

City of Wilsonville

Urban Renewal Agency Meeting

November 5, 2018



WILSONVILLE
OREGON

URA AGENDA

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY**

NOVEMBER 5, 2018

7:30 P.M.

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

Immediately Following the City Council Meeting

Chair Tim Knapp

Board Member Scott Starr
Board Member Susie Stevens

Board Member Kristin Akervall
Board Member Charlotte Lehan

CALL TO ORDER

A. Roll Call

CITIZEN INPUT

CONSENT AGENDA

A. **URA Resolution No. 290**

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A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute Amendment #1 To The Professional Services Agreement With Otak, Inc. For The 5th Street / Kinsman Road Extension Project (Boones Ferry Road To Brown Road Connector Corridor Plan Phase 1 Construction) – CIP #4196. (Adams)

B. Minutes of the June 18, 2018 and October 15, 2018 URA Meetings. (Veliz)

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ADJOURN



**URBAN RENEWAL AGENCY MEETING
STAFF REPORT**

<p>Meeting Date: November 5, 2018</p>	<p>Subject: URA Resolution No. 290 Authorizing the City Manager to Execute Amendment #1 to the Professional Services Agreement with Otak, Inc. for the 5th Street / Kinsman Road Extension Project (Boones Ferry Road To Brown Road Connector Corridor Plan Phase 1 Construction) – CIP #4196</p> <p>Staff Member: Steve R. Adams, PE, Development Engineering Manager</p> <p>Department: Community Development</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda</p>	<p><input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable</p> <p>Comments: N/A</p>	
<p>Staff Recommendation: Staff recommends that the Urban Renewal Agency (URA) adopt the Consent Agenda.</p>		
<p>Recommended Language for Motion: I move to approve the Consent Agenda.</p>		
<p>Project / Issue Relates To:</p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities: Project RE-04A</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s) 2013 TSP (Updated in 2016)</p>	<p><input type="checkbox"/> Not Applicable</p>

ISSUE BEFORE AGENCY:

A resolution approving Amendment #1 in the amount of \$207,100 to the Professional Services Agreement (PSA) with Otak, Inc., (Otak) for the 5th Street/Kinsman Road Extension project.

EXECUTIVE SUMMARY:

The Urban Renewal Agency approved the original PSA, in the amount of \$1,399,556, on March 20, 2017. A subsequent compensation amendment in the amount of \$23,185 was issued by City staff for additional work requested of ALTA Planning + Design, a subconsultant to Otak on the Project. Otak has since informed City staff of additional unanticipated design costs incurred for the Project in the amount of \$268,500. City staff and Otak discussed and negotiated the additional costs and associated services to agree on fair and reasonable additional compensation; specifically, that City staff would seek a PSA amendment authorizing additional compensation in an amount not to exceed \$207,100.

EXPECTED RESULTS:

Finalize the design plans and bid documents from the current 90% level to 100%, obtain all federal and state permits, acquire all right-of-way and easements, and provide estimated inspection and construction administration required to complete the 5th Street/Kinsman Road Extension project (BFR2BR Phase 1 Construction).

TIMELINE:

Design of the project commenced in April 2017 and is expected to be completed in winter 2019, permitting and property acquisitions are anticipated to commence immediately and be completed in spring / summer 2019. Timing for construction management is not certain, but is estimated to occur between summer 2019 and fall 2021.

CURRENT YEAR BUDGET IMPACTS:

If Amendment #1 is approved, the authorized compensation for the Otak PSA (including Change Order #1 and PSA Amendment #1 will be \$1,629,841. This cost has been programmed for expenditure over FY 16/17, FY 17/18, current FY 18/19, and future FY 19/20 and FY 20/21. The intent is to find cost savings throughout the duration of the project to cover the additional costs of Amendment #1.

Through design and construction, the following sources have been planned to fund the project (much of which is dependent of future budget authority):

Year 2000 UR Plan	CIP 4196 and Old Town Streets	\$12,745,551 total projected
CIP 1139	5 th Street/Kinsman Ext. Water Line	\$1,775,707 total projected
CIP 2099	5 th Street/Kinsman Ext. Sewer Trunk	\$1,748,285 total projected
CIP 9155	Ice Age Tonquin Trail	\$454,000 total projected

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 10/26/2018

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/26/2018

Pursuant to the contract language the contract amount was set at a not to exceed amount. If the Consultant requests additional funds, such additional funds must be reviewed and approved by the City and may be authorized if beyond the Scope of Services described in the Contract.

COMMUNITY INVOLVEMENT PROCESS:

The Boones Ferry Road to Brown Road Connector Corridor Plan included an extensive community involvement process with multiple stakeholder meetings, two public meetings, an on-line survey, and hearings before both City Council and the Planning Commission.

During the design phase of the project we have held an additional four public open houses, update meetings with the City Council, as well as continuing to update project website information.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Design and construction of the 5th Street / Kinsman Road Extension project will provide additional connectivity in south Wilsonville and will reduce traffic on Wilsonville Road, including the intersection with Boones Ferry Road. Parcels of land will be impacted by right-of-way and easement acquisition and construction of the new roadway. This project will also open up much of the Arrowhead Creek Planning Area for potential future industrial and residential development.

Along with constructing the roadway, both water and sanitary sewer will be extended within the road right-of-way. The project will extend the Ice Age Tonquin Trail providing bicycle and pedestrian connectivity between the residential neighborhoods in southwest Wilsonville to commercial businesses along Boones Ferry Road, to Boones Ferry Park and Memorial Park, and to the neighborhoods east of I-5 and south of Wilsonville Road.

ALTERNATIVES:

Urban Renewal Agency could decide to not authorize the additional compensation.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. URA Resolution No. 290

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 290

A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH OTAK, INC. FOR THE 5TH STREET / KINSMAN ROAD EXTENSION PROJECT (BOONES FERRY ROAD TO BROWN ROAD CONNECTOR CORRIDOR PLAN PHASE 1 CONSTRUCTION) – CIP #4196.

WHEREAS, the Urban Renewal Agency has planned and budgeted for the design of CIP #4196, known as the 5th Street / Kinsman Road Extension Project (Project); and

WHEREAS, the Urban Renewal Agency authorized a Professional Services Agreement (PSA) for design and construction engineering with Otak, Inc. (Otak) in the amount of \$1,399,556 on March 20, 2017; and

WHEREAS, previously City staff approved a PSA compensation amendment in the amount of \$23,185 for additional work requested of ALTA Planning + Design, a subconsultant to Otak on the Project; and

WHEREAS, Otak informed City staff of additional unanticipated design costs incurred for the Project in the amount of \$268,500; and

WHEREAS, City staff and Otak discussed and negotiated the additional costs and associated services to agree on fair and reasonable additional compensation; specifically, that City staff would seek a PSA amendment authorizing additional not to exceed compensation in the amount of \$207,100.

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

1. The City Council acting as the Local Contract Review Board, authorizes the City Manager to act on behalf of the Urban Renewal Agency and execute Amendment #1 to the Professional Services Agreement with Otak, Inc. for a not to exceed stated value of \$207,100.
2. This resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regular meeting thereof this 5th day of November, 2018, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, BOARD CHAIR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Board Chair Knapp

Board Member Starr

Board Member Lehan

Board Member Akervall

Board Member Stevens

Attachments:

A. Amendment #1

B. Summary of Additional Compensation Proposed for Amendment #1

**URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

Otak, Inc. – 5th Street/Kinsman Road Extension Project (#4196)

This First Amendment to Professional Services Agreement (“First Amendment”) is effective the _____ day of November, 2018 (“Effective Date”), by and between the **Urban Renewal Agency of the City of Wilsonville**, a political subdivision of the State of Oregon (“URA”), and **Otak, Inc.**, an Oregon corporation (“Consultant”), upon the terms and conditions set forth below.

RECITALS

WHEREAS, on March 20, 2017, the URA adopted Resolution No. 272 approving the execution of a Professional Services Agreement (“Agreement”) with Consultant relating to the 5th Street/Kinsman Road Extension Project (“Project”); and

WHEREAS, the City of Wilsonville (“City”) entered into the Agreement with Consultant on April 10, 2017; and

WHEREAS, it was an inadvertent error that the City was named as one of the parties to the Agreement instead of the URA; and

WHEREAS, Consultant informed the URA of additional unexpected and unanticipated design cost overruns incurred with the Project; and

WHEREAS, the URA and Consultant mutually negotiated modification to the Scope of Services attached as Exhibit A to the Agreement, and compensation for the modifications in the amount of \$207,100; 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 URA 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. Parties to the Agreement

1.1. The first sentence of the Agreement is deleted and replaced with the following sentence:

“This Professional Services Agreement (‘Agreement’) is made and entered into on this 10th day of April, 2017 (‘Effective Date’) by and between the **Urban Renewal Agency of the City of Wilsonville**, a political subdivision of the State of Oregon (‘URA’), and **Otak, Inc.**, an Oregon corporation (‘Consultant’).”

