

Council Business Meeting

June 15, 2021

Agenda Item	Approval of Personal Services Contract for Ashland Street Overlay Engineering Design	
From	Scott A. Fleury, PE Karl Johnson, EIT	Public Works Director Project Manager
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SUMMARY

Before Council is a personal services contract for professional engineering and design services for the Ashland Street Overlay Project with DOWL. This project was released through an open request for qualifications (RFQ) based proposals. DOWL was selected as the best qualified among two proposers. The project has three distinct phases; preliminary design and permitting; final design and bidding; and construction services. Staff has negotiated the scope of work with DOWL for phase one and two, preliminary design and permitting, and final design and bidding services and concurs with the costs for these services. The construction administration portion will be negotiated upon completion of the final design and award of bid to a construction contractor. Tonight's action is for approval of phase one and two for an amount not to exceed \$459,691.33 (principal project tasks in the amount of \$440,001.33 and contingencies in the amount of \$19,690.00).

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals (supported by this project):

- A: Prioritize the "Essential Services"
 - Streets
- B: Develop and/or enhance the following "Value Services" by leveraging the City's resources
 - Multi-Modal Transportation
 - All-Age Friendly Community

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs,
- Deliver timely life cycle capital improvement projects,
- Maintain and improve infrastructure that enhances the economic vitality of the community,
- Evaluate all city infrastructure regarding planning management and financial resources.

Current Transportation System Plan:

- Make safety a priority for all modes
- Maintain small-town character, support economic prosperity and accommodate future growth.
- Create a system-wide balance for serving and facilitating pedestrian, bicycle, rail, air, transit, and vehicular traffic in terms of mobility and access within and through the City of Ashland.

PREVIOUS COUNCIL ACTION

On March 16, 2021, Council approved the 2021-2040 Capital Improvement Programs (CIP). The Ashland Street Overlay was included in this document with the following project cost breakdown:

- Design Expenses – Fiscal Year 2022 – \$750,000
- Construction Expenses – Fiscal Year 2022 – \$1,750,000

With this approval the Ashland Street Overlay project is scheduled to have the engineering portion and the construction portion of the project completed during Fiscal Year 2022.

BACKGROUND AND ADDITIONAL INFORMATION

Request for Proposal

On January 23, 2020, a Qualifications Based Selection (QBS) Proposal for professional services for the Ashland Street Overlay Project was advertised on the Oregon Procurement Information Network (ORPIN), in the Daily Journal of Commerce, the Mail Tribune, and posted on the City’s website. This solicitation document was developed internally by staff and approved by the Legal Department prior to release. A qualifications selection process entails selecting a consultant solely on their qualifications to perform the proposals scope of work. Once a consultant is selected a final scope and associated fee is developed through a negotiation process.

On February 13, 2020, the City of Ashland received two proposals to provide professional services for the development of the Ashland Transportation System Plan Update. A scoring team of Paula Brown, then Public Works Director, Karl Johnson, Associate Engineer, Chance Metcalf, Project Manager, Michael Morrison, Public Works Superintendent and Avram Biondo, Street Superintendent, completed a comprehensive review of the proposals. The proposals were scored in accordance with the criteria listed in the QBS Proposal document. Scoring was conducted individually and independently by each team member. The results of the scoring are as follows:

CONSULTANT	TOTAL SCORE	AVERAGE SCORE	RANK
DOWL, LLC	471	94.2	1
Adkins Engineering and Surveying	414	82.8	2

SCORING CATEGORY	POSSIBLE POINTS
Project Approach	20
Project Experience	35
Project Team Experience	25
Demonstrated Ability to Successfully Complete Projects on Time and Within Budget	20
Total Points	100

Staff subsequently sent a letter of intent to negotiate with DOWL on March 2, 2020 and DOWL met with staff to finalize the scope of work and cost proposal. They submitted a final scope and fee proposal on April 8, 2020 which was reviewed and approved by staff. Subsequently in June 2020 due projected revenue reductions, it was decided that the overall project would be postponed due to the pandemic and revisited at a later date. In March 2021, staff spoke with representatives of DOWL and they stated that they would be willing to continue moving forward on the project and a slight adjustment was made to the original design services costs.

Staff will provide a formal notice of award to DOWL on July 1, 2021 conditioned on Council approval at the June 15, 2021 meeting. Staff expects construction to begin on the project in spring 2022.

FISCAL IMPACTS

The 2022-2024 Street Division Biennium Budget includes funds for contracted services (capital improvement program) in the amount of \$2,500,000 for this project. Revenues to support this project will come directly from the re-apportionment of Franchise Fee monies into the Street Fund. This project will require a debt service instrument to support the total cost. Starting this project and putting in place a debt mechanism aligns

with the previously approved “Reimbursement Resolution”, that allows the City to begin the engineering phase and obtain full financing prior to construction and reimburse the engineering project costs.

