



Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2017-022

AUTHORIZING THE CITY MANAGER TO AMEND THE EXISTING CONTRACT WITH MURRAY SMITH & ASSOCIATES (MSA) TO INCREASE THE CONTRACT AMOUNT FOR PROFESSIONAL SERVICES PROVIDED BEYOND THE ORIGINAL SCOPE OF WORK FOR THE SANITARY SEWER MASTER PLAN AND SYSTEM DEVELOPMENT CHARGE (SDC) RATE STUDY UPDATE

WHEREAS, under Resolution 2015-007, the City Council authorized the City Manager to enter into a contract with MSA to provide professional services in updating the City's existing Sanitary Sewer Master Plan; and

WHEREAS, under Resolution 2015-058, the City Council authorized the City Manager to amend the contract with MSA to provide additional services related to updating City sanitary sewer system development charges (SDCs) and City user fees; and

WHEREAS, in the process of performing their duties under the amended contract, MSA was asked to perform additional duties beyond the project contracted scope of work and fee; and

WHEREAS, MSA performed these additional duties as directed by City staff with the understanding that the existing amended contract would be amended again to cover the additional fee for the directed work; and

WHEREAS, MSA has provided the necessary documentation (see Exhibit A to the contract amendment) for requesting a revised contract scope of work and fee amendment; and

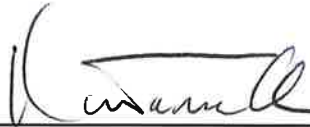
WHEREAS, City staff has reviewed the submitted documentation and concurs with the requests analysis and recommendation.

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

Section 1. The City Manager is authorized to amend the existing Professional Services Contract with MSA, in a form substantially similar to the Contract Amendment attached hereto as Exhibit 1, increasing the contract amount by \$12,540 from \$143,150 to \$155,690, and to take such actions as necessary to implement the amended contract.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 4th of April, 2017.


Krisanna Clark, Mayor

Attest:


Sylvia Murphy, MMC, City Recorder

EXHIBIT 1

Contract for Professional Services Amendment No. 2

This Amendment is entered into effective March 17, 2017 by and between the City of Sherwood ("City") and Murray Smith & Associates, Inc. ("Consultant").

WHEREAS, City and Consultant are parties to a Contract for Professional Services, dated January 29th, 2015 ("Contract"); and

WHEREAS, the parties wish to amend the Contract as described herein (see attached Exhibit A);

NOW, THEREFORE, the parties hereby agree as follows:

1. That the project schedule is extended by 18 months from December 31, 2015 to June 30, 2017.
2. That the additional work incorporated into Task #1 – Project Management, Task #6 – Sanitary Sewer Rate and SDC Study Update has increase the professional services fees amount by \$12,540.00, from \$143,150.00 to \$155,390.00.

All other terms of said Contract will remain in full force and effect.

IT IS SO AGREED.

CITY OF SHERWOOD

Murray Smith & Associates, Inc.

By _____
Robert Galati P.E.
City Engineer

By 
Michael Carr P.E.
Office Manager

Date signed: _____

Date signed: 3-14-2017

Accepted on behalf of the City of Sherwood.

This ____ day of _____, 20__.

Joseph Gall, ICMA-CM
City Manager

APPROVED AS TO FORM:

Josh Soper
City Attorney

Date

EXHIBIT A

PROPOSED SCOPE AND FEE FOR AMENDMENT NO. 2 SANITARY SEWER MASTER PLAN UPDATE CITY OF SHERWOOD, OREGON

INTRODUCTION

This additional scope of services is for professional engineering services between Murray, Smith & Associates, Inc. (MSA) and the City of Sherwood, Oregon (City) required to complete the Sanitary Sewer Master Plan Update project. The project involves preparing an updated Sanitary Sewer Master Plan, and performing financial analyses regarding impacts to existing user rates and System Development Charges (SDCs).

Following completion of the Master Plan in September 2016, MSA performed analyses to determine impacts to sanitary sewer SDCs. The City desired additional analysis to quantify SDCs for an alternative scenario involving “area-specific” improvement fees. This analysis was not contemplated or budgeted for in the existing engineering agreement.

Also, the overall schedule for the Master Plan project was extended to accommodate the results of a special election in November 2015, to provide additional time to perform the rate and SDC analysis work following adoption of the Master Plan by City Council, and due to limited availability of City staff due to other work assignments. The project is now scheduled to be complete by June 30, 2017.

ADDITIONAL SCOPE OF SERVICES

Task 1 –Project Management

Subtask 1.2 – Progress Reports, Meetings, and Billing

The project schedule has been extended by 18 months, from December 31, 2015 to June 30, 2017. Level of effort for this task is increased to provide additional monthly invoicing, budget and schedule reviews updates and meetings, and general administrative tasks, through the end of the project.

Task 6 Sanitary Sewer Rate and SDC Study Update

Task 6.2 – System Development Charge Analysis

Perform additional hydraulic analysis and financial analyses required to develop an alternative SDC schedule that is “area-specific”, assuming three areas of the City will have a separate improvement fee based on the improvements required to serve growth in those areas. The three areas are defined as the Tonquin Employment Area, the Brookman Concept Plan Area, and the remaining infill areas of the City’s urban growth boundary. The alternative fee schedule will be analyzed and reviewed in parallel with a “City-wide” SDC fee schedule that is part of the existing scope of work.

Task 6.4 - Documentation

Prepare additional methodology for alternate SDC schedule and include in draft methodology report for City review and discussion. Revise documentation upon receipt of comments by City staff, include in final methodology report for City consideration for adoption.

BUDGET

\$12,540. ml

The overall not-to-exceed budget estimate for this additional scope of services is \$21,250 as shown in Table 1. The work provided in this Scope of Services will be billed on a time and expense basis.

**Table 1.
City of Sherwood
Sanitary Sewer Master Plan Update
Amendment No. 2
Fee and Labor Estimate**

	ESTIMATED FEES					
	Project Manager	Senior Reviewer	Labor	Subconsultant GRC, Financial	Expenses	Total
	S. Ramoth	M. Carr				
Task 1: Project Management						
1.2. Progress Reports, Meetings, and Billings (2 hr/month)	18	18	\$ 5,760	\$ -		\$ 5,760
1.4. Subconsultant Coordination		2	\$ 344	\$ -	\$ 32	\$ 376
<i>Task 6 Subtotal</i>	18	20	\$ 6,104	\$ -	\$ 32	\$ 6,136
Task 6. Stormwater Rate and SDC Study Update						
6.2 SDC Analysis	16	4	\$ 3,056	\$ 2,200	\$ -	\$ 5,256
6.4 Documentation		4	\$ 688	\$ 440	\$ 20	\$ 1,148
<i>Task 6 Subtotal</i>	16	8	\$ 3,744	\$ 2,640	\$ 20	\$ 6,404
TOTAL - ALL TASKS	34	28	\$ 9,848	\$ 2,640	\$ 52	\$ 12,540