



## **City Council Meeting November 1, 2021**

**Executive Session - 5:00 p.m.  
Work Session – 5:30 p.m.  
Council Meeting - 7:00 p.m.  
Urban Renewal Agency – Following Council Meeting  
(Held in Council Chambers)**

This meeting is taking place with social distancing precautions in place.

### **To Provide Public Comment:**

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070).
- Digital comments (email) may be submitted to [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us).
- Individuals may participate online through the Zoom videoconferencing platform.
- Contact City Recorder at (503) 570-1506 [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) to register.

### **You can watch the City Council Meeting here:**

YouTube: [youtube.com/c/CityofWilsonvilleOR](https://www.youtube.com/c/CityofWilsonvilleOR)

Zoom: <https://us02web.zoom.us/j/81536056468>

# City of Wilsonville

Urban Renewal Agency Meeting

November 1, 2021



**URA AGENDA**

**CITY OF WILSONVILLE  
URBAN RENEWAL AGENCY**

**NOVEMBER 1, 2021  
7:00 P.M.**

**CITY HALL  
29799 SW TOWN CENTER LOOP  
WILSONVILLE, OREGON**

*Immediately Following the City Council Meeting*

Chair Julie Fitzgerald

Board Member Kristin Akervall  
Board Member Ben West

Board Member Charlotte Lehan  
Board Member Joann Linville

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**CALL TO ORDER**

A. Roll Call

**CITIZEN INPUT**

This is an opportunity for visitors to address the Urban Renewal Agency Board on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the Board will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

**CONSENT AGENDA**

A. **URA Resolution No. 322**

A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A Professional Services Agreement Contract With Murraysmith, Inc. For Owner's Representative Services For The Boeckman Road Corridor Project (Capital Improvement Project # 2102, 4205, 4206, 4212). (Weigel)

A. Minutes of the October 18, 2021 URA Meeting. (Veliz)

**NEW BUSINESS**

A. None.

**CONTINUING BUSINESS**

A. None.

**PUBLIC HEARING**

A. None.

**ADJOURN**



## URBAN RENEWAL AGENCY MEETING STAFF REPORT

<b>Meeting Date:</b> November 1, 2021		<b>Subject: URA Resolution No. 322</b> Authorizing the City Manager to Execute a Professional Services Agreement with Murraysmith, Inc. for Owner’s Representative Services for the Boeckman Road Corridor project (CIP No. 2102, 4205, 4206, 4212)	
		<b>Staff Member:</b> Zachary J. Weigel, P.E. City Engineer	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Board Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends the Urban Renewal Agency (URA) adopt URA Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to approve URA Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Goal 1.5 Implement existing transportation plans and advance planning efforts to improve our local transportation network	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan Project UU-01 & UU-02 Wastewater Collection System Master Plan Project CIP-33	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE BOARD:**

An Urban Renewal Agency Resolution approving a Professional Services Agreement for owner’s representative services with Murraysmith, Inc. in the amount of \$479,343.00 for the Boeckman Road Corridor (CIP #2102, 4205, 4206, and 4212) project.

## **EXECUTIVE SUMMARY:**

The Boeckman Road Corridor Project (BRCP) consists of four adjacent and interconnected, high priority capital improvement projects along Boeckman Road between Canyon Creek Road and Stafford Road. These are needed and planned improvements necessary to support the Frog Pond development areas. Integration of the four projects into the BRCP will assure proper coordination and fewer disruptions during design and construction. The BRCP projects include:

- Boeckman Road Sanitary Sewer (CIP 2012)
- Boeckman Road Street Improvements (CIP 4205)
- Canyon Creek/Boeckman Traffic Signal (CIP 4206)
- Boeckman Dip Bridge (CIP 4212)

On August 2, 2021, the Wilsonville City Council approved Resolution No. 2916, authorizing the use of a Progressive Design Build (PDB) alternative contracting method for the BRCP. Use of PDB alternative contracting will help deliver this complex and environmentally sensitive project within a desirable timeframe by allowing the City staff, design team, and contractor to collaborate and be innovative during project design and construction. As part of the PDB contract, the City is utilizing an owner's representative to assist the City by making available their specialized expertise and experience with PDB contracting

In response to the City's advertisement for owner's representative services, one proposal was received by the September 30, 2021 due date. Staff evaluated the submitted proposal and determined that Murraysmith, Inc. is qualified to perform the owner's representative services for the BRCP.