STAFF RECOMMENDATION

Staff recommends Council move approval of the personal services contract for professional engineering and design services for the Ashland Street Overlay Project for an amount not to exceed \$459,691.33.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

Council has the option to approve this contract or refer staff back for a new request for proposals. Potential motions include:

1. I move to approve a contract for professional engineering and design services with DOWL for an amount not to exceed \$459,691.33. (Principal project tasks in the amount of \$440,001.33 and contingencies in the amount of \$19,690.00).
2. Direct staff to reconsider a new solicitation for the Ashland Street Overlay Project.

REFERENCES & ATTACHMENTS

Attachment 1: DOWL Statement of Work-Ashland Street Rehabilitation Project



April 26, 2021

Karl Johnson, E.I.T.
City of Ashland Engineering Department
20 East Main Street
Ashland, OR 97520

**Subject: Ashland Street Overlay from Siskiyou Boulevard to Faith Avenue
2752.80029-01**

Dear Karl:

Project Understanding

We understand that pavement restoration on this deteriorating section of Ashland Street is critical to maintaining east-west connectivity and access to the surrounding commercial, residential, and recreational areas for this City of Ashland (City) "boulevard." While the primary improvement will consist of an asphalt overlay and partial rebuild of Ashland Street between Siskiyou Boulevard and Faith Avenue, the project will also include replacement of non-compliant Americans with Disabilities Act (ADA) sidewalk ramps and installation of pedestrian-activated signals with a flashing light at potentially two locations.

We understand the City expects to complete design and construction in 2020.

TASK 1 PROJECT MANAGEMENT AND COORDINATION

Task 1.1 Project Management and Coordination

The major objectives of this task are to schedule, coordinate, and supervise project work and to establish lines of communications between DOWL and City staff. DOWL shall keep the City project manager informed of the project work progress and aware of changes that may affect the project design, schedule, and related costs.

DOWL will be responsible for the following project management tasks:

- Schedule, coordinate, and supervise project work
- Maintain communications and coordination with City staff
- Monitor scope, schedule & budget for the project
- Produce monthly invoices and progress reports (assumed to be no more than ten)

Task 1.2 Project Meetings

DOWL staff will lead project meetings to discuss project details, review comments and updates and provide a written summary and create an action item list as necessary. For budgeting purposes, it is assumed that two DOWL staff members from the Medford office will attend up to 3 separate coordination/review meetings to discuss the project with the City staff and coordinate design details at a kick-off meeting and after each design milestone.

TASK 2 LOCATION SURVEYING AND MAPPING

This is an English unit Project. All Consultant deliverables must be reviewed and approved by Consultant's Professional Land Surveyor ("PLS"), registered in the State of Oregon.

Task 2.1 Horizontal and Vertical Control Network

Consultant will establish a horizontal and vertical control network and set survey control points to tie (survey) found monuments within the Project limits. The horizontal datum used by the Consultant shall be the Oregon Coordinate Reference System – Grants Pass-Ashland Zone, based on the NAD83 (2011) Epoch 2010 datum. The vertical datum used by Consultant shall be City of Ashland NGVD 29(56). Consultant shall establish primary geodetic control monuments, (such as 5/8" iron rod with plastic cap or other permanent markers) and maintain line of sight throughout the entire Project limits. These control monuments must be placed in locations by Consultant, such that they can be utilized during construction.

Consultant shall run digital level loops to control points that are utilized in preparing the Digital Terrain Model ("DTM"). Strategic points used to develop survey DTM in non-critical areas must be no more than one (1) "shot" out from a network control point.

Deliverable(s)/Schedule:

- Horizontal and Vertical Control points in the field.
- Raw data files.
- PDF copy of the field notes

Task 2.2 Monument Recovery

Consultant shall perform a search of survey records on file with County and City, to perpetuate the location of monuments that may be disturbed or destroyed during a future construction project.

Consultant shall research deeds and surveys of record, including but not necessarily limited to, property surveys, ODOT road surveys, original ODOT road resolutions, section corner surveys, and DLC surveys. Consultant shall provide tax assessor maps, property deed search, and copies of all pertinent documents to the City.

Consultant shall survey found property corners, Government Corners, other survey monuments, property line fences and lines of occupation within the limits of the Project. Consultant shall provide at least one (1) Public Land Survey System (PLSS) corner tie.

Consultant shall keep copies of the research data collected such as surveys, deeds, assessors' maps, county road maps, government corner surveys, etc., in the Project file.

Deliverable(s)/Schedule:

- Coordinate file of recovered monuments
- Electronic copies of all research data collected.
- PDF copy of the field notes

Task 2.3 Location Survey, Base map and Digital Terrain Model

Consultant shall perform a topographic survey at up to six (6) intersections, as identified by the design team. Consultant shall contact the Oregon Utility Notification Center (OUNC) and order utility locates at these locations. Consultant shall collect structures within the roadway within the project limits that are to be adjusted as part of the paving efforts. Consultant shall produce a topographic base map and the Digital Terrain Model (DTM) to be used for the design of this project. The project shall be drafted using a scale of 1" = 50'.