1.2. All references to the "City" in the Agreement are deleted and replaced with "URA."

Section 2. Rate Schedule

The first sentence of Section 3.1. of the Agreement deleted and replaced with the following sentence:

"Except as otherwise set forth in this Section 3, the URA agrees to pay Consultant on a time and materials basis, guaranteed no to exceed ONE MILLION SIX HUNDRED TWENTY NINE THOUSAND EIGHT HUNDRED FORTY ONE DOLLARS (\$1,629,841) as set forth in **Exhibit B**, attached hereto and incorporated herein, for performance of the Services ("Compensation Amount"), inclusive of all subconsultant and subcontractor work."

Exhibit B to the Agreement is hereby deleted and replaced with Exhibit B attached hereto.

Section 3. All Other Terms

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

The Consultant and the URA hereby agree to all provisions of this First Amendment.

CONSULTANT:

URA:

OTAK, INC.

URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

By: _____

By: _____

(Print Name) _____

(Print Name) _____

As Its: _____

As Its: _____

Employer I.D. No. _____

APPROVED AS TO FORM:

Amanda R. Guile-Hinman, Asst. City Attorney
City of Wilsonville, Oregon

City of Wilsonville - 5th Street / Kinsman Road Extension Project
Fee Estimate of Base Contract and Change Order #1 and #2, July 2018
 Summary of Otak, Inc. and all subconsultants
 Otak Project # 18250

Task	Description	BASE CONTRACT				CO #1			CO #2							Comments	CITY COMMENTS		
		Total Hours	Total Budget by Task	ACTUAL SPENT TO DATE	REMAINING FROM ORIGINAL	Alta	Total Hours	Total Budget by Task	Otak	Alta	S&W	DKS	Total Hours	Total Adjusted Hours	Total Budget by Task			% Responsible by OTAK	% Responsible by City
1	Project Management			\$67,074	\$43,316														
1.1	Project Management	372	\$59,254	\$26,979	\$32,275														
1.2	Design Team Coordination	244	\$36,996	\$36,777	\$219														
84	Coordination Meetings (CO #2)								32			32	32.0	\$4,900		100%	\$4,900		Alta hours for coordination were included in the original tasks. Out of scope work added coordination and meeting hours.
1.3	Monthly Invoice	132	\$14,140	\$3,318	\$10,822														
2	Survey and Mapping			\$202,008	-\$67,492														
2.1	Project Initial Research and Planning	54	\$7,156	\$5,496	\$1,660														
2.1.A	Expanded Survey Research (CO #2)																		contract negotiations (email dated 2.14.2017) the City does not feel this extra charge is supported. We feel it is generous to offer picking up 50%.
2.2	Right-of-way/Easement Surveying and Legal Description	296	\$32,720	\$87,734	-\$55,014														
2.2.A	Expanded Survey Legal Descriptions (CO #2)																		Otak could have communicated the specific needs sooner to discuss if there was a simpler option. Very complicated site with multiple needs on each parcel.
2.3	Site/topographic/design Surveying	876	\$75,320	\$84,966	-\$9,646														As agreed upon in 8/29/18 meeting
2.3.A	Expanded Survey Limits (CO #2)																		Includes the areas for Arrowhead Creek Lane that were not part of original scope. Changes occurred after initial survey data collection
2.3.C	Re-Survey Railway due to Changes (CO #2)																		As agreed upon in 8/29/18 meeting
2.4	Pre-Construction Surveying	156	\$19,320	\$23,812	-\$4,492														OK
3	Tree Evaluation			\$2,550	\$4,050														
3.1	Perform Field Assessment	24	\$3,600	\$2,550	\$1,050														
3.2	Prepare Tree Assessment Report	12	\$1,800		\$1,800														
3.3	Prepare Tree Removal Permit	8	\$1,200		\$1,200														
4	Geotechnical Investigation			\$69,759	-\$7,789														
4.1	Site Recon & Work Plan	18	\$2,280	\$5,177	-\$2,897														
4.2	Field Explorations	93	\$10,130	\$10,395	-\$265														
4.2.A	Borings on Boones Ferry Road (CO #2)																		This work was in the original scope. Neither Otak or City identified that the work was missing from the Geotech Exploration Plan before it was approved.
4.3	Lab Testing	8	\$1,000		\$1,000														OK
4.4	Geotechnical Engineering Evaluations and Design	177	\$20,990	\$21,369	-\$379														
4.5	Pavement Design	42	\$5,540	\$5,337	\$203														
4.6	Geotechnical Report	78	\$9,830	\$20,469	-\$10,639														
4.7	Conduct Level 1 Hazmat	74	\$7,860	\$7,012	\$848														
4.8	Review of Geotechnical Related Plans and Specifications	30	\$4,340		\$4,340														
5	Preliminary Design - 30% Plans			\$126,404	-\$11,502														
5.1	Roadway Alignment & Profiles (5th/Kinsman)	268	\$26,702	\$40,323	-\$13,621														
5.2	Typical Sections	118	\$12,076	\$11,511	\$565														
5.3	Bridge TS&L	276	\$31,256	\$31,433	-\$177														
5.3.A	Separate Pedestrian Str. Supporting Tonquin Trail (CO #2)																		City requested Otak design alternatives for separate pedestrian structure.
5.4	Roadway Plan Lines (Boones Ferry Rd.)	38	\$5,092	\$36,784	-\$31,692														OK
5.5	Tonquin Trail Alignment Alternatives	70	\$9,776	\$6,353	\$3,423														
6	Preliminary Design - 50% Plans			\$305,186	-\$86,206														
6.1	Stormwater Analysis, Design and Report	280	\$25,914	\$28,592	-\$2,678														
6.1.1	Hydraulic Analysis and Scour Design	168	\$23,584	\$29,794	-\$6,210														
6.2	Roadway Design	274	\$25,984	\$75,453	-\$49,469														
6.3	Utility Design & Coordination	108	\$11,892	\$49,911	-\$38,019														
6.3.A	Additional Utility Design and Coordination																		Scope and level of effort to coordinate with private utilities and provide design much greater than identified in original contract. Otak was responsible for some re-work of sewer alignment.
6.4	Design Assumptions Report	36	\$5,172		\$5,172														City sees inefficiencies here. We do not see 11 weeks of full time work, and almost 400% of budget as being reseasonable. We feel it is generous to offer picking up 50%.
6.5	Illumination/Signing/Striping/Traffic Control Design	78	\$9,286	\$8,587	\$699														
6.5.A	Truck Counts on Industrial Way (CO #2)																		City requested from DKS for pavement design
6.6	Tonquin Trail Design	30	\$4,148	\$4,588	-\$440														
6.7	Boones Ferry Road Design	48	\$5,694	\$17,797	-\$12,103														

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate of Base Contract and Change Order #1 and #2, July 2018