The initial owner's representative services authorized under this approval include assistance with review of early project work and cost estimates, preparation of PDB contract and request for proposal documents, evaluation and selection of PDB team, negotiation of PDB team contract and fee, development of a public engagement plan, and review of preliminary engineering documents.

As the scope of the BRCP work is refined through preliminary engineering design, the City will negotiate continued owner's representative services as contract amendment(s) with Murraysmith, Inc. The expected owner's representative services will continue up to and through the BRCP construction phase and include assistance with engineering design reviews, independent cost estimating, review and negotiation of the Guaranteed Maximum Price (GMP), construction management, administration, and inspection.

## **EXPECTED RESULTS:**

The BRCP will make needed safety improvements to Boeckman Road by correcting a vertical curve deficiency and upgrading the steep, narrow, rural roadway to an urban standard with safe bicycle and pedestrian facilities that connect residential neighborhoods, jobs, schools, and commercial land uses. In addition, the BRCP will benefit the existing and planned community and provide sewer capacity to accommodate buildout of the Frog Pond neighborhoods.

**TIMELINE:**

A Request for Proposals (RFP) for engineering and construction services through a Progressive Design Build (PDB) contract is planned for February 2022. The initial owner's representative services authorized under this approval is expected to be completed by June 2022 coinciding with the conclusion of the PDB preliminary design work. The number, size, and schedule of construction "packages" will be determined as design with the PDB team progresses. BRCP construction is expected to be completed by the end of 2024.

**CURRENT YEAR BUDGET IMPACTS:**

The adopted budget for FY21/22 includes funding for owner's representative, engineering design, and overhead for the BRCP as summarized below:

CIP No.	Project Name	Funding Source	FY 21/22 Budget	Owner's Rep. Fee
2102	Boeckman Sewer	Sewer SDC	\$215,650.00	\$14,380.29
4205	Boeckman Street Improvements	Street SDC	\$1,210,925.00	\$86,761.08
4206	Boeckman/Canyon Creek Signal	Street SDC	\$312,125.00	\$21,091.09
4212	Boeckman Dip Bridge	Year 2000 Urban Renewal	\$3,450,000.00	\$357,110.54
Total			\$5,188,700	\$479,343

The initial phase of the owner's representative work is within the budgeted amount for each of the four capital improvement projects that make up the BRCP. This project is included in the City's five-year capital improvement plan and will carry into the next fiscal year.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 10/25/2021

**LEGAL REVIEW:**

Reviewed by: BAJ Date: 10/26/2021

**COMMUNITY INVOLVEMENT PROCESS:**

The owner's representative will assist the City in developing a comprehensive and robust community engagement plan to be implemented as design and construction work get underway. To date, preliminary public outreach occurred as part of the Year 2000 Urban Renewal Plan amendment, Frog Pond master planning and subsequent land use reviews, and as part of the Transportation System Plan adoption.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The BRCP includes roadway improvements necessary to provide sufficient transportation infrastructure and safe and accessible connections, improving the City's local transportation network and benefitting the community. The owner's representative will assist the City in the selection and management of a qualified PDB team and ensure the benefits of the alternative contracting method, such as shorter construction schedule, contractor expertise during design, adaptable construction sequencing, and reduced impacts to the community, are realized.

**ALTERNATIVES:**

The Urban Renewal Agency could direct staff to proceed with the BRCP without an owner's representative and utilize a traditional design-bid-build contracting method. This alternative is not recommended as the construction timeline would be longer and the potential risk of added cost and additional road closures during construction would increase.