Deliverable(s)/Schedule:

- Topographic base map and DTM shall be submitted to the City within ten (10) weeks of Notice to Proceed (NTP).
- Electronic copy of the field notes.

Task C2.3.1 Additional Location Survey, Base map and Digital Terrain Model (CONTINGENCY TASK)

Consultant shall perform a topographic survey at up to four (4) additional intersections, as identified by the design team. Consultant shall contact the Oregon Utility Notification Center (OUNC) and order utility locates at these locations. Consultant update the base map and DTM created under Task 2.3 with the additional data.

Deliverable(s)/Schedule:

- Updated Topographic base map and DTM shall be submitted to the City within ten (10) weeks of Notice to Proceed (NTP).
- Electronic copy of the field notes.

Task 2.4 Existing R/W and Boundary Resolution

Consultant shall resolve the centerline of Ashland Street from its intersection with Siskiyou Boulevard to Faith Avenue. Consultant shall resolve the right of way at up to three (3) intersections as identified by the design team. Consultant shall obtain listing kits for the properties that adjoin the right of way lines at said intersections. Consultant shall use the recovered monuments and research records to aide in the retracement of Ashland Street.

Deliverable(s)/Schedule:

- Submit a CADD file and narrative of the retraced centerline and right-of-way within 16 weeks of NTP.

Task 2.5 Horizontal Control, Monument Recovery and Retracement Survey

If determined that monuments will be disturbed by construction or permanent easements and/or right-of-way is needed, Consultant shall submit a "Horizontal Control, Monument Recovery and Retracement Survey" to the Jackson County Surveyor's office for recording.

Deliverable(s)/Schedule:

- Submit a PDF and digital copy of the recorded "Horizontal Control, Monument Recovery and Retracement Survey" to the City within 16 weeks of NTP.

Task C2.6 Right of Way Engineering (Mapping and Descriptions) (CONTINGENCY TASK)

Once the Preliminary Design has been approved by the City, Consultant shall prepare descriptions and exhibits for any right of way acquisition or easement acquisitions needed for the project upon request.

Task C2.6.1 Legal Descriptions and Exhibit Maps (CONTINGENCY TASK)

Upon request by the City, Consultant shall prepare legal descriptions and exhibit maps for up to five (5) parcels for the purpose of fee acquisition and/or easements for the Project.

Deliverable(s)/Schedule:

- Electronic and hard copy (8-1/2"x14") legal descriptions and exhibit maps to the City within eight (8) weeks of the following release of this contingency task .

Task C2.6.2 Bulletin Exhibit Maps (CONTINGENCY TASK)

Upon request by the City, Consultant shall prepare bulletin exhibit maps for up to ten (10) parcels for the purpose of temporary construction easements. No easement descriptions will be prepared and Consultant will not stake these easements in the field.

Deliverable(s)/Schedule:

- Electronic and hard copy (8-1/2"x14") legal descriptions and exhibit maps to the City within eight (8) weeks of the following release of this contingency task.

Task C2.6.3 Acquisition Staking (CONTINGENCY TASK)

Consultant shall stake the limits of the proposed property acquisitions in the field for up to five (5) parcels prepared in Task C2.6.1. Consultant will stake the parcels **one time only**.

Deliverable(s)/Schedule:

- Consultant shall place physical stakes or paint marks within two (2) weeks of notification by the City.

TASK 3 ENVIRONMENTAL COORDINATION/SUPPORT (RESERVED)

TASK 4 PUBLIC INVOLVEMENT

Task 4.1 Public Involvement Support & Meetings

DOWL will support the City with the public involvement process that will inform and seek feedback from businesses and residents on Ashland Street within the project limits. In cooperation with the City, DOWL will perform the following public involvement services:

- Develop presentation materials appropriate for public meetings, see deliverables below
- Attend and participate in conducting one (1) public meetings / workshops with local businesses and residents
- Document feedback from businesses and residents to be incorporated into the design as agreed to by the City

It is assumed that City staff will provide a suitable location for all public meetings and advertise them as appropriate. For budgeting purposes, it is assumed that DOWL's Project Manager and Roadway lead or Construction Project Manager shall attend the Open House that will last no more than three (3) hours, not including travel time.

Deliverable(s)/Schedule:

Consultant shall prepare the below materials (one each) after the Preliminary design submittal for display at a public meeting:

- One (1) roll map including R/W acquisition and aerial graphics
- project drawings/details (utilizing plan sheets created in tasks 10 and 11)
- public comment log

TASK 5 UTILITY COORDINATION

Task 5.1 Utility Location and Coordination

DOWL shall review utilities identified to be within the project limits, initiate contacts with utilities, and coordinate relocations needed for construction of the Project. This work includes, but is not limited to, coordinating and collecting utility-provided three-dimensional location of any underground utilities that may be in conflict with the Project work, and coordinating with the utility owners to resolve those potential conflicts.