Summary of Otak, Inc. and all subconsultants

Otak Project # 18250

Task	Description	BASE CONTRACT				CO #1			CO #2							Comments	CITY COMMENTS		
		Total Hours	Total Budget by Task	ACTUAL SPENT TO DATE	REMAINING FROM ORIGINAL	Alta	Total Hours	Total Budget by Task	Otak	Alta	S&W	DKS	Total Hours	Total Adjusted Hours	Total Budget by Task			% Responsible by OTAK	% Responsible by City
6.7.A	Boones Ferry Concept Alternate Development (CO #1)					117	117	\$14,125											
6.7.B	Redesign Bailey St Intersection (CO #1)					62	62	\$7,100											
6.8	Structures Design	218	\$24,108	\$28,237	-\$4,129														
6.8.A	Value Engineer for Revised Permitting Approach (CO #2)								253			253	253.0	\$31,800		100%	\$31,800	Shorter bridge design provided construction cost savings.	OK
6.9	50% Plans and Estimate	724	\$72,878	\$58,009	\$14,869														
6.10	Right-of-way Exhibits	112	\$10,320	\$4,218	\$6,102														
7	Permitting & Agency Coordination			\$63,863	-\$2,534														
7.1	Wetland Delineation & Assessment	80	\$7,928	\$7,751	\$177														
7.2	Natural Resource Permitting	32	\$4,320	\$18,497	-\$14,177														
7.2.A	Change to Permitting Approach (CO #2)								75			75	75.0	\$9,600		100%	\$9,600	Change in permitting needs late in design (after Otak had provided supporting permit information to PHS), resulted in additional effort to provide new and greater information fo revised permit needs.	OK
7.2.1	Prepare Draft JPA	146	\$14,578	\$15,266	-\$688														
7.2.2	Final Permitting and Mitigation	46	\$4,366		\$4,366														
7.3	Endangered Species Consultation (Biological Assessment)	74	\$7,802	\$6,406	\$1,396														
7.4	Archaeological and Historic Resources	286	\$22,335	\$15,943	\$6,392														
8	Final Design and Bid Documents			\$276,285	-\$133,727														
8.1	90% Design Plans, Special Provisions & Estimate	1382	\$142,558	\$276,285	-\$133,727														
8.1.A	Design Changes to Avoid Waterline (CO #2)								65			65	58.5	\$7,500	10%	90%	\$6,750	Otak could have provided clearer communication, sooner, on the need for this additional scope and the magnitude of the effort.	OK
8.1.B	Design Changes to Avoid White Oak (CO #2)								28			28	25.2	\$3,200	10%	90%	\$2,880	Otak could have provided clearer communication, sooner, on the need for this additional scope and the magnitude of the effort.	OK
8.1.C	Boardwalk Design to Avoid White Oak (CO #2)								112			112	100.8	\$14,000	10%	90%	\$12,600	communication, sooner, on the need for this additional scope and the magnitude of the effort.	OK
8.1.D	Culvert Design Changes due to Permitting (CO#2)								45			45	40.5	\$5,200	10%	90%	\$4,680	Otak could have provided clearer communication, sooner, on the need for this additional scope and the magnitude of the effort.	OK
8.1.E	Boones Ferry Road Stormwater (CO #2)								75			75	37.5	\$8,600	50%	50%	\$4,300	Otak could have communicated sooner to vet the needs and solutions to avoid some rework. City feels that much of the redesign would have been prevented with better communication between OTAK and the City	
8.1.F	Boones Ferry Roadwy Design (CO #2)									165		165	148.5	\$23,800	10%	90%	\$21,420	Otak/Alta could have provided clearer communication, sooner, on the need for this additional scope and the magnitude of the effort.	OK
8.1.G	Added Plan Sheets (CO #2)								360			360	324.0	\$42,750	10%	90%	\$38,475	Otak could have provided clearer communication, sooner, on the need for this additional scope and the magnitude of the effort.	OK
8.1.H	Active Transportation Design of 5th & Kinsman (Alta)									64		64	57.6	\$9,250	10%	90%	\$8,325	Otak could have provided clearer communication, sooner, on the need for this additional scope and the magnitude of the effort.	OK
9	Construction Engineering				\$278,747														
9.1	Construction Meetings	158	\$24,184		\$24,184														
9.2	Construction Survey	812	\$69,036		\$69,036														
9.3	Project Construction	750	\$90,948		\$90,948														
9.4	Post-Construction	335	\$34,485		\$34,485														
9.5	As-built Survey and Drawings	608	\$60,094		\$60,094														
10	Right-of-way Acquisition			\$20,032	\$38,494														
10.1	Rights of Entry	59	\$4,449	\$4,215	\$234														
10.2	Programming Estimate	78	\$8,500	\$4,776	\$3,724														
10.3	Preliminary Title Reports	7	\$759	\$1,131	-\$372														
10.4	General Information Notices	31	\$2,544	\$4,216	-\$1,672														
10.5	Appraisal	18	\$2,193	\$539	\$1,654														
10.6	Acquisition	417	\$33,840	\$2,027	\$31,813														
10.7	Condemnation	11	\$1,179		\$1,179														
10.8	Closing	52	\$3,354		\$3,354														
10.9	Record Keeping	22	\$1,709	\$3,128	-\$1,419														

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City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate of Base Contract and Change Order #1 and #2, July 2018

Summary of Otak, Inc. and all subconsultants

Otak Project # 18250

Task	Description	BASE CONTRACT				CO #1			CO #2							Comments	CITY COMMENTS		
		Total Hours	Total Budget by Task	ACTUAL SPENT TO DATE	REMAINING FROM ORIGINAL	Alta	Total Hours	Total Budget by Task	Otak	Alta	S&W	DKS	Total Hours	Total Adjusted Hours	Total Budget by Task			% Responsible by OTAK	% Responsible by City
11	Public Involvement			\$40,840	-\$4,249														
11.1	Meeting displays and materials	60	\$6,746	\$13,905	-\$7,159														
11.1.A	3D Rendering (CO #2)							24				24	24.0	\$1,750		100%	\$1,750	City requested 3D renderings of 5th and Kinsman for Open House.	OK
11.2	Meeting Summaries	20	\$1,897	\$1,625	\$272														
11.3	Website Content	36	\$3,618	\$901	\$2,717														
11.4	Mailings and Meeting Notification	4	\$515	\$211	\$304														
11.5	Public Involvement Meetings	151	\$23,815	\$24,198	-\$383														
11.5.A	Add'l Boones Ferry Open House (CO #1)					12	12	\$1,960											
	Total Hours	11935				191	191		1792	261	31	14	2098	1624.2					
	Total Labor Cost		\$1,268,508	\$1,174,001	\$17,059				\$225,850	\$37,950	\$3,200	\$1,500							
	Direct Expenses		\$112,890																
	Subconsultant Administration		\$18,158																
	Project Total		\$1,399,556					\$23,185	\$225,850	\$37,950	\$3,200	\$1,500		\$268,500		City cost	\$207,100		

PROJECT TOTAL w/ APPROVED CHANGE ORDERS	\$1,422,741
PROJECT TOTAL w/ PENDING CHANGE ORDERS	\$1,629,841

\$61,400	Otak cost
\$34,575	Amount City deducted from March 2018 (FY17/18) invoice
\$26,825	Otak, additional cost

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

Alta

Otak Project # 18250

Task	Description	Principal	Sr. Associate	Project Engineer	Design Associate	Sr. Drafter	Project Assistant	Total Hours	Total Budget by Task
1	Project Management								
1.1	Project Management	8	24					32	\$5,080
1.2	Design Team Coordination								
1.3	Monthly Invoice		12				12	24	\$2,604
2	Survey and Mapping								
2.1	Project Initial Research and Planning								
2.2	Right-of-way/Easement Surveying and Legal Descriptions								
2.3	Site/topographic/design Surveying								
2.4	Pre-Construction Surveying								
3	Tree Evaluation								
3.1	Perform Field Assessment								
3.2	Prepare Tree Assessment Report								
3.3	Prepare Tree Removal Permit								
4	Geotechnical Investigation								
4.1	Site Recon & Work Plan								
4.2	Field Explorations								
4.3	Lab Testing								
4.4	Geotechnical Engineering Evaluations and Design								
4.5	Pavement Design								
4.6	Geotechnical Report								
4.7	Conduct Level 1 Hazmat								
4.8	Review of Geotechnical Related Plans and Specifications								
5	Preliminary Design - 30% Plans								
5.1	Roadway Alignment & Profiles (5th/Kinsman)								
5.2	Typical Sections	2	4	12	4			22	\$3,012
5.3	Bridge TS&L								
5.4	Roadway Plan Lines (Boones Ferry Rd.)	2	8	24	4			38	\$5,092
5.5	Tonquin Trail Alignment Alternatives	6	24	28	12			70	\$9,776
6	Preliminary Design - 50% Plans								
6.1	Stormwater Analysis, Design and Report								
6.1.1	Hydraulic Analysis and Scour Design								
6.2	Roadway Design	2	8	12	4			26	\$3,592
6.3	Utility Design & Coordination								
6.4	Design Assumptions Report								
6.5	Illumination/Signing/Striping/Traffic Control Design								
6.6	Tonquin Trail Design	2	4	16	4			26	\$3,512
6.7	Boones Ferry Road Design	2	4	8	6	24		44	\$5,058
6.8	Structures Design								
6.9	50% Plans and Estimate	8	18	64	8	18		116	\$14,984
6.10	Right-of-way Exhibits								
7	Permitting & Agency Coordination								
7.1	Wetland Delineation & Assessment								
7.2	Natural Resource Permitting								
7.2.1	Prepare Draft JPA								
7.2.2	Final Permitting and Mitigation								
7.3	Endangered Species Consultation (Biological Assessment)								
7.4	Archaeological and Historic Resources								
8	Final Design and Bid Documents								
8.1	90% Design Plans, Special Provisions & Estimate	16	32	108		34		190	\$24,570
#REF!	#REF!	4	18	32		8		62	\$8,170
9	Construction Engineering								
9.1	Construction Meetings								
9.2	Construction Survey								
9.3	Project Construction								
9.4	Post-Construction								
9.5	As-built Survey and Drawings								
10	Right-of-way Acquisition								
10.1	Rights of Entry								
10.2	Programming Estimate								
10.3	Preliminary Title Reports								
10.4	General Information Notices								
10.5	Appraisal								
10.6	Acquisition								
10.7	Condemnation								