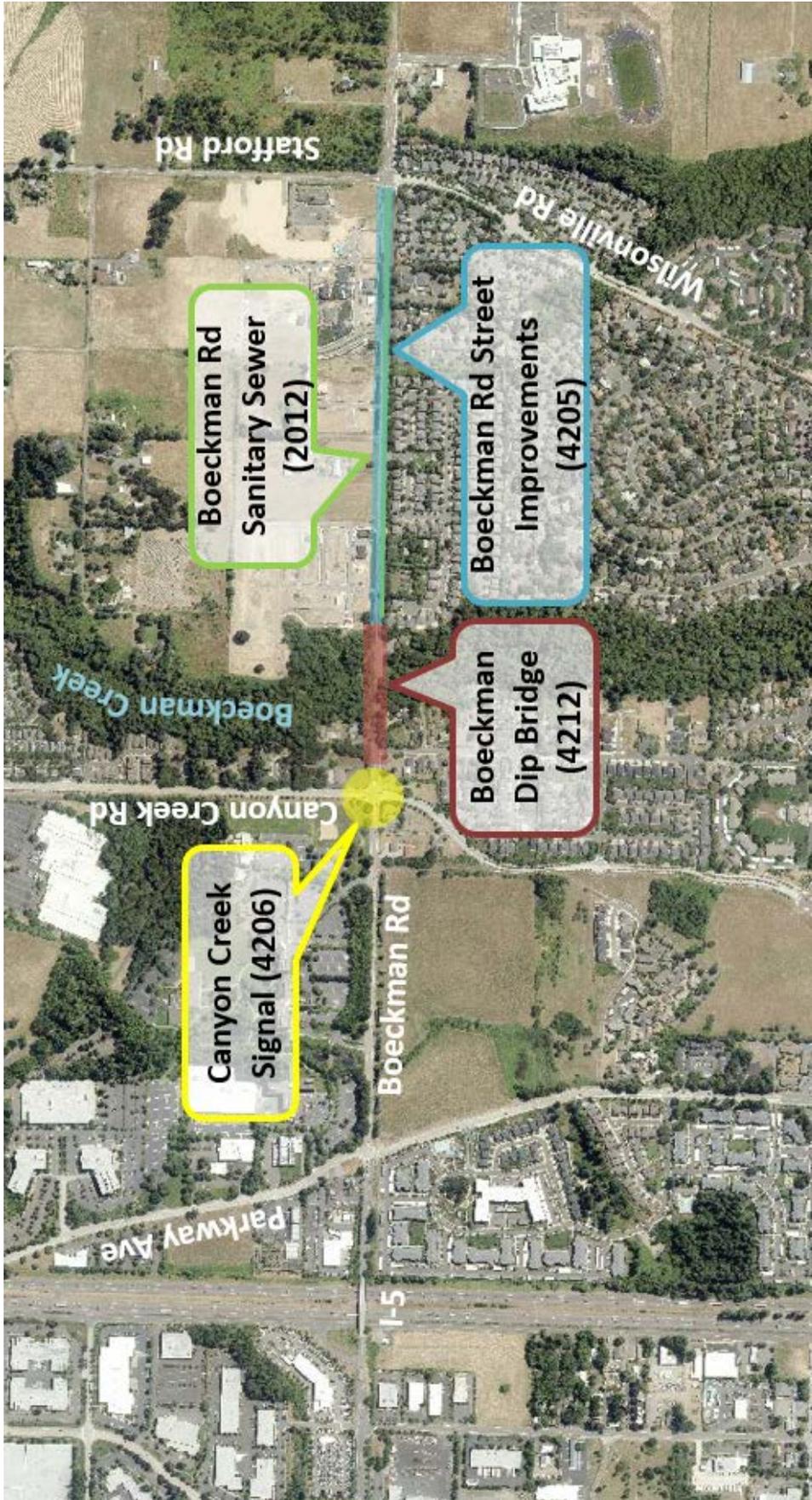
**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Vicinity Map
2. Resolution No. 2933
  - A. Boeckman Road Corridor Project Professional Services Agreement

# ATTACHMENT 1 VICINITY MAP



**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE  
URA RESOLUTION NO. 322**

**A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY BOARD AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT CONTRACT WITH MURRAYSMITH, INC. FOR OWNER'S REPRESENTATIVE SERVICES FOR THE BOECKMAN ROAD CORRIDOR PROJECT (CAPITAL IMPROVEMENT PROJECT # 2102, 4205, 4206, 4212).**

WHEREAS, the City has planned, designed, and budgeted for the completion of Capital Improvements Projects # 2102, 4205, 4206, and 4212, known as Boeckman Road Corridor project (the Project); and

WHEREAS, City Council approved Resolution No. 2916 on August 2, 2021 authorizing the use of a Progressive Design Build (PDB) contracting method for design and construction of the Project; and

WHEREAS, the City intends to utilize an owner's representative, experienced in PDB contracting, to assist with solicitation, selection, and management of a PDB team; and

WHEREAS, the City solicited Requests for Proposals from qualified consultants for the Project that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Murraysmith, Inc. submitted a proposal for the Project on September 30, 2021 and was subsequently evaluated and determined to be the most qualified consultant to perform the work; and

WHEREAS, following the qualifications based selection process and under the direction of the City, a detailed scope of work was prepared, and the fee for the scope was negotiated and found to be acceptable and appropriate for the services to be provided.