DOWL shall schedule, attend and document on-site meetings with potentially affected utilities. The meetings shall be conducted on the Project site after impacts have been identified. For budgeting purposes, attendance at a maximum of two (2) site meetings is anticipated, each of which may last up to three (3) hours including travel time.

For each private utility found in potential conflict with the proposed design, DOWL shall prepare a Utility Conflict Notification Letter informing the utility of the potential conflict and the need to relocate/adjust the utility facility and required timing of relocation. DOWL shall work with each private utility to verify a relocation plan that is not in conflict with the Project. Once DOWL has confirmed the relocation plan with each utility, a Timing Requirements Letter will be sent to ~~the~~ each affected utility. When Consultant has made proper arrangements with each utility owner, to either clear the right of way of their utility facilities prior to construction, or for relocation to occur during construction so as to not delay the contractor, DOWL shall provide the City with a written summary.

DOWL shall coordinate locations and relocations with the City on any City-owned utilities that are within the project limits.

Assumption:

- **No reimbursable utility relocations**

Deliverable(s)/Schedule:

- Electronic copy of Utility Conflict / Project Notification letters to the City as per project schedule
- Electronic copy of approval of each utility's relocation plan and Timing Requirements letters as per the project schedule

TASK 6 GEOTECHNICAL / PAVEMENT DESIGN SERVICES

Task 6.1 Site Reconnaissance, Exploration and Testing Work Plan

Consultant shall conduct a field reconnaissance visit for planning the necessary field investigation work and to assess the temporary traffic control needs for the field investigation.

Deliverable(s)/Schedule:

Consultant shall provide:

- Work plan and traffic control plan for the field investigation work

Task 6.2 Field Exploration and Laboratory Testing

Consultant shall perform the geotechnical and pavement explorations and laboratory testing as needed in order to evaluate the subsurface conditions and to develop geotechnical and pavement designs. The anticipated field exploration and laboratory testing program is provided below.

Geotechnical and Pavement Borings: We will conduct up to four (4) geotechnical borings to investigate subsurface conditions at the proposed location of the crosswalk beacons and up to three (3) pavement borings to investigate subsurface conditions along the alignment. At each boring location conducted in paved areas, a core sample of the bound layers of the pavement will be retrieved using a diamond-bit core drill. The pavement layers and subgrade soil, where encountered, will be visually classified; the depth and thickness of pavement layers will be measured; and grab samples of subgrade soil, where encountered, will be retrieved for laboratory water content determination and visual reclassification. The core samples will be inspected for cracking, delamination, and indications of asphalt stripping damage.

We will characterize the soil and groundwater conditions at each of the borings in order to assist us in developing recommendations for earthwork and soil improvement or modification. Each of the geotechnical and pavement borings will be logged to a maximum depth of 5-ft. below the surface.

We have assumed that all borings will be drilled with a hollow stem or solid-stem auger drilling technique and that rock-coring will not be performed.

Pavement Cores: Surface cores will be conducted at up to six (6) locations to evaluate the depth and mode of cracking within the bound pavement layers (i.e. asphalt concrete and underlying cement treated base, if present). The pavement surface cores will be conducted to a maximum depth of 18-in below the pavement surface.

Laboratory Testing: Water contents, sieve analyses and Atterberg limits tests shall be conducted by Consultant on soil samples obtained from the borings in order to classify the soils and estimate their engineering properties.

Assumption:

- The boring explorations shall be conducted during Monday through Friday between the hours of 9 AM and 4 PM
- Water contents will be conducted on grab samples obtained at approximately 1-ft. intervals. Up to three (3) Atterberg limits tests or sieve analysis tests will be performed and up to two (2) expansive index tests will be performed.

- The depth of the exploration below the bound layers will be patched using excavated materials compacted by a vibratory hammer and the core hole through the bound layers will be patched using *Instant Road Repair*, a high performance polymer modified asphaltic patching material, compacted by vibratory hammer. A Consultant representative will conduct and direct the pavement coring work.
- Consultant shall provide traffic control for lane closures in accordance with the Oregon Temporary Traffic Control Handbook.

Task 6.3 Geotechnical Design Services

Task 6.3.1 Geotechnical Design Services

Consultant shall perform analyses of the field and laboratory test data to develop geotechnical recommendations for construction of the crosswalk beacons and soil improvement or modification in areas of reconstruction, as necessary.

Task 6.4 Pavement Design Services

Consultant shall provide all equipment, labor, materials and traffic control required for the field investigation and the development of any new construction, reconstruction, or rehabilitation pavement designs as described herein. All work related to completing the pavement design(s) shall be conducted in accordance with the latest edition of the ODOT Pavement Design Guide.

Assumption:

- The street segment in this SOW for pavement design along with the design work scope is shown in Table 6.4.1.

