in the amount of \$31,322.00.

Section 4. The City Council, 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 DOWL, LLC for engineering consulting services for the Stafford Road Improvements Project (Capital Improvement Projects No. 4219, 2111, and 1158) totaling \$1,640,945.06, which brings the total contract amount of the Professional Services Agreement with DOWL, LLC to a not-to-exceed amount of \$2,354,557.63, which is substantially similar to **Exhibit A** attached hereto.

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

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 15th day of June, 2026, and filed with the Wilsonville City Recorder this date.

Signed by:
Mayor Shawn M. O'Neil
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Shawn O'Neil, Mayor

ATTEST:

DocuSigned by:
Kimberly Veliz
E781DE10276B498...

Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil	Yes
Council President Berry	Yes
Councilor Cunningham	Yes
Councilor Scull	Yes
Councilor Shevlin	Yes

EXHIBIT:

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

EXHIBIT A

Contract No. 25344-3
CIP No. 4219, 2111, 1158

CITY OF WILSONVILLE THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

Stafford 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”), and **DOWL LLC**, a Delaware limited liability company (“Consultant”), upon the terms and conditions set forth below.

RECITALS

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on July 22, 2025, relating to the Stafford Road Improvements Project (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with Consultant on February 5, 2026; and

WHEREAS, the City entered into a Second Amendment to Professional Services Agreement (“Second Amendment”) with Consultant on March 3, 2026; 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 continues to be 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, 2028.

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.

EXHIBIT A

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, 2028.

Section 4. Compensation

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed **One Million Six Hundred Forty Thousand Nine Hundred Forty-Five Dollars and Six Cents (\$1,640,945.06)**, for performance of the Additional Services (“Third Amendment Compensation Amount”) which, when totaled with the Total Compensation Amount from the First Amendment, equals a total not-to-exceed amount of **Two Million Three Hundred Fifty-Four Thousand Five Hundred Fifty-Seven Dollars and Sixty-Three Cents (\$2,354,557.63)** for the performance of the Services and Additional Services (“Total Compensation Amount”). The term “Total Compensation Amount,” as defined in the First 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.

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

CONSULTANT:

CITY:

DOWL, LLC

CITY OF WILSONVILLE

By: _____

By: _____

Name: _____

Name: _____

As Its: _____

As Its: _____

APPROVED AS TO FORM:

By: _____

Name: _____

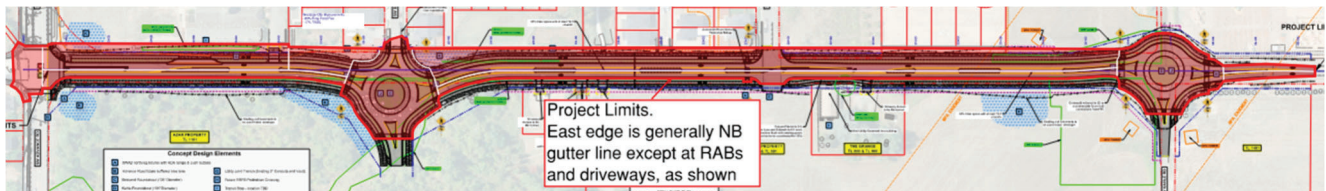
City of Wilsonville Legal Counsel

Amendment No. 3: Stafford Road Improvements Project # 4219, 2111, 1158

Project Scope:

The second phase of this design contract will include services through 100% Design Documents and Bid Support. The design tasks and level of effort are based the project limits, shaded in red, as shown and noted in Figure 1. Those limits include:

- Single lane roundabouts with gateway treatments at Brisband and Kahle
- Roadway match/taper from the Kahle roundabout north to the existing cross-section
- Full improvements along the west side of Stafford Road from Boeckman to Kahle
- Improvements along the east side of Stafford Road only to the curbline from Boeckman to Kahle
- New waterline and sanitary sewer utilities from Boeckman to Kahle
- A protected bicycle/pedestrian intersection at the Boeckman/Advance Road intersection that will add islands and trucks aprons at all four corners, maintain the existing pedestrian ramps on the south side of the intersection, and include striping consistent with National Association of City Transportation Officials (NACTO) guidance.

**Organization of Work Tasks:**

The following work tasks are provided to develop an effective and comprehensive project delivery plan and provide a basis for the level of effort and design fee required for successful project delivery.

Task 1: Project Management

Consultant shall provide management and coordination for the tasks included in this Scope. Consultant shall manage Services performed by Consultant's staff and sub-consultants. Consultant shall coordinate with the City on work tasks performed by others. Project duration is assumed to be an additional 24 months for the base tasks identified through Bidding Support.

1.1 Project Management and Coordination (Additional Effort)

Additional effort to provide project management and design oversight for the consultant team for an additional 24 months.

1.2 Project Meetings (Additional Effort)

The additional meetings are assumed to be held via video conference, and the number and additional effort for them are noted below:

- **PM Check-ins** – Up to two Consultant staff shall meet with the City biweekly to review progress, address questions, and review overall project direction. No agendas or summary will be prepared. Check-ins will be documented informally via email.
- **Project meetings** – Up to four Consultant staff shall meet with the City for six periodic meetings, for up to two (2) hours each, to discuss the work plan, project schedule, design criteria, alternatives analysis, project issues, and/or stakeholder engagement.