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 Murraysmith, Inc. has provided a responsive and responsible proposal for owner's representative services.

Section 2. The Urban Renewal Agency Board authorizes the City Manager to enter into and execute a Professional Services Agreement with Murraysmith, Inc. for a not-to-exceed amount of \$479,343.00, which is substantially similar to **Exhibit A** attached hereto.

Section 3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regular meeting there of this 1st day of November 2021, and filed with the Wilsonville City Recorder this date.

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Julie Fitzgerald, Chair

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Chair Fitzgerald

Board Member Akervall

Board Member Lehan

Board Member West

Board Member Linville

EXHIBITS:

A. Boeckman Road Corridor Project Professional Services Agreement

**CITY OF WILSONVILLE  
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) for the Boeckman Road Corridor Project (“Project”) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_ 2021 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Murraysmith, Inc.**, an Oregon corporation (hereinafter referred to as “Consultant”).

**RECITALS**

WHEREAS, the City requires services which Consultant is capable of providing, under terms and conditions hereinafter described; and

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

WHEREAS, Consultant is prepared to provide such 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**

**Section 1. Scope of Work**

Consultant shall diligently perform the professional engineering services according to the requirements and deliverable dates identified in the Scope of Work for the Project, attached hereto as **Exhibit A** and incorporated by reference herein (the “Services”).

**Section 2. Term**

The term of this Agreement shall be from the Effective Date until all Services required to be performed hereunder are completed and accepted, or no later than December 31, 2022, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City.

**Section 3. Consultant’s Services**

3.1. All written documents, drawings, and plans submitted by Consultant in conjunction with the Services shall bear the signature, stamp, or initials of Consultant’s authorized Project Manager. Any documents submitted by Consultant that do not bear the signature, stamp, or initials of Consultant’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Services or Scope of Work given by Consultant’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or

in writing. If requested by the City to be in writing, Consultant's Project Manager will provide such written documentation.

3.2. Consultant will not be deemed to be in default by reason of delays in performance due to circumstances beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

3.3. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Work described herein.

3.4. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

#### **Section 4. Compensation**

4.1. Except as otherwise set forth in this **Section 4**, the City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FOUR HUNDRED SEVENTY-NINE THOUSAND THREE HUNDRED FORTY-THREE DOLLARS (\$479,343), for performance of the Services ("Compensation Amount"). Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant. Consultant's unit pricing is set forth in **Exhibit B**, attached hereto and incorporated by reference herein.

4.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Work described on **Exhibit A**, Consultant shall provide such additional services and bill the City at the hourly rates outlined on Consultant's Rate Schedule, as set forth in **Exhibit B**. Any Additional work beyond the Scope of Work, or any compensation above the amount shown in **Subsection 4.1**, requires a written Addendum executed in compliance with the provisions of **Section 17**.

4.3. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

4.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, permitting, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

4.5. Consultant's Compensation Amount and Rate Schedule are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright costs, office expenses, travel expenses, mileage, and all other indirect and overhead charges, including, but not limited to, the recently enacted Oregon Corporate Activity Tax (CAT).

## **Section 5. City's Rights and Responsibilities**

5.1. The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

5.2. Award of this contract is subject to budget appropriation. Funds are approved for Fiscal Year 2021-22. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this contract early, as described in **Section 15**.

## **Section 6. City's Project Manager**

The City's Project Manager is Zach Weigel. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

## **Section 7. Consultant's Project Manager**

Consultant's Project Manager is Eric Levison. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

## **Section 8. Project Information**

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

## **Section 9. Duty to Inform**

If at any time during the performance of this Agreement or any future phase of this Agreement for which Consultant has been retained, Consultant becomes aware of actual or potential problems, faults, or defects in the Project or Scope of Work, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Consultant has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Consultant shall give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Consultant shall neither constitute agreement with nor acquiescence to Consultant's statement or claim, nor constitute a waiver of any of the City's rights.