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

Alta

Otak Project # 18250

<i>Task</i>	<i>Description</i>	Principal	Sr. Associate	Project Engineer	Design Associate	Sr. Drafter	Project Assistant	<i>Total Hours</i>	<i>Total Budget by Task</i>
10.8	Closing								
10.9	Record Keeping								
11	Public Involvement								
11.1	Meeting displays and materials								
11.2	Meeting Summaries								
11.3	Website Content								
11.4	Mailings and Meeting Notification								
11.5	Public Involvement Meetings	32	36					68	\$11,620
	<i>Total Hours</i>	84	192	304	42	84	12	718	
	<i>Billing Rate</i>	\$200.00	\$145.00	\$125.00	\$133.00	\$95.00	\$72.00		
	<i>Total Labor Cost</i>	\$16,800	\$27,840	\$38,000	\$5,586	\$7,980	\$864		\$97,070
	<i>Direct Expenses</i>								\$1,400
	Project Total								\$98,470

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

Shannon & Wilson

Otak Project # 18250

Task	Description	VP	Associate	Sr. Prof III	Sr. Prof. I	Prof. III	Sr. Tech Srvcs.	Prof. II	Office Srvcs V	Office SrvcsII	Total Hours	Total Budget by Task
1	Project Management											
1.1	Project Management											
1.2	Design Team Coordination											
1.3	Monthly Invoice											
2	Survey and Mapping											
2.1	Project Initial Research and Planning											
2.2	Right-of-way/Easement Surveying and Legal Descriptions											
2.3	Site/topographic/design Surveying											
2.4	Pre-Construction Surveying											
3	Tree Evaluation											
3.1	Perform Field Assessment											
3.2	Prepare Tree Assessment Report											
3.3	Prepare Tree Removal Permit											
4	Geotechnical Investigation											
4.1	Site Recon & Work Plan	2			12		2		2		18	\$2,280
4.2	Field Explorations	1		4	4	84					93	\$10,130
4.3	Lab Testing				8						8	\$1,000
4.4	Geotechnical Engineering Evaluations and Design	9			68	80	20				177	\$20,990
4.5	Pavement Design		6	2	34						42	\$5,540
4.6	Geotechnical Report	8	2		44		16			8	78	\$9,830
4.7	Conduct Level 1 Hazmat	2		14				48	4	6	74	\$7,860
4.8	Review of Geotechnical Related Plans and Specifications	6	2		22						30	\$4,340
5	Preliminary Design - 30% Plans											
5.1	Roadway Alignment & Profiles (5th/Kinsman)											
5.2	Typical Sections											
5.3	Bridge TS&L											
5.4	Roadway Plan Lines (Boones Ferry Rd.)											
5.5	Tonquin Trail Alignment Alternatives											
6	Preliminary Design - 50% Plans											
6.1	Stormwater Analysis, Design and Report											
6.1.1	Hydraulic Analysis and Scour Design											
6.2	Roadway Design											
6.3	Utility Design & Coordination											
6.4	Design Assumptions Report											
6.5	Illumination/Signing/Striping/Traffic Control Design											
6.6	Tonquin Trail Design											
6.7	Boones Ferry Road Design											
6.8	Structures Design											
6.9	50% Plans and Estimate											
6.10	Right-of-way Exhibits											
7	Permitting & Agency Coordination											
7.1	Wetland Delineation & Assessment											
7.2	Natural Resource Permitting											
7.2.1	Prepare Draft JPA											
7.2.2	Final Permitting and Mitigation											
7.3	Endangered Species Consultation (Biological Assessment)											
7.4	Archaeological and Historic Resources											
8	Final Design and Bid Documents											
8.1	90% Design Plans, Special Provisions & Estimate											
#REF!	#REF!											
9	Construction Engineering											
9.1	Construction Meetings											
9.2	Construction Survey											
9.3	Project Construction											
9.4	Post-Construction											
9.5	As-built Survey and Drawings											
10	Right-of-way Acquisition											
10.1	Rights of Entry											
10.2	Programming Estimate											
10.3	Preliminary Title Reports											
10.4	General Information Notices											
10.5	Appraisal											
10.6	Acquisition											
10.7	Condemnation											

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

Shannon & Wilson

Otak Project # 18250

<i>Task</i>	<i>Description</i>	VP	Associate	Sr. Prof III	Sr. Prof. I	Prof. III	Sr. Tech Srvc.	Prof. II	Office Srvc V	Office SrvcII	<i>Total Hours</i>	<i>Total Budget by Task</i>
10.8	Closing											
10.9	Record Keeping											
11	Public Involvement											
11.1	Meeting displays and materials											
11.2	Meeting Summaries											
11.3	Website Content											
11.4	Mailings and Meeting Notification											
11.5	Public Involvement Meetings											
	<i>Total Hours</i>	28	10	20	192	164	38	48	4	16	520	
	<i>Billing Rate</i>	\$210.00	\$165.00	\$150.00	\$125.00	\$105.00	\$110.00	\$95.00	\$90.00	\$70.00		
	<i>Total Labor Cost</i>	\$5,880	\$1,650	\$3,000	\$24,000	\$17,220	\$4,180	\$4,560	\$360	\$1,120		\$61,970
	<i>Direct Expenses</i>											\$27,750
	Project Total											\$89,720

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

JLA

Otak Project # 18250

Task	Description	Position / Role			Total Hours	Total Budget by Task
		PI5	PI2	Admin 3		
1	Project Management					
1.1	Project Management	12			12	\$1,544
1.2	Design Team Coordination					
1.3	Monthly Invoice	12		24	36	\$3,346
2	Survey and Mapping					
2.1	Project Initial Research and Planning					
2.2	Right-of-way/Easement Surveying and Legal Descriptions					
2.3	Site/topographic/design Surveying					
2.4	Pre-Construction Surveying					
3	Tree Evaluation					
3.1	Perform Field Assessment					
3.2	Prepare Tree Assessment Report					
3.3	Prepare Tree Removal Permit					
4	Geotechnical Investigation					
4.1	Site Recon & Work Plan					
4.2	Field Explorations					
4.3	Lab Testing					
4.4	Geotechnical Engineering Evaluations and Design					
4.5	Pavement Design					
4.6	Geotechnical Report					
4.7	Conduct Level 1 Hazmat					
4.8	Review of Geotechnical Related Plans and Specifications					
5	Preliminary Design - 30% Plans					
5.1	Roadway Alignment & Profiles (5th/Kinsman)					
5.2	Typical Sections					
5.3	Bridge TS&L					
5.4	Roadway Plan Lines (Boones Ferry Rd.)					
5.5	Tonquin Trail Alignment Alternatives					
6	Preliminary Design - 50% Plans					
6.1	Stormwater Analysis, Design and Report					
6.1.1	Hydraulic Analysis and Scour Design					
6.2	Roadway Design					
6.3	Utility Design & Coordination					
6.4	Design Assumptions Report					
6.5	Illumination/Signing/Striping/Traffic Control Design					
6.6	Tonquin Trail Design					
6.7	Boones Ferry Road Design					
6.8	Structures Design					
6.9	50% Plans and Estimate					
6.10	Right-of-way Exhibits					
7	Permitting & Agency Coordination					
7.1	Wetland Delineation & Assessment					
7.2	Natural Resource Permitting					
7.2.1	Prepare Draft JPA					
7.2.2	Final Permitting and Mitigation					
7.3	Endangered Species Consultation (Biological Assessment)					
7.4	Archaeological and Historic Resources					
8	Final Design and Bid Documents					
8.1	90% Design Plans, Special Provisions & Estimate					
#REF!	#REF!					
9	Construction Engineering					
9.1	Construction Meetings					
9.2	Construction Survey					
9.3	Project Construction					
9.4	Post-Construction					
9.5	As-built Survey and Drawings					
10	Right-of-way Acquisition					
10.1	Rights of Entry					
10.2	Programming Estimate					
10.3	Preliminary Title Reports					
10.4	General Information Notices					
10.5	Appraisal					
10.6	Acquisition					
10.7	Condemnation					
10.8	Closing					
10.9	Record Keeping					
11	Public Involvement					