1.3 Quality Control (Additional Effort)

Consultant shall perform senior reviews of the milestone deliverables at 60% Design, 90% Design, and 100% Design according to the PQP and Consultant's Quality Management Program.

Task 1 Deliverables

EXHIBIT A

- Monthly progress report and invoice
- Meeting agendas and summaries
- QC Checklists at each milestone

Phase 1 – Design, Public Involvement, Permitting, and Easement Acquisition

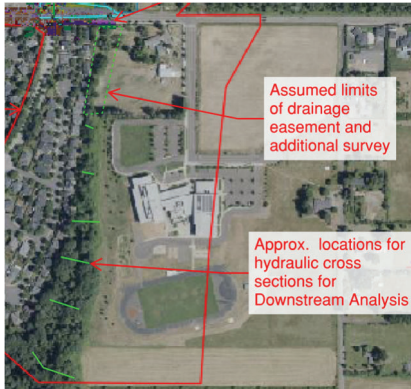
Task 2: Surveying

2.1 Horizontal and Vertical Control *(No Additional Effort)*

2.2 Location Survey, Base Map, and Digital Terrain Model (DTM) *(Additional Effort)*

Additional effort to perform topographic survey to support design needs for up to 15 additional days of field work.

Additional survey to support hydraulic analysis of drainage south of Advance Road as shown in the exhibit below. This survey to include full topographic mapping for a small portion of drainage outfall and up to 6 hydraulic cross sections downstream approximately 1900 feet south Advance Road. Assumes 3 days field collection with 2 person crew and 1 day drafting survey basemap.



2.3 Horizontal Control, Monument Recovery and Retracement Survey *(No Additional Effort)*

2.4 Right of Way Base Map *(No Additional Effort)*

2.5 Descriptions and Exhibit Maps *(New Task)*

Consultant shall order Preliminary Title Reports and prepare R/W files and easements and exhibit maps for up to 17 files. It is assumed that up to 3 R/W files will have revision requests. It is assumed one of those files is for a drainage easement located on the South side of Advance Road at tax lot 2100.

2.6 Staking for Acquisition *(New Task)*

Consultant shall provide staking of right-of-way or easements for acquisition viewing. Each parcel shall be staked one (1) time only. The staking shall be immediately before the Right of Way Agent starts the actual negotiations with the property owners. Right of way staking for each file may or may not occur at the same time depending on the availability of the right of way agent and appraisers.

Task 2 Deliverables

EXHIBIT A

- One (1) scanned copy of field notes
- Copy of the electronic CADD Files Location Base Map in AutoCAD format with Civil3D DTM
- Legal right-of-way descriptions and right-of-way exhibit maps for acquisition by the City

Task 3: Public Engagement *(Additional Effort)*

Consultant shall coordinate with the City to identify up to two additional small group meetings with stakeholders such as adjacent land or business owners. The City will schedule these meetings. Up to two (2) Consultant staff shall participate in each meeting, which will occur in-person at or near City Hall. Consultant shall prepare a summary of each meeting.

City will organize one additional in-person open house. Consultant shall update exhibits prepared under the original contract. Up to three Consultant staff shall attend the open house, which is assumed to occur at City Hall. Consultant shall prepare a summary of the open house.

Consultant shall prepare three rendered perspective images, including one roundabout view, one intersection view and one street-level cross-section view. Consultant shall develop base 3D models for two distinct areas, rendering, and image refinement to improve visual clarity for public and stakeholder review. Image refinement is limited to adjustments to color balance, lighting, contrast, and minor visual cleanup. Consultant shall complete up to two rounds of revisions based on City comments. Revisions are limited to reasonable design refinements, and exclude changes to roadway geometry or design intent, expansion of modeled extents, or additional viewpoints.

Consultant shall continue maintaining the interested parties list. Consultant shall prepare up to three additional text updates during final design.

The City will complete public engagement materials, tasks, and activities not included in this task.

Task 3 Deliverables

- Public information exhibits and renderings
- Meetings summaries
- Interested parties list
- Maintenance of email/text distribution platforms

Task 4 – Tree Evaluation *(No Additional Effort)*

Task 5: Geotechnical and Hazmat Investigation

Task 5.1 - Geotechnical and Pavement Engineering

5.1.1 Field Explorations *(No Additional Effort)*

5.1.2 Pavement Design Analysis *(No Additional Effort)*

EXHIBIT A

5.1.3 Pavement Design Report *(Additional Effort)*

Consultant shall provide pavement design special provisions and review incorporation of pavement design recommendations into the plans and specifications.

Task 5.1 Deliverables

- Review comments for plans and special provisions

Task 5.2 – Hazmat Investigation *(Additional Effort)*

Consultant shall provide hazmat special provisions and review incorporation of hazmat recommendations into the plans and specifications.

Task 5.2 Deliverables

- Project special provisions

Task 6 – Transportation Engineering

Consultant shall provide transportation analysis and design engineering services as summarized in the following sub-tasks.