## **Section 10. Subcontractors and Assignments**

10.1. Unless expressly authorized in **Exhibit A** or **Section 11** of this Agreement, Consultant shall not subcontract with others for any of the Services prescribed herein. Consultant shall not assign any of Consultant's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Agreement, the City incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any attempted assignment of this Agreement without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of Consultant shall not be subject to additional reimbursement by the City.

10.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

10.3. Consultant shall include this Agreement by reference in any subcontract and require subcontractors to perform in strict compliance with this Agreement.

## **Section 11. Consultant Is Independent Contractor**

11.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 4** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

11.2. Consultant may request that some consulting services be performed on the Project by persons or firms other than Consultant, through a subcontract with Consultant. Consultant acknowledges that if such services are provided to the City pursuant to a subcontract(s) between Consultant and those who provide such services, Consultant may not utilize any subcontractor(s), or in any way assign its responsibility under this Agreement, without first obtaining the express written consent of the City, which consent may be given or denied in the City's sole discretion. For all Services performed under subcontract to Consultant, as approved by the City, Consultant shall only charge the compensation rates shown on the approved Rate Schedule (**Exhibit B**). Rate schedules for named or unnamed subcontractors, and Consultant markups of subcontractor billings, will only be recognized by the City as set forth in Consultant's Rate Schedule, unless documented and approved, in writing, by the City pursuant to a modification to Consultant's Rate Schedule, per **Section 17** of this Agreement. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Consultant.

11.3. Consultant shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with, and be subject to, the provisions of this **Section 11** and meet the same insurance requirements of Consultant under this Agreement.

## **Section 12. Consultant Responsibilities**

12.1. Consultant must make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

12.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

12.3. No person shall be discriminated against by Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision

shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City. References to “subcontractor” mean a subcontractor at any tier.

12.4. COVID-19 Safety Measures. Consultant must have a written policy in place to comply with all applicable local, state, and federal laws, regulations, and executive orders related to the COVID-19 coronavirus outbreak to ensure the protection of Consultant’s employees and/or subconsultants, City employees, and the public. Consultant must provide its written policy to the City Project Manager at the commencement of the Project. In the event that Consultant is required to stop or delay work due to a COVID-19 related event, Consultant shall not be entitled to any additional payment, remobilization costs, or delay damages.

### **Section 13. Indemnity**

13.1. Indemnification. Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Consultant’s negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Consultant’s failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City’s requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant’s negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 13.2.** Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant. As used herein, the term “Consultant” applies to Consultant and its own agents, employees, and suppliers, and to all of Consultant’s subcontractors, including their agents, employees, and suppliers.

13.2. Standard of Care. In the performance of the Services, Consultant agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of Consultant’s profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant’s re-performance of any Services, even if done at the City’s request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant’s failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

### **Section 14. Insurance**

14.1. Insurance Requirements. Consultant shall maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant’s activities or work hereunder. Any and all

agents, contractors, or subcontractors with which Consultant contracts to work on the Services must have insurance that conforms to the insurance requirements in this Agreement. Additionally, if a subcontractor is an engineer, architect, or other professional, Consultant must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The policy or policies maintained by Consultant shall provide at least the following minimum limits and coverages at all times during performance under this Agreement:

14.1.1. Commercial General Liability Insurance. Consultant and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

14.1.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years after termination of this Agreement.

14.1.3. Business Automobile Liability Insurance. If Consultant or any subcontractors will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

14.1.4. Workers Compensation Insurance. Consultant, its subcontractors, and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

14.1.5. Insurance Carrier Rating. Coverages provided by Consultant and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

14.1.6. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Consultant's liabilities hereunder in insurance coverages. Additional Insured coverage under Consultant's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder. Consultant must be an additional insured on the insurance policies obtained by its subcontractors performing work on the Services contemplated under this Agreement.

14.1.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

14.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

## **Section 15. Early Termination; Default**

15.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

15.1.1. By mutual written consent of the parties;

15.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

15.1.3. By Consultant, effective upon seven (7) days' prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of

Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

15.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

15.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

15.4. Termination under any provision of this Section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in **Section 19**, for which Consultant has received payment or the City has made payment.