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

JLA

Otak Project # 18250

<i>Task</i>	<i>Description</i>	<i>Position / Role</i>			<i>Total Hours</i>	<i>Total Budget by Task</i>
		<i>PI5</i>	<i>PI2</i>	<i>Admin 3</i>		
11.1	Meeting displays and materials	4	28		32	\$2,934
11.2	Meeting Summaries	4	16		20	\$1,897
11.3	Website Content	12	24		36	\$3,618
11.4	Mailings and Meeting Notification	4			4	\$515
11.5	Public Involvement Meetings	32			32	\$4,116
	<i>Total Hours</i>	80	68	24	172	
	<i>Billing Rate</i>	\$128.64	\$86.42	\$75.11		
	<i>Total Labor Cost</i>	\$10,291	\$5,877	\$1,803		\$17,970
	<i>Direct Expenses</i>					\$850

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

AINW

Otak Project # 18250

Task	Description	Project Manager	Arch. Historian	Supervisor Arch.	Graphic Artist	Staff Arch.	Proj. Admin. Asst.	Total Hours	Total Budget by Task
1	Project Management								
1.1	Project Management								
1.2	Design Team Coordination								
1.3	Monthly Invoice								
2	Survey and Mapping								
2.1	Project Initial Research and Planning								
2.2	Right-of-way/Easement Surveying and Legal Descriptions								
2.3	Site/topographic/design Surveying								
2.4	Pre-Construction Surveying								
3	Tree Evaluation								
3.1	Perform Field Assessment								
3.2	Prepare Tree Assessment Report								
3.3	Prepare Tree Removal Permit								
4	Geotechnical Investigation								
4.1	Site Recon & Work Plan								
4.2	Field Explorations								
4.3	Lab Testing								
4.4	Geotechnical Engineering Evaluations and Design								
4.5	Pavement Design								
4.6	Geotechnical Report								
4.7	Conduct Level 1 Hazmat								
4.8	Review of Geotechnical Related Plans and Specifications								
5	Preliminary Design - 30% Plans								
5.1	Roadway Alignment & Profiles (5th/Kinsman)								
5.2	Typical Sections								
5.3	Bridge TS&L								
5.4	Roadway Plan Lines (Boones Ferry Rd.)								
5.5	Tonquin Trail Alignment Alternatives								
6	Preliminary Design - 50% Plans								
6.1	Stormwater Analysis, Design and Report								
6.1.1	Hydraulic Analysis and Scour Design								
6.2	Roadway Design								
6.3	Utility Design & Coordination								
6.4	Design Assumptions Report								
6.5	Illumination/Signing/Striping/Traffic Control Design								
6.6	Tonquin Trail Design								
6.7	Boones Ferry Road Design								
6.8	Structures Design								
6.9	50% Plans and Estimate								
6.10	Right-of-way Exhibits								
7	Permitting & Agency Coordination								
7.1	Wetland Delineation & Assessment								
7.2	Natural Resource Permitting								
7.2.1	Prepare Draft JPA								
7.2.2	Final Permitting and Mitigation								
7.3	Endangered Species Consultation (Biological Assessment)								
7.4	Archaeological and Historic Resources	36	34	102	8	98	8	286	\$22,335
8	Final Design and Bid Documents								
8.1	90% Design Plans, Special Provisions & Estimate								
#REF!	#REF!								
9	Construction Engineering								
9.1	Construction Meetings								
9.2	Construction Survey								
9.3	Project Construction								
9.4	Post-Construction								
9.5	As-built Survey and Drawings								
10	Right-of-way Acquisition								
10.1	Rights of Entry								
10.2	Programming Estimate								
10.3	Preliminary Title Reports								
10.4	General Information Notices								
10.5	Appraisal								
10.6	Acquisition								
10.7	Condemnation								

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

AINW

Otak Project # 18250

<i>Task</i>	<i>Description</i>	Project Manager	Arch. Historian	Supervisor Arch.	Graphic Artist	Staff Arch.	Proj. Admin. Asst.	<i>Total Hours</i>	<i>Total Budget by Task</i>
10.8	Closing								
10.9	Record Keeping								
11	Public Involvement								
11.1	Meeting displays and materials								
11.2	Meeting Summaries								
11.3	Website Content								
11.4	Mailings and Meeting Notification								
11.5	Public Involvement Meetings								
	<i>Total Hours</i>	36	34	102	8	98	8	286	
	<i>Billing Rate</i>	\$118.65	\$80.92	\$78.72	\$82.47	\$61.35	\$76.41		
	<i>Total Labor Cost</i>	\$4,271	\$2,751	\$8,029	\$660	\$6,012	\$611		\$22,335
	<i>Direct Expenses</i>			\$900					\$900
	Project Total								\$23,235

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

Epic

Otak Project # 18250

Task	Description	Advisory Manager	Project Manager	Appraiser	Sr ROW Agent	Right of Way Agent	Administrative Support	Budget & Financial Controls	Contract Support	Total Hours	Total Budget by Task
1	Project Management										
1.1	Project Management										
1.2	Design Team Coordination										
1.3	Monthly Invoice										
2	Survey and Mapping										
2.1	Project Initial Research and Planning										
2.2	Right-of-way/Easement Surveying and Legal Descriptions										
2.3	Site/topographic/design Surveying										
2.4	Pre-Construction Surveying										
3	Tree Evaluation										
3.1	Perform Field Assessment										
3.2	Prepare Tree Assessment Report										
3.3	Prepare Tree Removal Permit										
4	Geotechnical Investigation										
4.1	Site Recon & Work Plan										
4.2	Field Explorations										
4.3	Lab Testing										
4.4	Geotechnical Engineering Evaluations and Design										
4.5	Pavement Design										
4.6	Geotechnical Report										
4.7	Conduct Level 1 Hazmat										
4.8	Review of Geotechnical Related Plans and Specifications										
5	Preliminary Design - 30% Plans										
5.1	Roadway Alignment & Profiles (5th/Kinsman)										
5.2	Typical Sections										
5.3	Bridge TS&L										
5.4	Roadway Plan Lines (Boones Ferry Rd.)										
5.5	Tonquin Trail Alignment Alternatives										
6	Preliminary Design - 50% Plans										
6.1	Stormwater Analysis, Design and Report										
6.1.1	Hydraulic Analysis and Scour Design										
6.2	Roadway Design										
6.3	Utility Design & Coordination										
6.4	Design Assumptions Report										
6.5	Illumination/Signing/Striping/Traffic Control Design										
6.6	Tonquin Trail Design										
6.7	Boones Ferry Road Design										
6.8	Structures Design										
6.9	50% Plans and Estimate										
6.10	Right-of-way Exhibits										
7	Permitting & Agency Coordination										
7.1	Wetland Delineation & Assessment										
7.2	Natural Resource Permitting										
7.2.1	Prepare Draft JPA										
7.2.2	Final Permitting and Mitigation										
7.3	Endangered Species Consultation (Biological Assessment)										
7.4	Archaeological and Historic Resources										
8	Final Design and Bid Documents										
8.1	90% Design Plans, Special Provisions & Estimate										
#REF!	#REF!										
9	Construction Engineering										
9.1	Construction Meetings										
9.2	Construction Survey										
9.3	Project Construction										
9.4	Post-Construction										
9.5	As-built Survey and Drawings										
10	Right-of-way Acquisition										
10.1	Rights of Entry	1	12			20	25	1		59	\$4,449
10.2	Programming Estimate	1	20	30	25			1	1	78	\$8,500
10.3	Preliminary Title Reports	1	2			3		1		7	\$759
10.4	General Information Notices	1	5			20	5			31	\$2,544
10.5	Appraisal	1	17							18	\$2,193
10.6	Acquisition	1	75		150	85	100	3	3	417	\$33,840
10.7	Condemnation	1	5		5					11	\$1,179
10.8	Closing		2			25	25			52	\$3,354