Task 6.1 – Transportation Analysis *(No Additional Effort)*

Task 6.2 – Traffic Signal Modification Design *(No Additional Effort)*

Task 6.2.1 – 60% Traffic Signal Modification Design *(New Task)*

Based on City 30% Design comments from Task 6.2, Consultant shall prepare plans, specifications and construction cost estimate (“PS&E”) for the modification of the existing traffic signal at the SW Wilsonville Road-SW Stafford Road/Boeckman Road-SW Advance Road intersection.

Plans and specifications shall include locating pedestrian push buttons to meet current MUTCD and ADA standards, in accordance with the ODOT Signal Design Manual, Agency standards, the ODOT Signal Policy and Guidelines, and applicable ODOT standard drawings.

This task assumes there will be no impacts to the existing traffic signal controller or service cabinets or traffic signal interconnect conduit or wiring. Any detection modifications required will be shown on the Traffic Signal Cabinet Print.

The following plan sheets are anticipated to be completed with this task:

- Traffic Signal Legend
- Traffic Signal Modification Plan
- Traffic Signal Pole Entrance Chart

EXHIBIT A

Task 6.2.2 – 90% Traffic Signal Modification Design *(New Task)*

Consultant will incorporate comments and direction from 60% submittal review and will prepare 90% traffic signal modification design plans, cost estimate, and special provisions as described in task 6.2.1.

Consultant shall prepare modified Traffic Signal Cabinet Prints for the traffic signal modification at the SW Wilsonville Road-SW Stafford Road/Boeckman Road-SW Advance Road intersection. The design must be completed in accordance with applicable MUTCD, ODOT, Clackamas County and NEC standards as applicable. The cabinet prints will be submitted directly to Clackamas County Traffic Signal staff for review and comments.

The following additional plan sheets are anticipated to be completed with this task:

- Traffic Signal Cabinet Print
- Traffic Signal Detection Plan

Task 6.2.3 – 100% Traffic Signal Modification Design *(New Task)*

Consultant will incorporate comments and direction from 60% submittal review and will prepare 90% traffic signal modification design plans, cost estimate, and special provisions as described in task 6.2.2.

Task 6.2 Deliverables

- 60% Traffic Signal Modification plans and cost estimate
- 90% Traffic Signal Modification and Traffic Signal Cabinet Print Modification plans, special provisions, and cost estimate
- 100% Traffic Signal Modification and Traffic Signal Cabinet Print Modification plans, special provisions, and cost estimate

Task 6.3 – Permanent Signing and Pavement Markings *(No Additional Effort)*

Task 6.3.1 – 60% Permanent Signing and Pavement Markings *(New Task)*

Based on City 30% Design comments from Task 6.3, Consultant shall prepare plans, specifications, and construction cost estimates for the permanent signing and pavement markings associated with the proposed improvements. The design must be completed in accordance with applicable MUTCD, ODOT, and Agency standards. The following plan sheets are anticipated to be completed with this task.

- SW Stafford Road Permanent Signing & Pavement Marking Plans
- SW Brisband Street Permanent Signing & Pavement Marking
- SW Frog Pond Lane Street Permanent Signing & Pavement Marking
- SW Kahle Road Street Permanent Signing & Pavement Marking
- Permanent Signing and Striping Details

Task 6.3.2 – 90% Permanent Signing and Pavement Markings *(New Task)*

Consultant will incorporate comments and direction from 60% submittal review and will prepare 90% permanent signing and pavement marking design plans, cost estimate, and special provisions as described in task 6.3.1.

EXHIBIT A

Task 6.3.3 – 100% Permanent Signing and Pavement Markings *(New Task)*

Consultant will incorporate comments and direction from 90% submittal review and will prepare 100% permanent signing and pavement marking design plans, cost estimate, and special provisions as described in task 6.3.2.

Task 6.3 Deliverables

- 60% permanent signing and pavement markings and cost estimate
- 90% permanent signing and pavement markings plans, special provisions, and cost estimate
- 100% permanent signing and pavement markings plans, special provisions, and cost estimate

Task 6.4 – Illumination Design *(No Additional Effort)*

Task 6.4.1 – 60% Illumination Design *(New Task)*

Consultant shall prepare plans, specifications, and construction cost estimates for the construction of an illumination system within the project area. Street lighting plans and specifications shall conform to the NEC, PGE, and Clackamas County electrical standards as applicable. Consultant shall coordinate with PGE for service connections.

The following plan sheets are anticipated to be completed with this task:

- Illumination Legend
- SW Stafford Road Illumination Plan

Task 6.4.2 – 90% Illumination Design *(New Task)*

Consultant will incorporate comments and direction from 60% submittal review and will prepare 90% illumination design plans, cost estimate, and special provisions as described in task 6.4.1.

Task 6.4.3 – 100% Illumination Design *(New Task)*

Consultant will incorporate comments and direction from 90% submittal review and will prepare 100% illumination design plans, cost estimate, and special provisions as described in task 6.4.2.