## **Section 16. Suspension of Services**

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

## **Section 17. Modification/Addendum**

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in **Section 4** of this Agreement, or changes or modifies the Scope of Work or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives

rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase or decrease in the Compensation Amount. The Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

### **Section 18. Access to Records**

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts during the term of this Agreement and for a period of four (4) years after termination of the Agreement, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

### **Section 19. Property of the City**

19.1. Originals or certified copies of the original work forms, including but not limited to documents, drawings, tracings, surveying records, mylars, spreadsheets, charts, graphs, modeling, data generation, papers, diaries, inspection reports, and photographs, performed or produced by Consultant under this Agreement shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation. Upon the City's written approval, and provided the City is identified in connection therewith, Consultant may include Consultant's work in its promotional materials. Drawings may bear a disclaimer releasing Consultant from any liability for changes made on the original drawings and for reuse of the drawings subsequent to the date they are turned over to the City.

19.2. Consultant shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all work performed by Consultant pursuant to this Agreement without the express written permission of Consultant.

### **Section 20. Notices**

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of Wilsonville  
Attn: Zach Weigel, City Engineer  
29799 SW Town Center Loop East  
Wilsonville, OR 97070

To Consultant: Murraysmith, Inc.  
Attn: Eric Levison  
888 SW 5<sup>th</sup> Avenue, Suite 1170  
Portland, OR 97204

## Section 21. Miscellaneous Provisions

21.1. Integration. This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these or any other documents, the provisions of this Agreement shall control, and the terms most favorable to the City, within the City's sole discretion, will apply.

21.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

21.3. No Assignment. Consultant may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

21.4. Adherence to Law. In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit A**, shall be obtained and maintained throughout the term of this Agreement.

21.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

21.6. Jurisdiction. Jurisdiction and venue for any dispute will be in Clackamas County Circuit Court.

21.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other

expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

21.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

21.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

21.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

21.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

21.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

21.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

21.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

21.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the

specific item in question, such as in the case of where this Agreement gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

21.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

21.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

21.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

21.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

21.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

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

**CONSULTANT:**

MURRAYSMITH, INC.

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

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

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

Employer I.D. No. \_\_\_\_\_

**CITY:**

CITY OF WILSONVILLE

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

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Ryan Adams, Assistant City Attorney  
City of Wilsonville, Oregon

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## **EXHIBIT A**

# **SCOPE OF WORK BOECKMAN ROAD CORRIDOR PROJECT OWNER'S REPRESENTATIVE SERVICES WILSONVILLE, OREGON CITY PROJECT # 4212**

## **Introduction**

The City of Wilsonville (City) is contracting with Murraysmith (Consultant) to perform as Owner's Representative (OR) and augment City staff for the Boeckman Road Corridor Project (Project). This scope is for the Pre-PDB Contractor Award phase of the project and includes advising and assisting the City in chartering the project and developing Progressive Design-Build (PDB) systems and processes, assisting with the development of the RFP and PDB contract and selection of the most qualified PDB team, and working through the preliminary stages of the design phase to engage the PDB team, assess the proposed design schedule, and scope the next phase of the OR contract (to be included via amendment).

## **Project Understanding**

The project is being executed using PDB delivery and will be managed via multiple Guaranteed Maximum Price (GMP) work packages. The project has 4 distinct subprojects, which include:

- Subproject 1: Boeckman Dip Bridge (CIP 4212)
- Subproject 2: Boeckman Road Street Improvement (CIP 4205)
- Subproject 3: Canyon Creek/Boeckman Traffic Signal (CIP 4206)
- Subproject 4: Boeckman Road Sanitary Sewer (CIP 2012)

This contract addresses the OR professional services for the Pre-PDB Contractor Award phase. Additional amendments to this contract to complete the remaining RFP tasks are anticipated after the PDB team is on board and establishes a design and construction schedule.

## Scope of Services

### Task 1 – Project Management & Coordination

Consultant will lead internal team, coordinate with subconsultant partners, and monitor OR scope, schedule and budget. Consultant will submit invoices and corresponding status reports on a monthly basis to the City.