Table 6.4.1 Project Segment and Pavement Design Work Scope

Project Street	From	To	Centerline length (ft.)	Assumed Design Alternatives to be provided
Ashland Street	Siskiyou Blvd.	Faith St	3,360	Asphalt Concrete Rehabilitation, or Asphalt Concrete Reconstruction (if required)

Task 6.4.1 Pavement Testing

Consultant shall conduct falling weight deflectometer (FWD) testing between the limits shown in Table 6.4.1. The FWD testing shall be conducted at 100-ft intervals in each of the through travel lanes in both directions (approx. 136 tests). The FWD shall meet the calibration requirements given in the ODOT Pavement Design Guide.

Assumptions:

- FWD testing work shall be conducted during Monday through Friday between the hours of 9 AM and 4 PM.

- Consultant shall provide traffic control for lane closures in accordance with the Oregon Temporary Traffic Control Handbook.

Task 6.4.2 Pavement Analysis

Consultant shall perform a review of the field data and engineering analysis to confirm that the recommendations provided in the 2014 pavement report are applicable and/or, if changes to the recommendations are necessary. The pavement design analysis shall be conducted in accordance with the requirements of the ODOT Pavement Design Guide for the development of the pavement design(s) identified in Table 6.4.1.

Assumption:

- Consultant shall utilize DKS 24 hour classified traffic count. The truck traffic shall be classified by the FHWA axle category.
- The City shall provide an estimate of the annual growth rate in truck traffic. If no growth data is available an assumed annual growth rate of 2% will be used.
- The pavement design is for Asphalt Concrete Pavement (“ACP”) based on the alternatives shown in Tables 6.4.1 (as feasible).
- The pavement shall be designed in accordance with the 1993 AASHTO design methodology.
- Consultant shall provide material recommendations for all pavements within the project boundaries, subgrade preparation in new pavement areas (as applicable) and mitigation of deleterious soil or fill conditions, if appropriate.

Task 6.5 Geotechnical and Pavement Design Report

Consultant shall prepare a “Geotechnical and Pavement Design Report” summarizing the findings and recommendations. The report must summarize the field observations, subsurface conditions, laboratory test data, analysis results, construction issues and geotechnical recommendations for foundation design, soil improvement and recommended pavement design alternatives including materials and specifications for construction.

Deliverable(s)/Schedule:

Consultant shall provide:

- A draft Geotechnical and Pavement Design Report will be submitted for review by the City.
- A final stamped Geotechnical and Pavement Design Report in PDF format will be provided that incorporates the review comments by the City.

Task 6.6 Geotechnical Meetings

Consultant shall attend a design review meeting to discuss the findings and recommendations of the Geotechnical and Pavement Designs.

Assumptions:

- Meeting will be held at City’s Ashland office

TASK 7 HYDROLOGIC, HYDRAULIC AND STORMWATER ANALYSES

The major objectives of this task are to gather information about the project area, review DOWL's topo provided in Task 2.3, and design modifications to inlets impacted by the proposed ADA curb ramps. DOWL will visit the project site to observe existing conditions and features, taking photos and measurements as needed for later reference in locations where proposed ADA curb ramps conflict with the existing stormwater infrastructure.

DOWL shall evaluate the stormwater runoff to impacted inlets and determine the type and number of replacement inlets needed to provide adequate inlet capacity. Recommendations concerning additional stormwater system modifications required to incorporate the new inlet(s) will also be provided.

Task 7.1 Site Reconnaissance

Consultant's stormwater expert shall visit the Project site to inspect existing drainage conditions. The inspection must assess existing drainage patterns, identify existing storm sewer facilities within or near the Project site, and determine potential solutions for installing new storm drainage facilities. A photographic log shall be developed.

Deliverable(s)/Schedule:

Consultant shall include:

- Summary of site conditions shall be documented in a photographic log which shall be made available upon request.

Task 7.2 Stormwater Runoff Analysis

Consultant shall calculate the stormwater runoff that collects to each impacted storm drain inlet within the Project limits and evaluate the type, number, and location of replacement inlets required per the City of Ashland Stormwater Design Standards. It is assumed that stormwater runoff and all collected flows will be directed to existing storm drain infrastructure adjacent to and within the Project area. Analysis of downstream storm drain capacity, stormwater quality treatment, and storage of stormwater runoff for flow control are not included in this scope.

Deliverable(s)/Schedule:

Consultant shall include:

- Results of stormwater analysis and the resulting storm drain inlet modifications shall be included in the Advance and Final Plans submittals in Task 11 and Task 12.