Task 6.4 Deliverables

- 60% Illumination plans and cost estimate
- 90% Illumination plans, special provisions, and cost estimate
- 100% Final Illumination plans, special provisions, and cost estimate

Task 6.5 – Enhanced Pedestrian Crossing/Roundabout RRFB Design *(No Additional Effort)*

Task 6.5.1 – 60% Enhanced Pedestrian Crossing/Roundabout RRFB Design *(New Task)*

Consultant shall prepare plans, specifications and construction cost estimate (“PS&E”) for a new enhanced pedestrian crossing at the SW Stafford Road/Frog Pond Lane, SW Stafford Road/ SW Brisband Street, and SW Stafford Road/SW Kahle Road (conduit system only) intersections.

EXHIBIT A

All traffic signal RRFB plans and specifications must conform to Manual on Uniform Traffic Control Devices (“MUTCD”), ODOT, Clackamas County, and National Electric Code (“NEC”) standards as applicable. Consultant shall coordinate with PGE for service connections including hard wiring a separate meter.

Plans and specifications shall include locating pedestrian push buttons to meet current MUTCD and ADA standards, in accordance with the ODOT Signal Design Manual, Agency standards, the ODOT Signal Policy and Guidelines, and applicable ODOT standard drawings.

The following plan sheets are anticipated to be completed with this task:

- SW Stafford Road/SW Brisband St. RRFB Plan
- SW Stafford Road/SW Frog Pond Lane RRFB Plan
- SW Stafford Road/SW Kahle Road RRFB Plan

Enhanced pedestrian crossing/Roundabout RRFB design will provide plan sheets for enhanced crossings at the major street (SW Stafford Road) crossings. No Enhanced pedestrian crossing/Roundabout RRFB design will be provided for the minor street crossings. Only conduit and junction boxes will be shown on the design plans for SW Stafford Road/SW Kahle Road.

Task 6.5.2 – 90% Enhanced Pedestrian Crossing/Roundabout RRFB Design *(New Task)*

Consultant will incorporate comments and direction from 60% submittal review and will prepare 90% enhanced pedestrian crossing/roundabout RRFB design plans, cost estimate, and special provisions as described in task 6.5.1.

Task 6.5.3 – 100% Enhanced Pedestrian Crossing/Roundabout RRFB Design *(New Task)*

Consultant will incorporate comments and direction from 60% submittal review and will prepare 90% enhanced pedestrian crossing/roundabout RRFB design plans, cost estimate, and special provisions as described in task 6.5.2.

Task 6.5 Deliverables

- 60% RRFB design plans and cost estimate.
- 90% enhanced pedestrian crossing/roundabout RRFB design plans, special provisions, and cost estimate
- 100% final enhanced pedestrian crossing/roundabout RRFB design plans, special provisions, and cost estimate

Task 7 – Permitting

Task 7.1 Wetland Delineation Report *(No Additional Effort)*

Task 7.2 Joint Permit Application *(New Task)*

It is assumed that one (1) Joint Permit Application (JPA) will need to be prepared and the cumulative impacts will be less than 0.5 acre of waters of the U.S./state, with less than 5,000 cubic yards of material filled, removed, or altered.

Consultant shall prepare a JPA meeting applicable requirements of the most recent version of the

EXHIBIT A

Oregon Department of State Lands Removal-Fill Guide and USACE permit application standards. Consultant shall submit the JPA and Stormwater Management Plan (prepared under Task 10.6) to the Oregon Department of Environmental Quality (“DEQ”) to obtain Section 401 Water Quality Certification.

City will select/approve the preferred design for the Project prior to the preparation of the JPA. City requested changes to project design that affect impacts to jurisdictional resources after Consultant has begun development of the JPA may require an amendment to this task.

Consultant shall:

- Prepare the JPA for a USACE Section 404 Nationwide Permit and a DSL General Permit, to authorize work within the jurisdictional waters and any wetlands found in the Project Area.
- Provide pre-submittal coordination with DEQ to inform them of the Project and verify requirements and documentation necessary to apply for Section 401 Water Quality Certifications.
- Provide pre-submittal coordination with representatives of the USACE and DSL to confirm permitting requirements and application procedures. Pre-submittal coordination must be conducted by phone and email, no pre-submittal site visit will be required.
- Verify that features and impacts are correctly identified for the permit application.
- Prepare all JPA required drawings, maps, photographs, site descriptions, and any additional information required by DSL or the USACE for inclusion in the JPAs.
- As applicable, include within the JPA a summary of how the project complies with SLOPES design criteria, including a completed copy of the SLOPES Compliance Form.
- Submit the complete JPA package to the DSL and USACE on behalf of the City.
- As required, submit to DEQ a copy of the complete JPA, Stormwater Management Plan, and formal request for Section 401 Water Quality Certification for the Project.
- Respond to questions or comments raised by the USACE and DSL following the submission of the JPA. This task may include correspondence and clarification of the JPA in the form of telephone calls, letters, or e-mails, to clarify regulatory Agency concerns and to facilitate the issuance of the USACE and DSL permits for this Project. No regulatory Agency site visit or in person meetings will be required.