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

Epic

Otak Project # 18250

<i>Task</i>	<i>Description</i>	Advisory Manager	Project Manager	Appraiser	Sr ROW Agent	Right of Way Agent	Administrativ e Support	Budget & Financial Controls	Contract Support	<i>Total Hours</i>	<i>Total Budget by Task</i>
10.9	Record Keeping		2		10	5	5			22	\$1,709
11	Public Involvement										
11.1	Meeting displays and materials										
11.2	Meeting Summaries										
11.3	Website Content										
11.4	Mailings and Meeting Notification										
11.5	Public Involvement Meetings										
	<i>Total Hours</i>	7	140	30	190	158	160	6	4	695	
	<i>Billing Rate</i>	\$156.98	\$119.79	\$119.79	\$84.64	\$77.67	\$46.89	\$128.96	\$108.33		
	<i>Total Labor Cost</i>	\$1,099	\$16,771	\$3,594	\$16,082	\$12,272	\$7,502	\$774	\$433		\$58,526
	<i>Direct Expenses</i>										\$ 74,390.00
	Project Total										\$132,916

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

PHS

Otak Project # 18250

Position/Role

Task	Description	PM	WS2	WS1	GS	Admin	Total Hours	Total Budget by Task
1	Project Management							
1.1	Project Management							
1.2	Design Team Coordination	18	30				48	\$5,580
1.3	Monthly Invoice							
2	Survey and Mapping							
2.1	Project Initial Research and Planning							
2.2	Right-of-way/Easement Surveying and Legal Descriptions							
2.3	Site/topographic/design Surveying							
2.4	Pre-Construction Surveying							
3	Tree Evaluation							
3.1	Perform Field Assessment							
3.2	Prepare Tree Assessment Report							
3.3	Prepare Tree Removal Permit							
4	Geotechnical Investigation							
4.1	Site Recon & Work Plan							
4.2	Field Explorations							
4.3	Lab Testing							
4.4	Geotechnical Engineering Evaluations and Design							
4.5	Pavement Design							
4.6	Geotechnical Report							
4.7	Conduct Level 1 Hazmat							
4.8	Review of Geotechnical Related Plans and Specifications							
5	Preliminary Design - 30% Plans							
5.1	Roadway Alignment & Profiles (5th/Kinsman)							
5.2	Typical Sections							
5.3	Bridge TS&L							
5.4	Roadway Plan Lines (Boones Ferry Rd.)							
5.5	Tonquin Trail Alignment Alternatives							
6	Preliminary Design - 50% Plans							
6.1	Stormwater Analysis, Design and Report							
6.1.1	Hydraulic Analysis and Scour Design							
6.2	Roadway Design							
6.3	Utility Design & Coordination							
6.4	Design Assumptions Report							
6.5	Illumination/Signing/Striping/Traffic Control Design							
6.6	Tonquin Trail Design							
6.7	Boones Ferry Road Design							
6.8	Structures Design							
6.9	50% Plans and Estimate							
6.10	Right-of-way Exhibits							
7	Permitting & Agency Coordination							
7.1	Wetland Delineation & Assessment	4	34	28	8	6	80	\$7,928
7.2	Natural Resource Permitting							
7.2.1	Prepare Draft JPA	16	68	24	28	10	146	\$14,578
7.2.2	Final Permitting and Mitigation	6	16	4	10	10	46	\$4,366
7.3	Endangered Species Consultation (Biological Assessment)	16	40	4	8	6	74	\$7,802
7.4	Archaeological and Historic Resources							
8	Final Design and Bid Documents							
8.1	90% Design Plans, Special Provisions & Estimate							
#REF!	#REF!							
9	Construction Engineering							
9.1	Construction Meetings							
9.2	Construction Survey							
9.3	Project Construction							
9.4	Post-Construction							
9.5	As-built Survey and Drawings							
10	Right-of-way Acquisition							
10.1	Rights of Entry							
10.2	Programming Estimate							
10.3	Preliminary Title Reports							
10.4	General Information Notices							
10.5	Appraisal							
10.6	Acquisition							
10.7	Condemnation							
10.8	Closing							

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

PHS

Otak Project # 18250

<i>Task</i>	<i>Description</i>	Position/Role					<i>Total Hours</i>	<i>Total Budget by Task</i>
		PM	WS2	WS1	GS	Admin		
10.9	Record Keeping							
11	Public Involvement							
11.1	Meeting displays and materials							
11.2	Meeting Summaries							
11.3	Website Content							
11.4	Mailings and Meeting Notification							
11.5	Public Involvement Meetings							
	<i>Total Hours</i>	60	188	60	54	32	394	
	<i>Billing Rate</i>	\$135.00	\$105.00	\$99.00	\$79.00	\$69.00		
	<i>Total Labor Cost</i>	\$8,100	\$19,740	\$5,940	\$4,266	\$2,208		\$40,254
	<i>Direct Expenses</i>							\$1,250
	Project Total							\$41,504

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

DKS

Otak Project # 18250

Task	Description	Principal	PM	Engineer	CAD	Admin	Total Hours	Total Budget by Task
1	Project Management							
1.1	Project Management	2	2			4	8	\$1,030
1.2	Design Team Coordination							
1.3	Monthly Invoice		8			4	12	\$1,380
2	Survey and Mapping							
2.1	Project Initial Research and Planning							
2.2	Right-of-way/Easement Surveying and Legal Descriptions							
2.3	Site/topographic/design Surveying							
2.4	Pre-Construction Surveying							
3	Tree Evaluation							
3.1	Perform Field Assessment							
3.2	Prepare Tree Assessment Report							
3.3	Prepare Tree Removal Permit							
4	Geotechnical Investigation							
4.1	Site Recon & Work Plan							
4.2	Field Explorations							
4.3	Lab Testing							
4.4	Geotechnical Engineering Evaluations and Design							
4.5	Pavement Design							
4.6	Geotechnical Report							
4.7	Conduct Level 1 Hazmat							
4.8	Review of Geotechnical Related Plans and Specifications							
5	Preliminary Design - 30% Plans							
5.1	Roadway Alignment & Profiles (5th/Kinsman)	2	10	20	8		40	\$4,390
5.2	Typical Sections							
5.3	Bridge TS&L							
5.4	Roadway Plan Lines (Boones Ferry Rd.)							
5.5	Tonquin Trail Alignment Alternatives							
6	Preliminary Design - 50% Plans							
6.1	Stormwater Analysis, Design and Report							
6.1.1	Hydraulic Analysis and Scour Design							
6.2	Roadway Design							
6.3	Utility Design & Coordination							
6.4	Design Assumptions Report							
6.5	Illumination/Signing/Striping/Traffic Control Design	8	20	26	20		74	\$8,650
6.6	Tonquin Trail Design							
6.7	Boones Ferry Road Design							
6.8	Structures Design							
6.9	50% Plans and Estimate							
6.10	Right-of-way Exhibits							
7	Permitting & Agency Coordination							
7.1	Wetland Delineation & Assessment							
7.2	Natural Resource Permitting							
7.2.1	Prepare Draft JPA							
7.2.2	Final Permitting and Mitigation							
7.3	Endangered Species Consultation (Biological Assessment)							
7.4	Archaeological and Historic Resources							
8	Final Design and Bid Documents							
8.1	90% Design Plans, Special Provisions & Estimate	10	28	60	36		134	\$15,050
#REF!	#REF!	6	6	16	12		40	\$4,730
9	Construction Engineering							
9.1	Construction Meetings	4	4				8	\$1,220
9.2	Construction Survey							
9.3	Project Construction							
9.4	Post-Construction							
9.5	As-built Survey and Drawings	1	2	8	8		19	\$2,105
10	Right-of-way Acquisition							
10.1	Rights of Entry							
10.2	Programming Estimate							
10.3	Preliminary Title Reports							
10.4	General Information Notices							
10.5	Appraisal							
10.6	Acquisition							
10.7	Condemnation							
10.8	Closing							