TASK 8 TRAFFIC ENGINEERING AND MANAGEMENT

8.1 Signing and Striping Design

Consultant shall prepare combined plans, specifications, and construction cost estimates for the permanent signing and pavement markings associated with the proposed improvements. The design must be completed in accordance with applicable MUTCD and City standards. Consultant shall incorporate applicable City Standard Drawings into the drawing set as detail sheets stamped by the Consultant. The following plan sheets are assumed as part of this task:

- Pavement Marking Legend – 1 sheet (NTS)

- Combined Permanent Signing and Pavement Marking Plans –4 sheets (1" = 40')
- Permanent Signing Details – 2 sheets (NTS)

Deliverable(s)/Schedule:

Consultant shall provide:

- Preliminary Permanent Signing and Pavement Marking plans included in the Preliminary Plans submittal for Task 10.1
- Advance Permanent Signing and Pavement Marking plans, specifications, and estimate included in Advance PS&E submittal for Task 11.1
- Final Permanent Signing and Pavement Marking plans, specifications, and estimate with included in Final PS&E submittal for Task 12.1
- One site visit
- Attendance in person at one comment review meeting
- Attendance via phone at one comment review meeting

Task 8.2 Pedestrian Crossing Treatment Recommendation Memorandum

Consultant shall evaluate and make recommendations for pedestrian crossings at up to two (2) locations on Ashland Street within the Project limits. Locations will be coordinated with the City prior to evaluation. Consultant shall evaluate potential enhancements based on information gathered in the field, current City standards, and NCHRP Report 562.

Consultant shall make one site visit during AM and PM peak hour conditions to observe traffic operations. Future traffic volumes will be developed from travel demand forecasts provided by the Rogue Valley Council of Governments or the current version of the City's Transportation System Plan. Consultant shall collect the following traffic data for use in the analysis:

- One (1) bi-directional 24-hour traffic volume and truck classification count along Ashland Street within the project limits.

Consultant shall summarize findings and recommendations in a brief Pedestrian Crossing Treatment Recommendation Memorandum. Consultant shall coordinate findings and approval of any recommended RRFB's with the State Traffic Engineer's office.

Any recommendations from the evaluation will be included with the design in Task 8.1. and Task 8.3

No traffic signal warrant analysis is included as part of this task.

Deliverable(s)/Schedule:

Consultant shall provide:

- Draft and Final Pedestrian Crossing Treatment Recommendation Memorandum
- One site visit during AM and PM peak hour conditions
- Attendance via phone at one comment review meeting

Task 8.3 Traffic Signal Modification Design

Consultant shall prepare plans, specifications, and construction cost estimates for the design of the traffic signal modifications, and Rectangular Rapid Flashing Beacons (RRFB). Traffic signal modifications shall be limited to detection replacement and

modifications to pedestrian pushbuttons affected by pedestrian ramp modifications. The design must be completed in accordance with applicable MUTCD and City standards. All traffic control devices installed in the state of Oregon are required to conform to the MUTCD and the Oregon Supplements as to the MUTCD as established by ORS 810.200 and OAR 734-020-0005.

The following signalized intersections are assumed to be modified as part of this task:

- Ashland St and Walker Ave
- Ashland St and Siskiyou Blvd
 - Plan Sheets
 - Signal Legend – 1 Sheet (NTS)
 - Signal Plan – 2 Sheets (1" = 10')
 - Detector Plan – 2 Sheets (1" = 20')
 - Signal Detail – 2 Sheets (NTS)

The following pedestrian crossings are assumed as part of this task:

- Mid-Block crossing West of Ray Ln
- Mid-Block crossing between Sherwood St and Park St
 - Plan Sheets
 - RRFB Signal Plan – 2 Sheets (1" – 10')
 - Wiring Detail – 1 Sheet (NTS)
 - RRFB Detail – 1 Sheet (NTS)

Deliverable(s)/Schedule:

Consultant shall provide:

- Preliminary Signal and RRFB plans included in the Preliminary Plans submittal for Task 10.1
- Advance Signal and RRFB plans, specifications, and estimate included in Advance PS&E submittal for Task 11.1
- Final Signal and RRFB, details, specifications, and estimate with included in Final PS&E submittal for Task 12.1
- Submittal of Final plans to ODOT for review and Approval
- One site visit (combined with Task 8.1)
- Attendance in person at one comment review meeting (combined with Task 8.1)
- Attendance via phone at one comment review meeting (combined with Task 8.1)

TASK 9 RIGHT OF WAY ("ROW") ACQUISITION

Task 9.1 Cost Estimate

Consultant will prepare a right of way cost estimate. Consultant will provide a spreadsheet of potential right-of-way acquisitions, listing phone numbers, site addresses and type(s) of acquisitions from each parcel: parcel maps, and right-of-way acquisition and preliminary cost estimates for each parcel.

Task 9.2 Five (5) Minimum Payment Offers

Consultant shall identify all property owners, and compile property owner information needed to acquire necessary property rights. This is including but not limited to property owner vesting, phone numbers, email addresses, and mailing addresses.