Assumptions:

- Due to the varied nature of post-submittal coordination, it is expected that the Consultant shall not expend more than eight (8) hours for office review and coordination time for post-submittal coordination with DSL, USACE, and DEQ, for each JPA.
- City shall be responsible for obtaining Land Use Planning Signature on the JPA.
- City will be responsible for payment of any associated fees for DSL, USACE, and DEQ to review and approve the submittals.
- Project will meet all SLOPES design criteria- individual ESA consultation will not be required.
- Wetland and/or waters impacts will be mitigated using bank credit purchase. No permittee responsible mitigation design or coordination is included.
- Geotechnical drilling/exploration will not be conducted in wetlands or waters and will not require a JPA for drilling.

Task 7.3 Wetland Functional Assessment (New Task)

EXHIBIT A

Consultant shall prepare a Wetland Functional Assessment Report. The report shall be submitted as a component of the Joint Permit Application to both USACE and DSL.

Consultant shall calculate wetland impact areas by wetland type, including permanent and temporary impacts, based on the wetland survey and Project design. If the impacted wetlands are classified under the Hydrogeomorphic (“HGM”) classification as riverine impounding wetlands, or are within the slopes/flats subclass, the assessment shall be conducted in accordance with the methodologies outlined in the appropriate guidebook for HGM-based assessments. All other wetlands will be assessed using the methodologies outlined in the Oregon Rapid Wetland Assessment Protocol (“ORWAP”). The Best Professional Judgment method (“BPJ”) may be used if impacts to wetlands do not exceed 0.2 acre.

Assumptions:

- No more than one functional assessment will be required for project wetland impacts.

Task 7.4 1200-CA Application Support *(New Task)*

Consultant shall provide pre-submittal coordination with representatives of the DEQ to confirm permitting requirements and procedures in the form of telephone calls and e-mail. Consultant environmental staff will produce an Environmental Management Plan (EMP) if required, to DEQ.

Assumptions:

- No additional studies or testing will be required to support preparation of the application support documents
- No treatment BMP design will be completed under this task
- City will pay all permit fees

Task 7.5 Historic Resources *(No Additional Effort)*

Task 7.6 Archaeological Baseline Report *(No Additional Effort)*

Task 7.7 No Effect Memorandum *(Reserved)*

Task 7.8 Engineering Permit Review Facilitation *(New Task)*

Consultant shall compile and submit project construction plans for up to two rounds of City review. City will review and check first round agency redlines prior to completion and submittal of the second plan set review. Consultant activities will include compilation and submittal of two Engineering Plan Reviews.

Assumptions

- No redrafting of plan sheets will occur, and construction design plans as addressed elsewhere in this scope of work are in submittal-ready format.
- No land use permits will be required for the project and that annexation of the additional right of way will occur with future development to the east.

EXHIBIT A

Task 7 Deliverables

- Draft & Final Joint Permit Application
- Draft & Final Wetland Functional Assessment
- 1200-CA support and EMP
- Draft and Final Engineering Plan Reviews (up to 2)

Task 8 – Waterline and Sewer Design

Consultant shall design waterline and sewer extensions and laterals as shown in the 30% Design from just north of SW Advance/Boeckman Rd to north of SW Kahle Rd.

Task 8.1 – 30% Waterline and Sewer Design (No Additional Effort)

Task 8.2 – 60% Waterline and Sewer Design (New Task)

Consultant shall incorporate comments and direction from 30% submittal review and prepare 60% utility plans for the water and sewer alignment and grade, detail the drawings with necessary call outs and incorporate applicable City of Wilsonville standard details. Consultant shall prepare waterline and sewer plan and profile, and details as described in Task 12.3.

Consultant shall prepare a cost estimate and special provisions for work associated with this task.

Task 8.3 – 90% Waterline and Sewer Design (New Task)

Following 60% design review meeting Consultant shall incorporate comments and revisions and update the plans, profiles, notes and details accordingly. Consultant shall prepare waterline and sewer plan and profile, and details as described in Task 12.5.

Consultant shall prepare a cost estimate and special provisions for work associated with this task.

Task 8.4 – 100% Waterline and Sewer Design (New Task)

Based on final review comments Consultant shall update the water and sewer construction documents accordingly. Consultant shall prepare waterline and sewer plan and profile, and details as described in Task 12.7.

Consultant shall prepare a cost estimate and special provisions for work associated with this task.

Task 8 Deliverables

- Submit plan sheets, cost estimates and special provisions as described in Task 12.

Task 9 – Roadway Design

Task 9.1 – Concept Plans (No Additional Effort)

Task 9.2 – 30% Roadway Design (No Additional Effort)

Task 9.3 – 60% Roadway Design (New Task)

Consultant shall incorporate comments and direction from 30% submittal review and shall prepare

EXHIBIT A

60% roadway and erosion controls plans, cost estimate, and special provisions as described in task 12.4. Consultant shall prepare a Roundabout Design Memo to document geometry, truck turning, sight distance and other design parameters.

Assumptions:

- 60% to Final design will be the complete 3 lane corridor from the SWAB intersection to Kahle Rd not including improvements beyond the east travel lane curb.
- Roundabouts will be designed to limit fastest path speeds, design vehicle movements, and intersection sight lines based on latest NCHRP Report 1043

Task 9.4 – 90% Roadway Design *(New Task)*

Consultant shall incorporate comments and direction from 60% submittal review and shall prepare 90% roadway and erosion controls plans, cost estimate, and special provisions as described in task 12.5.