#### *Deliverables*

- Monthly invoices with status reports

#### *Task 1 Assumptions*

- Duration for this task scope is assumed to be November 2021 – June 2022 (8 months)

### Task 2 – Pre-PDB Contractor Award OR Services

Consultant will integrate with City's project team and provide Owner's Representative, PDB Technical Advisor, and key Subject Matter Experts (SMEs) during this phase. Primary tasks and milestones are identified below with appropriate key staff denoted when applicable. Public Outreach has been integrated into Task 1 for the Public Outreach Plan development and additional public outreach scope is included in Task 3 and Task 4 for other services as needed. This task is comprised of the following work items:

#### **Request for Proposals**

- Facilitate project kickoff meeting with City, including agenda and minutes
- Facilitate Team/Project charter development with City and prepare draft and final charter document
- Establish PDB/PM tools and processes and documentation control processes
- Lead and attend weekly meetings with City
- Lead and attend internal and external stakeholder meetings
- Review and validate overall project budget
- Meet with City PM and attorney to review current contract preferences
- Evaluate PDB contract templates and provide recommended modifications to City
- Assist in developing final PDB contract template
- Engage SMEs for the following disciplines:
  - **Bridge** (review preliminary reports as available and provide suggested information for PDB RFP)
  - **Environmental/Water Resources** (review preliminary reports as available, make initial contact with key permitting agencies, recommend likely project permit needs, provide suggested information for PDB RFP)

- **Franchise Utility Coordinator** (review preliminary reports as available, engage franchise utilities in early work meetings, collect preliminary utility information, provide suggested information for PDB RFP)
- **Independent Cost Estimator** (review current cost estimates, provide updates, and develop proposed program spending plan).
- Provide City with list of potential designers and contractors for outreach; assist with outreach as needed.
- Meet with City PM to review PDB RFP preferences, outline, and proposal requirements
- Evaluate PDB RFP templates and provide recommended modifications to City
- Develop RFP in conjunction with City PM
- Prepare clarifications or addenda during advertisement

### *Deliverables*

- Meeting agendas and minutes
- Outreach contact information
- Project charter
- PDB tools, document control system
- Updated cost estimate and program spending plan
- SME reviews and recommendations
- Contract review recommendations
- Final PDB contract template
- RFP review recommendations and edits
- Final RFP document
- RFP considerations in memo form

### **Pre-Submittal Meeting**

- Develop pre-submittal meeting agenda and presentation; attend and participate in meeting.

### *Deliverables*

- Pre-submittal meeting agenda, presentation materials, and minutes

### **Proposal Evaluation**

- Lead review process with City staff and engage SMEs as necessary
- Prepare and provide evaluation form for selection committee
- Assemble scoring data to be provided to PDB teams
- Attend and participate in PDB team interviews and scoring

### *Deliverables*

- Proposal evaluation form
- Condensed PDF scoring summaries
- PDB interview agendas and minutes

- Final scoring matrix

## **Selection Results Debriefing**

- Prepare final scoring matrix, award letter, and assist with PDB debriefs

### *Deliverables*

- Scoring matrix
- Letter of award
- Meeting notes from debrief

## **Contract Negotiations and Award**

- Attend and lead kickoff negotiation meeting (and any required follow-up meetings) with City and selected PDB team
- Engage SMEs for scope/budget review for design-phase services
- Prepare procurement technical memorandum for City to share with Council and stakeholders
- Prepare presentation materials for City Council

### *Deliverables*

- Meeting agendas and minutes
- SME budget review comments and recommendations
- Technical memo summarizing negotiations
- Council presentation materials

## **Public Outreach**

- Work with City staff and PM to develop public outreach plan
- Determine level of effort from City and Consultant to engage public and implement plan for duration of project

### *Deliverables*

- Develop plan to address website content, signage, media outlets, and public meetings

## **Task 2 Assumptions**

- Duration for this task scope is assumed to be November 2021 – March 2022 (5 months)

## **Task 3 – PDB Contractor Pre-Construction Design Phase OR Services**

Consultant will assist City in early stages of PDB Pre-Construction Phase to integrate PDB team and establish processes and schedule to advance toward Construction Phase. This task serves to provide Consultant budget to clarify schedule and OR needs for duration of PDB Pre-Construction Phase, to be added via Contract Amendment.

## Develop Project Charter

- Attend and lead meetings with City, stakeholders and PDB team to formalize integration, update project charter and other project documents and processes.
- Assist City in establishing systems and process for use by Owner and PDB teams, including communication protocol, document control, roles and responsibilities, review processes and timelines, and decision-making authority matrix.