Upon receipt of authorization to proceed with ROW Acquisition, Consultant shall attempt to arrange contacts with property owners and identify property and Project issues by providing the following services for each file:

- Consultant shall prepare a minimum payment offer letter and associated proposed agreement documents. The minimum payment offer letter must follow the template provided by the City. The proposed agreement documents must include information detailing the terms of the temporary easement and a sketch indicating the limits of the temporary easement. Consultant shall deliver the minimum payment offer letters and associated proposed agreement documents to all owners via certified mail with proof of delivery kept in the parcel file.
- Consultant shall arrange negotiation contacts with property owners and identify property and Project issues for each file.
- Consultant shall contact property owners to provide general information about the Project and answer any questions related to the minimum payment offer terms.
- If property owners are willing to accept the minimum payment offer, Consultant shall ensure the signed agreement documents are sent to the City for final approval and payment.
- IF a COUNTER OFFER is received, Consultant shall submit the proposed COUNTER OFFER with a justification letter and owner supplied supporting documentation to City for approval. If accepted see proceeding bullet.
- IF an acceptable agreement is not reached, Consultant shall document this decision in the file and notify City that the standard ROW acquisition process must be used.
- Consultant shall prepare and maintain a Report of Personal Interview for each file.

Task C9.3 Five (5) Minimum Payment Offers

Consultant shall identify all property owners, and compile property owner information needed to acquire necessary property rights. This is including but not limited to property owner vesting, phone numbers, email addresses, and mailing addresses.

Upon receipt of authorization to proceed with ROW Acquisition, Consultant shall attempt to arrange contacts with property owners and identify property and Project issues by providing the following services for each file:

- Consultant shall prepare a minimum payment offer letter and associated proposed agreement documents. The minimum payment offer letter must follow the template provided by the City. The proposed agreement documents must include information detailing the terms of the temporary easement and a sketch indicating the limits of the temporary easement. Consultant shall deliver the minimum payment offer letters and associated proposed agreement documents to all owners via certified mail with proof of delivery kept in the parcel file.
- Consultant shall arrange negotiation contacts with property owners and identify property and Project issues for each file.
- Consultant shall contact property owners to provide general information about the Project and answer any questions related to the minimum payment offer terms.

- If property owners are willing to accept the minimum payment offer, Consultant shall ensure the signed agreement documents are sent to the City for final approval and payment.
- IF a COUNTER OFFER is received, Consultant shall submit the proposed COUNTER OFFER with a justification letter and owner supplied supporting documentation to City for approval. If accepted see proceeding bullet.
- IF an acceptable agreement is not reached, Consultant shall document this decision in the file and notify City that the standard ROW acquisition process must be used.
- Consultant shall prepare and maintain a Report of Personal Interview for each file.

Assumptions:

- The Minimum Payment Offer will be used for permanent easements associated with the reconstruction of ADA ramps.
- The Minimum Payment Offer will be \$500 and will not require valuation services.
- There is no Relocation on this project. If Relocation services are needed the scope and budget will be adjusted accordingly.
- Appraisal services are not needed for this project. If appraisal services are needed the scope and budget will be adjusted accordingly.
- DOWL to provide title reports and/or tris.
- Escrow services and title insurance will be paid for by the City of Ashland.
- The City will make payment to property owners and record documents if needed.
- DOWL will complete the legal descriptions.
- Rates subject to annual escalation.

Task 10 PREPARE PRELIMINARY DESIGN PACKAGE

Task 10.1 Field Scoping

Consultant shall physically visit each intersection to observe and document the existing conditions and proposed solutions to comply with ADA standards. Consultant shall document observations with written notes and color digital photographs. Consultant shall review proposed ADA ramp improvements as they relate to the following:

- Problem identification
- ADA requirements
- Proposed design alternatives
- Traffic and pedestrian safety
- Pedestrian accessibility routes
- Construction staging, detours, traffic control
- Potential permanent or temporary Right-of-way impacts
- Existing utilities and potential need for utility relocations (temporary and permanent)
- Environmental issues including haz-mat, historical, archeological sites, wetlands, erosion, threatened and endangered species, water quality, 4F and 6F, noise, ODFW In-Water Work Period, Federal coordination, and permits, etc. (desktop only)
- Drainage/stormwater, existing and proposed improvements
- Permanent signing
- Guardrail and barrier, existing and proposed new

- Foundation/geotechnical
- Hydraulics/hydrology
- Potential impacts to existing driveways
- Signal modifications, if required
- Potential political or controversial issues

Consultant scoping team members will identify potential project issues, review and consolidate comments into one complete draft scoping summary for each intersection.

Deliverable(s)/Schedule:

- DOWL shall provide the City an electronic copy in a PDF of the items above for review and comment.

Task 10.1 Prepare Preliminary Plans

Preliminary design of the project shall include location/layout of new curbs, sidewalks including ADA ramps, driveways as necessary, paving limits, and storm drain modifications. The design shall also indicate the location for additional signing and striping necessary to meet current standards for each intersection (see task 8.2 for more details).