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

DKS

Otak Project # 18250

<i>Task</i>	<i>Description</i>	Principal	PM	Engineer	CAD	Admin	<i>Total Hours</i>	<i>Total Budget by Task</i>
10.9	Record Keeping							
11	Public Involvement							
11.1	Meeting displays and materials							
11.2	Meeting Summaries							
11.3	Website Content							
11.4	Mailings and Meeting Notification							
11.5	Public Involvement Meetings	9			6		15	\$2,355
	<i>Total Hours</i>	42	80	130	90	8	350	
	<i>Billing Rate</i>	\$185.00	\$120.00	\$95.00	\$115.00	\$105.00		
	<i>Total Labor Cost</i>	\$7,770	\$9,600	\$12,350	\$10,350	\$840		\$40,910
	<i>Direct Expenses</i>	\$150	\$75	\$75				\$300
	Project Total							\$41,210

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

MH

Otak Project # 18250

Task	Description	Arborist	Total Hours	Total Budget by Task
1	Project Management			
1.1	Project Management			
1.2	Design Team Coordination	20	20	\$3,000
1.3	Monthly Invoice			
2	Survey and Mapping			
2.1	Project Initial Research and Planning			
2.2	Right-of-way/Easement Surveying and Legal Descriptions			
2.3	Site/topographic/design Surveying			
2.4	Pre-Construction Surveying			
3	Tree Evaluation			
3.1	Perform Field Assessment	24	24	\$3,600
3.2	Prepare Tree Assessment Report	12	12	\$1,800
3.3	Prepare Tree Removal Permit	8	8	\$1,200
4	Geotechnical Investigation			
4.1	Site Recon & Work Plan			
4.2	Field Explorations			
4.3	Lab Testing			
4.4	Geotechnical Engineering Evaluations and Design			
4.5	Pavement Design			
4.6	Geotechnical Report			
4.7	Conduct Level 1 Hazmat			
4.8	Review of Geotechnical Related Plans and Specifications			
5	Preliminary Design - 30% Plans			
5.1	Roadway Alignment & Profiles (5th/Kinsman)			
5.2	Typical Sections			
5.3	Bridge TS&L			
5.4	Roadway Plan Lines (Boones Ferry Rd.)			
5.5	Tonquin Trail Alignment Alternatives			
6	Preliminary Design - 50% Plans			
6.1	Stormwater Analysis, Design and Report			
6.1.1	Hydraulic Analysis and Scour Design			
6.2	Roadway Design			
6.3	Utility Design & Coordination			
6.4	Design Assumptions Report			
6.5	Illumination/Signing/Striping/Traffic Control Design			
6.6	Tonquin Trail Design			
6.7	Boones Ferry Road Design			
6.8	Structures Design			
6.9	50% Plans and Estimate			
6.10	Right-of-way Exhibits			
7	Permitting & Agency Coordination			
7.1	Wetland Delineation & Assessment			
7.2	Natural Resource Permitting			
7.2.1	Prepare Draft JPA			
7.2.2	Final Permitting and Mitigation			
7.3	Endangered Species Consultation (Biological Assessment)			
7.4	Archaeological and Historic Resources			
8	Final Design and Bid Documents			
8.1	90% Design Plans, Special Provisions & Estimate			
#REF!	#REF!			
9	Construction Engineering			
9.1	Construction Meetings			
9.2	Construction Survey			
9.3	Project Construction			
9.4	Post-Construction			
9.5	As-built Survey and Drawings			
10	Right-of-way Acquisition			
10.1	Rights of Entry			
10.2	Programming Estimate			
10.3	Preliminary Title Reports			
10.4	General Information Notices			
10.5	Appraisal			
10.6	Acquisition			
10.7	Condemnation			
10.8	Closing			

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate

MH

Otak Project # 18250

<i>Task</i>	<i>Description</i>	Arborist	<i>Total Hours</i>	<i>Total Budget by Task</i>
10.9	Record Keeping			
11	Public Involvement			
11.1	Meeting displays and materials			
11.2	Meeting Summaries			
11.3	Website Content			
11.4	Mailings and Meeting Notification			
11.5	Public Involvement Meetings			
	<i>Total Hours</i>	64	64	
	<i>Billing Rate</i>	\$150.00		
	<i>Total Labor Cost</i>	\$9,600		\$9,600
	<i>Direct Expenses</i>	\$50		\$50
	Project Total			\$9,650

BUDGET	\$ 11,312,503
Urban Renewal	\$ 7,000,000
Park SDCs	\$ 400,000
Water SDCs	\$ 905,380
Sanitary SDCs	\$ 1,135,123
Boones Ferry	\$ 1,872,000

COSTS	\$ 11,312,503		City	Wiser	Otak
Alternative Analysis	\$ 244,000				
City PM/CA	\$ 600,000		\$ 600,000		
Permitting	\$ 74,500				
Public Involvement	\$ 41,500				\$ 9,500
Railroad MOU (Wiser)	\$ 116,000			\$ 116,000	
Design/Construction Documents	\$ 838,000				\$ 625,000
Right-of-way Services	\$ 164,000				\$ 32,000
Construction Engineering	\$ 279,000				\$ 275,500
Right-of-way Land Cost	\$ 1,400,000				
Construction	\$ 7,555,503				

PHS	Morgen	AINW	DKS	Alta	JLA	Epic	S&W
\$ 41,500	\$ 10,000	\$ 23,000					
			\$ 2,000	\$ 11,000	\$ 19,000		
			\$ 37,000	\$ 86,000			\$ 90,000
						\$ 132,000	
			\$ 3,500				

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate of Base Contract and Change Order #1 (August 2017) and Amendment #1 (July 2018)

City Project #2017 02 001

Otak Project # 18250

		AMENDMENT #1 (CO #2)					
<i>Task</i>	<i>Added Work</i>	Hours Added	Added Cost	OTAK Share	City Share	City Cost	CITY Comments
1	Project Management						
	Coordination Meetings (CO #2)	32	\$4,900		100%	\$4,900	OK
2	Survey and Mapping						
2.1.A	Expanded Survey Research (CO #2)	76	\$11,400	50%	50%	\$5,700	As agreed upon in 8/29/18 meeting
2.2.A	Expanded Survey Legal Descriptions (CO #2)	253	\$37,900	50%	50%	\$18,950	As agreed upon in 8/29/18 meeting
2.3.A	Expanded Survey Limits (CO #2)	28	\$4,200		100%	\$4,200	As agreed upon in 8/29/18 meeting
2.3.C	Re-Survey Railway due to Changes (CO #2)	12	\$1,700		100%	\$1,700	OK
4	Geotechnical Investigation						
4.2.A	Borings on Boones Ferry Road (CO #2)	31	\$3,200	90%	10%	\$320	As agreed upon in 8/29/18 meeting
5	Preliminary Design - 30% Plans						
5.3.A	Separate Pedestrian Str. Supporting Tonquin Trail (CO #2)	66	\$8,250		100%	\$8,250	OK
6	Preliminary Design - 50% Plans						
6.3.A	Additional Utility Design and Coordination	320	\$38,000	50%	50%	\$19,000	As agreed upon in 8/29/18 meeting
6.5.A	Truck Counts on Industrial Way (CO #2)	14	\$1,500		100%	\$1,500	OK
6.8.A	Value Engineer for Revised Permitting Approach (CO #2)	253	\$31,800		100%	\$31,800	OK
7	Permitting & Agency Coordination						
7.2.A	Change to Permitting Approach (CO #2)	75	\$9,600		100%	\$9,600	OK
8	Final Design and Bid Documents						
8.1.A	Design Changes to Avoid Waterline (CO #2)	65	\$7,500	10%	90%	\$6,750	As agreed upon in 8/29/18 meeting
8.1.B	Design Changes to Avoid White Oak (CO #2)	28	\$3,200	10%	90%	\$2,880	As agreed upon in 8/29/18 meeting

City of Wilsonville - 5th Street / Kinsman Road Extension Project

Fee Estimate of Base Contract and Change Order #1 (August 2017) and Amendment #1 (July 2018)