Task 9.5 – 100% Roadway Design *(New Task)*

Consultant shall incorporate comments and direction from 90% submittal review meeting (task 12.6) and shall prepare 100% roadway and erosion controls plans, cost estimate, and special provisions as described in task 12.7.

Task 9.6 – Traffic Control Plans *(New Task)*

Consultant shall prepare traffic control plans for 60%, 90%, and 100% signed submittals in accordance with City of Wilsonville design standards, the MUTCD, and APWA Oregon Standard Specifications for Construction. Plans include the following information: Detour plan, staging plan, lane shifts, lane and shoulder widths, temporary barriers, Temporary pedestrian access route, delineation and signing. Consultant shall develop staging sections at critical areas with dimensions and other relevant information.

Consultant shall prepare special provisions and a cost estimate of bid items, quantities, and unit prices for each submittal.

Deliverables

The project deliverables will include:

- Plan sheets as part of Task 12

Assumptions:

- o One lane must be maintained in each direction at all times

Task 9.7 – Landscape Design *(New Task)*

Consultant shall prepare comprehensive landscape and irrigation design for the project, including landscaping, tree protection, planting and permanent irrigation plans for 60%, 90%, and 100% signed submittals in accordance with City of Wilsonville design standards, and APWA Oregon Standard Specifications for Construction.

EXHIBIT A

Plans will include street trees, disturbed area restoration, water quality facility planting, and associated irrigation systems necessary to support plant establishment and long-term viability. . The plans will define planting layouts, plant species and quantities, irrigation concepts and layouts, tree protection and removal limits, restoration extents, and supporting notes and details necessary for construction accounting for intersection sight lines. Landscape and Irrigation plans will be coordinated with civil, drainage, and utility designs.

Consultant shall develop Roundabout Gateway Features in conjunction with an artist selected independently by the City as described in Task 9.7.1.

Consultant shall prepare special provisions and a cost estimate of bid items, quantities, and unit prices for each submittal, including landscape and irrigation related bid items.

Assumptions:

- o [Permanent irrigation systems are included as part of the PS&E package, including plans, specifications, and engineer's estimate sufficient for bidding and construction. Construction-phase irrigation support and post-bid services are excluded.](#) The scope assumes a level of review comments consistent with standard public agency review processes. Significant redesign or re-layout resulting from changes in project direction, added features, or revised City policy may require a scope amendment.
- o Services include standard establishment and maintenance notes only. Preparation of long-term maintenance manuals or post-establishment management plans is excluded.

Deliverables

The project deliverables will include:

- Plan sheets, estimate, and special provisions for landscape and irrigation as part of Task 12

Task 9.7.1 – Gateway Feature Design *(New Task)*

City will select an artist or artist team through the City Public Art Procurement Process and the City Arts Commission. Artist(s) will work collaboratively with the Consultant team to design well-integrated public art for the Brisband and/or Kahle roundabouts. Consultant shall include the design site elements, as described in this task, to accommodate the artwork, as coordinated with the City and artist(s). Consultant design will be based on information provided by the artist(s). Once design starts, it is assumed there will be no substantive changes to the art or artwork. Consultant is not responsible for the artwork itself, or its performance. The design, engineering, fabrication, and installation of the artwork and its components are the responsibility of the artist(s).

Consultant shall assist City is setting selection parameters for the Artist Selection Request for Qualification (RFQ). Consultant shall review and comment on up to two iterations of the RFQ and participate in up to three (3) virtual one-hour meetings.

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Consultant shall work with City-selected artist(s) to develop roundabout gateway features at the Brisband and/or Kahle roundabouts. Consultant shall lead up to (4) work sessions with artist(s) to design gateway features that are integrated with the landscape design. These features could include landscape and site-related elements, such as planting, berming, landscape walls, boulders, or similar non-structural features that are complimentary to the artwork. Depending on selected components some might require contract amendment such as architectural, structural, electrical, lighting, public art, signage, or fabricated elements. Consultant shall consider maintenance, sight distance, safety, cost, and long-term operations as part of the design, with input from artist(s) as appropriate.

Consultant shall attend up to 18 one-hour meetings with City Parks, Engineering, and Planning Staff, the City-selected artist and up to two Consultant staff. Meetings will be held virtually (15 total) and in-person at City Hall or the project site (3 total).

Consultant shall prepare plans, special provisions and a cost estimate of bid items, quantities, and unit prices, including gateway feature related bid items.

Deliverables

The project deliverables will include:

- Plan sheets, estimate, and special provisions for gateway features as part of Task 12.5 and 12.7

Task 10 – Stormwater Design

Task 10.1 – Stormwater Concept and Alternative Analysis (No Additional Effort)

Task 10.2 – 30% Stormwater Design (No Additional Effort)

Task 10.3 – 60% Stormwater Design (New Task)

Consultant shall incorporate comments and direction from 30% submittal review and shall prepare 60% stormwater plan and profile, stormwater details, facility plan/profile and details, and pipe data sheets as described in task 12.3.