### *Deliverables*

- Meeting agendas and minutes
- Updated charter document
- Updated systems and process documents

## Preliminary Engineering Review

- Coordinate and schedule all meetings and prepare agendas and minutes
- Attend and lead weekly meetings and activity-specific meetings
- Develop risk matrix and change log
- Review Preliminary engineering report review – SME's
- Coordinate reviews with City staff and internal/external stakeholders

### *Deliverables*

- Memorandum on engineering reviews
- Meeting agendas and notes
- Risk matrix
- Change log

## Public Involvement

- Assist City staff in implementing public outreach plan, as needed.

### *Deliverables*

- Meeting agendas and minutes
- Public outreach materials

## Scope Remaining Pre-Construction Phase OR Services

- Based on information gathered during initial three months of Pre-Construction phase, Consultant will scope remaining OR services and negotiate fee with City for full duration of Pre-Construction phase up to Construction Phase commencing. These services may include:
  - Continuation of existing Task 3 services
  - Design reviews at stage gates (30%, 60%, 90%, etc)
  - Independent cost estimate pricing and GMP negotiations
  - Assistance with public art/aesthetic design treatment engagement and selection

### **Construction Document Development *(Reserved for future amendment)***

- Assist City with PDB team oversight for design development, including meetings, SME design peer review

### **PDB Contractor Construction Proposal *(Reserved for future amendment)***

- Assist City reviewing and negotiating GMPs, SME review, ICE review, and other construction proposal related tasks (to be determined at future time of amendment)

### ***Task 3 Assumptions***

- Duration for this task scope is assumed to be April 2022 – June 2022 (3 months)
- Effort to scope future contract amendments will not be charged to the City

## **Task 4 – PDB Construction Management Services *(Reserved for future amendment)***

### **Construction Kick off Meeting *(Reserved for future amendment)***

- Prepare for and lead construction kickoff meeting with City, PDB team and project stakeholders

### **Construction Management/Administration/Inspection *(Reserved for future amendment)***

- Perform all construction management and administration duties and supplement City inspection as needed. Level of effort and scope to be determined at time of construction.

## **Reimbursable Expenses**

Consultant reimbursable expenses will be charged as follows:

- Mileage at GSA rate \$0.56/mile

## **Budget**

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$479,343 in accordance with the attached Fee Estimate.

## Project Schedule

The work covered by this scope of work is anticipated to commence in early November, 2021 and complete by June 30, 2022. Future amendments are expected to extend the overall completion date.



**CITY OF WILSONVILLE  
URBAN RENEWAL AGENCY  
OCTOBER 18, 2021**

The Urban Renewal Agency held a regular meeting on October 18, 2021 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting.

The following Board Members were present:

Chair Fitzgerald  
Member Akervall  
Member Lehan  
Member West  
Member Linville - Excused

Staff present included:

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Keith Katko, Assistant Finance Director  
Zoe Mombert, Assistant to the City Manager

**CALL TO ORDER**

Chair Fitzgerald called the URA meeting to order at 8:51 p.m. followed by roll call.

**CITIZEN INPUT**

There was none.

**CONSENT AGENDA**

A. Minutes of the July 19, 2021 URA Meeting.

Ms. Jacobson read the title of the URA Consent Agenda items into the record.

**Motion:** Ms. Lehan moved to adopt the Consent Agenda as read. Ms. Akervall seconded the motion.

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Chair Fitzgerald	Yes
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Excused

**CONTINUING BUSINESS**

A. None.

**PUBLIC HEARING**

**A. URA Resolution No. 321**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22.

Ms. Jacobson read the title of URA Resolution No. 321 into the record.

Chair Fitzgerald opened the public hearing at 8:54 p.m. after reading the hearing format.

Keith Katko, Assistant Finance Director summarized the staff report.

Chair Fitzgerald invited additional speakers, seeing none she closed the public hearing at 8:58 p.m.

**Motion:** Ms. Lehan moved to approve URA Resolution No. 321. Mr. West seconded the motion.

**Vote:** Motion carried 4-0.

**SUMMARY OF VOTES**

Chair Fitzgerald	Yes
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Excused

**NEW BUSINESS**

A. None.

**ADJOURN**

The URA meeting adjourned at 8:59 p.m.

Respectfully submitted,

\_\_\_\_\_  
Kimberly Veliz, City Recorder

ATTEST:

\_\_\_\_\_  
Julie Fitzgerald, Chair