City Project #2017 02 001

Otak Project # 18250

		AMENDMENT #1 (CO #2)					
<i>Task</i>	<i>Added Work</i>	Hours Added	Added Cost	OTAK Share	City Share	City Cost	CITY Comments
8.1.C	Boardwalk Design to Avoid White Oak (CO #2)	112	\$14,000	10%	90%	\$12,600	As agreed upon in 8/29/18 meeting
8.1.D	Culvert Design Changes due to Permitting (CO#2)	45	\$5,200	10%	90%	\$4,680	As agreed upon in 8/29/18 meeting
8.1.E	Boones Ferry Road Stormwater (CO #2)	75	\$8,600	50%	50%	\$4,300	As agreed upon in 8/29/18 meeting
8.1.F	Boones Ferry Roadwy Design (CO #2)	165	\$23,800	10%	90%	\$21,420	As agreed upon in 8/29/18 meeting
8.1.G	Added Plan Sheets (CO #2)	360	\$42,750	10%	90%	\$38,475	As agreed upon in 8/29/18 meeting
8.1.H	Active Transportation Design of 5th & Kinsman (Alta)	64	\$9,250	10%	90%	\$8,325	As agreed upon in 8/29/18 meeting
11.1.A	3D Rendering (CO #2)	24	\$1,750		100%	\$1,750	OK
Amendment #1 Total		2098.0	\$268,500	\$61,400		\$207,100	

Otak Cost

City Cost

INITIAL APPROVED PROJECT COSTS	\$1,399,556
PROJECT TOTAL w/ PREVIOUS CHANGE ORDER #1	\$1,422,741
PROJECT TOTAL COSTS w/ PENDING AMENDMENT #1 (CO #2)	\$1,629,841

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
JUNE 18, 2018**

The Urban Renewal Agency held a regular meeting on June 18, 2018 in the Wilsonville City Hall prior to the commencement of the City Council meeting. Chair Knapp called the meeting to order at 6:37 p.m.

The following Board Members were present:

Chair Knapp
Member Starr
Member Stevens
Member Lehan - Excused
Member Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Delora Kerber, Public Works Director
Susan Cole, Finance Director
Nancy Kraushaar, Community Development Director
Angela Handran, Assistant to the City Manager
Cathy Rodocker, Assistant Finance Director

CALL TO ORDER

Chair Knapp called the URA meeting to order at 6:37 p.m. followed by roll call.

CITIZEN INPUT

There was none.

PUBLIC HEARING

Chair Knapp opened the public hearings for URA Resolution Nos. 283 and 284 at 6:39 p.m. after reading the hearing format.

A. URA Resolution No. 283

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Adopting The Budget, Making Appropriations, And Declaring The Intent To Collect Tax Increment For Fiscal Year 2018-19.

Ms. Jacobson read the title of URA Resolution No. 283 into the record.

Finance Director Susan Cole presented the staff report and noted that the public hearing was noticed in the Wilsonville Spokesman for 7:00 p.m., therefore it is recommended that the public hearing remain open until 7:00 p.m.

Motion: Mr. Starr moved to approve URA Resolution No 283. Ms. Akervall seconded the motion.

Vote: Motion carried 4-0.

Chair Knapp	Yes
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Excused
Member Akervall	Yes

B. URA Resolution No. 284

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.

Ms. Jacobson read the title of URA Resolution No. 284 into the record.

Assistant Finance Director Cathy Rodocker presented the staff report.

Motion: Ms. Akervall moved to approve URA Resolution No. 284. Ms. Stevens seconded the motion.

Vote: Motion carried 4-0.

Chair Knapp	Yes
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Excused
Member Akervall	Yes

Chair Knapp invited public testimony for URA Resolution Nos. 283 and 284, seeing none he closed the public hearing for both resolutions at 7:00 p.m. This was followed by a motion and vote on URA Resolution No. 283 and then a motion and a vote for URA Resolution No. 284.

NEW BUSINESS

A. URA Resolution No. 285

A Resolution Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District For The Purpose Of Funding The Construction Of Capital Improvement Projects By The Agency.

Ms. Jacobson read the title of URA Resolution No. 285 into the record.

Motion: Ms. Stevens moved to approve URA Resolution No. 285. Mr. Starr seconded the motion.

Vote: Motion carried 4-0.

Chair Knapp	Yes
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Excused
Member Akervall	Yes

CONSENT AGENDA

A. Minutes of the March 19, 2018 URA Meeting

Motion: Mr. Starr moved to approve the consent agenda. Ms. Akervall seconded the motion.

Vote: Motion carried 4-0.

Chair Knapp	Yes
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Excused
Member Akervall	Yes

The Urban Renewal Agency Board went to recess at 6:48 p.m. and reconvened at 7:00 p.m. to close the public hearings and vote on URA Resolution Nos. 283 and 284.

ADJOURN

The URA meeting adjourned at 7:02 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Chair

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
OCTOBER 15, 2018**

The Urban Renewal Agency held a regular meeting on October 15, 2018 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting. Chair Knapp called the meeting to order at 9:00 p.m.

The following Board Members were present:

Chair Knapp
Member Starr
Member Stevens
Member Lehan
Member Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Nancy Kraushaar, Community Development Director
Cathy Rodocker, Finance Director
Jordan Vance, Economic Development Manager
Bill Evans, Communications & Marketing Manager

CALL TO ORDER

Chair Knapp called the URA meeting to order at 9:00 p.m. followed by roll call.

CITIZEN INPUT

There was none.

PUBLIC HEARING

Ms. Jacobson read the title of URA Resolution No. 289 into the record.

- A. **URA Resolution No. 289** (*Legislative Hearing*)
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.

Chair Knapp opened the public hearing at 9:01 p.m. after reading the hearing format.

Finance Director Cathy Rodocker presented the staff report and noted that Attachment A to URA Resolution No. 289 had been updated.

Chair Knapp invited public testimony, seeing none he closed the public hearing at 9:03 p.m.

Motion: Ms. Stevens moved to approve URA Resolution No. 289. Ms. Lehan seconded the motion.

Vote: Motion carried 5-0.

Chair Knapp	Yes
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

NEW BUSINESS

Chair Knapp noted he had a potential conflict of interest related to the topic and announced he would recuse himself from Council’s consideration of the proposed URA Resolution Nos. 280 and 281. Mayor Knapp left the dais and sat in the audience while Fist Chair Starr presided over the meeting.

Attorney Barbara Jacobson read the title of URA Resolution No. 280 into the record.

Nancy Kraushaar, Community Development Director presented on URA Resolution Nos. 280 and 281.

A. URA Resolution No. 280

A Resolution Approving The Year 2000 Urban Renewal Plan 12th Amendment To Add Property, Delete Property And Identify Property To Be Acquired For The 5th Street / Kinsman Road Extension Project.

Motion: Ms. Lehan moved to approve URA Resolution No. 280. Ms. Akervall seconded the motion.

Vote: Motion carried 4-0.

Chair Knapp	Recused
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

Attorney Barbara Jacobson read the title of URA Resolution No. 281 into the record.

B. URA Resolution No. 281

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The 5th Street / Kinsman Road Extension Project.

Motion: Ms. Stevens moved to approve URA Resolution No. 281. Ms. Akervall seconded the motion.

Vote: Motion carried 4-0.

Chair Knapp	Recused
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

After the vote of URA Resolution Nos. 280 and 281, Chair Knapp returned to the dais to oversee the rest of the meeting

Nancy Kraushaar, Community Development Director invited Jordan Vance, Economic Development Manager to present on URA Resolution Nos. 286, 287 and 288.

Ms. Jacobson read the title of URA Resolution No. 286 into the record.

C. URA Resolution No. 286

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Amending The Termination Date For 26755 SW 95th Avenue Tax Increment Finance (TIF) Zone.

Ms. Jacobson read the title of URA Resolution No. 286 into the record.

Motion: Ms. Lehan moved to approve URA Resolution No. 286. Mr. Starr seconded the motion.

Vote: Motion carried 5-0.

Chair Knapp	Yes
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

Ms. Jacobson read the title of URA Resolution No. 287 into the record.

D. URA Resolution No. 287

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Amending The Termination Date For 27255 SW 95th Avenue Tax Increment Finance (TIF) Zone.

Motion: Ms. Stevens moved to approve URA Resolution No. 287. Ms. Lehan seconded the motion.

Vote: Motion carried 5-0.

Chair Knapp	Yes
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

Ms. Jacobson read the title of URA Resolution No. 288 into the record.

E. URA Resolution No. 288

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Amending The Termination Date For Building 83- 26440 SW Parkway Avenue Tax Increment Finance (TIF) Zone.

Motion: Mr. Starr moved to approve URA Resolution No. 288. Ms. Stevens seconded the motion.

Vote: Motion carried 5-0.

Chair Knapp	Yes
Member Starr	Yes
Member Stevens	Yes
Member Lehan	Yes
Member Akervall	Yes

ADJOURN

The URA meeting adjourned at 9:25 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Chair