Assumptions:

- Planters will require underdrains and outfalls.
- Locations of existing outfalls within BPA easement are expected to require modifications and require coordination
- Proposed pipe layouts to outfalls will require coordination with franchise utilities.
- As-builts and design reports for existing stormwater treatment facilities to be provided by City.
- Existing facility on northeast side of SW Advanced Road-Stafford Road intersection will be modified.

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- Drainage easement is expected to be required for ditch downstream of the culvert at SW Advance Road.
 - Facilities on east side of Stafford Road to be interim designs. Future reconfigurations are expected as adjacent properties are developed.

Task 10.4 – 90% Stormwater Design *(New Task)*

Consultant shall incorporate comments and direction from 60% submittal review and shall prepare 90% stormwater plan and profile, stormwater details, facility plan/profile and details, and pipe data sheets as described in task 12.5.

Task 10.5 – 100% Stormwater Design *(New Task)*

Consultant shall incorporate comments and direction from 90% submittal review and shall prepare 100% stormwater plan and profile, stormwater details, facility plan/profile and details, and pipe data sheets as described in task 12.7.

Task 10.6 – Stormwater Analysis and Report *(New Task)*

Consultant shall prepare a Stormwater Drainage Report in conformance with the current City of Wilsonville Public Works Standards. Consultant shall perform a downstream capacity analysis extending along the Meridan Creek Middle School to comply with City stormwater regulations. Consultant shall complete one additional site visit as part of this downstream analysis. The Stormwater Drainage Report shall address City of Wilsonville, SLOPES V, and permit requirements. This project is outside of WES's jurisdiction. Consultant shall make updates to the report based on comments by City and agency staff.

Assumptions:

- Downstream analysis is limited to no more than 1900 feet south of SW Advance Road to confluence with downstream unnamed tributary.

Task 10 Deliverables

- Submit a draft copy Stormwater Drainage Report in PDF format to the City with 60% Design Plans.
- Submit an interim copy Stormwater Drainage Report in PDF format with permit applications
- Submit a final copy Stormwater Drainage Report in PDF format to the City with 90% Design Plans.

Task 11 – Utility Coordination & Relocation

Consultant shall identify and locate utilities within the Project limits, initiate contacts with utilities, and coordinate relocations needed for the construction of the Project.

Task 11.1 - Utility Relocations *(Additional Effort)*

Consultant shall coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the Project design. Consultant shall prepare required utility conflict letters for each utility found in potential conflict with the proposed design. Following submittal, review and approval of each respective utility's relocation, consultant will prepare relocation time requirement letters.

Consultant shall request that all underground utilities be potholed to verify location, material, size, and depth. Consultant shall schedule, attend, and document regular utility coordination

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meetings during design of the project. Consultant anticipates up to two (2) on-site utility meetings and 12 Teams video meetings during the design phase to track progress of utility relocation plans.

Task 11.2 - BPA Coordination (Additional Effort)

Consultant continue coordination from original contract to confirm impacts to BPA's towers and aerial easements. Consultant shall prepare BPA documents to construct project under transmission lines. Consultant shall coordinate improvements or protective measures required for the transmission towers. Consultant anticipates up to four (4) additional meetings with BPA to discuss or address any design requirements or protection measures.

Assumptions:

- Any costs incurred by any encroachment to BPA easements will be paid by the City.
- BPA towers will not require relocation.

Task 11.3 – Project Special Provisions (New Task)

Consultant shall update section 00150.50 special provisions outlining utility contact representative's requirements for contractor communications.

Task 11 Deliverables

- Utility meeting notes
- Prepare project notification letters / Utility Conflict notice letters
- Review of utility relocation plans and send relocation time requirement letters
- Section 00150.50 Special provisions pertaining to utilities
- Prepare required BPA documents to construct project under transmission lines.

Task 12– Final Design and Bid Documents, 30%, 60%, 90%, and 100% Plans

Once Preliminary engineering and design has been approved by the City, Final Design for the project may commence. The purpose of the final design is to prepare the final construction documents necessary to construct the required road improvements.

Task 12.1 – 30% Design Documents (No Additional Effort)

Task 12.2 – 30% Design Review Meeting (No Additional Effort)

Task 12.3 – 60% Design Plans and Bid Documents (New Task)

Consultant shall prepare 60% design plans and cost estimate for each design package that incorporate comments from the 30% plans. Plan sheets of the 60% plan set shall include, but is not limited to:

1. Cover Sheet
2. Index of Sheets
3. Legend and General Notes
4. Typical Sections
5. ADA Curb Ramp Details
6. Roundabout Details
7. Tree Removal and Protection Plan with Notes and Tree Table from Arborist's inventory.
8. Erosion Control Plan

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9. Composite Utility Plan
10. Roadway Plan and Profile
11. Roundabout Plan and Profile (truck apron and curb returns)
12. Temporary Traffic Control
13. Street Details, Curb>Returns and Cross-Sections
14. Stormwater Plan and Profile
15. Stormwater Details
16. Pipe Data Sheet
17. Water Plan and Profile
18. Sewer Plan and Profile
19. Applicable City of Wilsonville Detail Drawings
20. Utility Undergrounding Plans
21. Traffic Signal Modification Plans
22. Enhanced Pedestrian Crossing Plans
23. Striping and Signage Plans
24. Illumination Plans
25. Landscape Plans

Consultant shall prepare, in collaboration with City Project Manager, a list of Project Special Provisions based on the City's Current Public Works Standards and City Modifications to the ODOT Special Provisions. City will edit and provide standard Wilsonville Special Provisions Front Ends and Part 100s for inclusion in the project special provisions as part of Task 12.5.