Consultant shall produce preliminary plan sheets displaying the design to approximately a 30% level of completeness. Plan sheets and ADA ramp detail sheets will be produced in 11" x 17" format with a 40 scale and submitted on paper and electronically (pdf) for review to the City. Construction details, staging plans, and erosion & sediment control plans will not be submitted with the preliminary design package. The design package will be reviewed by the City, and the City will provide written review comments, as necessary.

Deliverable(s)/Schedule:

- DOWL shall provide the City with two (2) paper copies and a PDF of the items above for review and comment.

Task 10.2 Prepare Preliminary Quantities/Cost Estimate

DOWL shall calculate estimated construction quantities and generate a Preliminary Engineer's Cost Estimate to accompany the Preliminary plans for review and comment by the City Staff.

Task 10.3 Preliminary Independent Design Check/Review

According to DOWL policy and procedures, DOWL shall conduct an independent QA/QC review of all design deliverables and quantities prepared and submitted to the City. Documentation of this internal review will be kept in DOWL's project files and will be available to the City upon request.

TASK 11 PREPARE ADVANCED PLANS, SPECS & COST ESTIMATE

Task 11.1 Prepare Advanced Plans

DOWL will prepare and submit Advance (90%) contract plans for review by City Staff. City feedback from the preliminary design will be incorporated into the Advance Plans. DOWL will incorporate City of Ashland standard details into the drawing set, as needed. For budgeting

purposes, it is anticipated that the Advance and Final Plans will consist of the following list of 11" x 17" plan sheets:

Title Sheet/ Index Sheet	1 sheet
Typical Sections	2 sheets
Construction Details	2 sheets
ADA Ramp Details	20 sheets
Traffic Control Plans/Details	10 sheets
Pipe Data Sheet	1 sheet
General Construction & Utility Plan	6 sheets
Permanent Signing & Pavement Marking (Task 8.1) -	7 sheets
Traffic Signal Modification Plans (Task 8.3)	11 sheets
Erosion Control Plan/Details	6 sheets

Deliverable(s)/Schedule:

- DOWL shall provide the City with two (2) paper copies and a PDF of the above items for review and comment per the project schedule. DOWL shall provide responses to the City's preliminary comment log.

Task 11.2 Prepare Advanced Quantities/Cost Estimate

DOWL shall calculate detailed construction quantity estimates and generate a detailed Engineer's Cost Estimate to accompany the Advanced plans.

Task 11.3 Prepare Advanced Specifications

DOWL shall prepare bid book including draft specifications and special provisions for the purposes of bidding. Specifications shall conform to the 2018 Oregon Standard Specifications for Construction.

Task 11.4 Advanced Independent Design Check/Review

According to DOWL policy and procedures, DOWL shall conduct an independent QA/QC review of all design deliverables and quantities prepared and submitted to the City. Documentation of this internal review will be kept in DOWL's project files and will be available to the City upon request.

TASK 12 PREPARE FINAL PLANS, SPECS & COST ESTIMATE

Task 12.1 Prepare Final Plans

DOWL will prepare and submit final contract plans for the purposes of bidding. City feedback from the Advanced plans up to one set of comments will be incorporated into the final plans. All plan sheets will be produced in 11" x 17" format and submitted electronically.

Task 12.2 Prepare Final Quantities/Cost Estimate

DOWL shall calculate detailed construction quantity estimates and generate a detailed Engineer's Cost Estimate to accompany the final plans.

Task 12.3 Prepare Final Specifications

DOWL shall prepare bid book including final specifications and special provisions for the purposes of bidding. Specifications shall conform to the 2018 Oregon Standard Specifications for Construction and the City Standards.

Task 12.4 Final Independent Design Check/Review

According to DOWL policy and procedures, DOWL shall conduct an independent QA/QC review of all design deliverables and quantities prepared and submitted to the City. Documentation of this internal review will be kept in DOWL's project files and will be available to the City upon request.

TASK 13 BIDDING ASSISTANCE

Task 13.1 Pre-bid Meeting

DOWL will conduct one on-site pre-bid meeting to allow contractors to ask questions and fully understand the project requirements.

Task 13.2 Bidder Questions and Addenda

DOWL shall assist the City during the bidding process by answering contractor questions and preparing up to two (2) addenda, as necessary.

Task 13.3 Bid Evaluation

DOWL shall assist the City in securing construction bids for a contractor to perform the contract work. DOWL will contact contractors approved by the City to invite them to bid. The City will be responsible for advertisement and receipt of all bids. DOWL will produce a bid tabulation and assist the City with evaluation of bids.

Estimated Fee

DOWL proposes to perform this scope of services on a time-and-materials basis for a cost not to exceed \$440,001.33, and contingency tasks if released by the City, in the amount of \$19,690 as shown in the attached spreadsheet of estimated labor costs and expenses. These costs are in accordance with and based upon DOWL's 2020 Standard Billing Rates, also attached.

We hope that this proposal provides you with the information you require at this time. We look forward to working with you on this project.

Sincerely,

Jaime Jordan, PE
Project Manager