City will add 60% plan review comments to comment log. Consultant shall update comment log by providing a response to each comment and submit with the 90% construction documents.

Deliverables

The Project deliverables will include:

- A. Updated comment log with Consultant responses to each comment.
- B. 60% plan set in half-size (11"x17") electronic (PDF) format for each design package:
- C. A list of 60% project technical special provision sections (Part 200s and above).
- D. 60% Engineer's construction cost estimate.
- E. Roundabout Design Memo

Task 12.4 – 60% Design Review Meeting *(New Task)*

Consultant shall schedule, facilitate, and prepare agendas, meeting materials, and minutes for one (1) 60% design review meeting after receipt and review of City 60% review comments. Meetings may be held virtually or at Wilsonville City Hall.

Deliverables

The Project deliverables will include:

1. Project Team Meeting agendas and meeting materials two (2) business days prior to meeting date.
2. Project Team Meeting minutes.

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Task 12.5 – 90% Design Plans and Bid Documents *(New Task)*

Consultant shall prepare a complete set of 90% design plans and cost estimate for each design package that incorporate comments received during the 60% design review meetings and public input.

Consultant shall prepare a complete set of 90% project special provisions that incorporate comments received during the 60% design review meeting.

City will add 90% plan review comments to comment log. Consultant shall update comment log by providing a response to each comment and submit with the 100% construction documents.

Deliverables

The Project deliverables will include:

1. Updated comment log with Consultant responses to each comment.
2. 90% plan set in half-size (11"x17") electronic (PDF) format for each design package.
3. 90% project technical special provisions (Part 200s and above).
4. 90% Engineer's construction cost estimate.

Task 12.6 – 90% Design Review Meeting *(New Task)*

Consultant shall schedule, facilitate, and prepare agendas, meeting materials, and minutes for one (1) 90% design review meeting after receipt and review of City 90% review comments. Meetings may be held virtually or at Wilsonville City Hall.

Deliverables

The Project deliverables will include:

1. Project Team Meeting agendas and meeting materials two (2) business days prior to meeting date.
2. Project Team Meeting minutes.

Task 12.7 –100% Design Plans and Bid Documents *(New Task)*

Following review of the 90% Design Plans, Consultant will make any revisions based on comments received from the City and re-submit the 100% Street Design, Bid Sheet, Project Special Provisions and Engineer's Construction Cost Estimate to the City for bidding.

Deliverables

The Project deliverables will include:

1. Updated comment log with Consultant responses to each comment.
2. Final engineering plan set in half-size (11"x17") electronic (PDF) format digitally stamped and signed by a Professional Engineer registered in the State of Oregon.
3. Final project technical special provisions (Part 200s and above).
4. Final bid schedule and bid item descriptions.
5. Final engineer's construction cost estimate.

Task 13 – Bidding Assistance *(New Task)*

The City will prepare, print, and distribute construction bid documents and be the main point of contact for all bidders during the bidding process. Consultant shall prepare responses to

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contractor and supplier technical questions about the plans and specifications at the request of the City. Consultant shall prepare addenda (up to three) to clarify the construction bid documents upon request.

After contract award, Consultant shall produce conformed construction documents by incorporating issued addenda from the bidding process and update project plans and project special provisions.

Consultant shall prepare an QuestCDN handoff package for City's electronic bidding process. Handoff package deliverables and data formats will be finished and existing grade surfaces in XML format and survey topo and roadway design files in AutoCAD compatible DWG format.

Assumptions

- Compiling a complete electronic design file package (construction survey handoff package) will be included in Phase 2 scope of work.

Deliverables

The Project deliverables will include:

1. Written responses addressing technical questions during bidding process, as needed.
2. Construction bid document addenda.
3. Conformed construction documents, including:
 - a. Plan set in half-size (11"x17") electronic (PDF) format
 - b. Special provisions in electronic (PDF) format
4. QuestCDN handoff package.

Phase 2 – Construction Engineering Services

Scoped in a future amendment.

City Responsibilities

1. Provide electronic copies of City's Current Public Works Standards, City Modifications to the ODOT Special Provisions, Storm Water Master Plan, Transportation System Plan, and Frog Pond Master Plans.
2. Provide as-built record drawings and/or electronic information (if available) for adjacent projects and other pertinent information to the Consultant upon request.
3. Obtain all rights of entry for field work.
4. Hire and coordinate with utility potholing contractor.
5. Schedule, advertise and host public open houses.
6. Providing specific City of Wilsonville project provisions.
7. Prepare Part 00100 Front Ends of the special provisions.
8. Printing and distribution of bid documents.
9. Advertising Project for bidding.
10. Point of contact for bidder questions and requests for information.
11. Evaluation of bids, audits, and contract award.
12. Review and approval of Concrete and Asphalt mix design.
13. Manage right-of-way agent and appraiser for acquisitions.

