



## ***RESOLUTION No. 2016-3281***

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**A RESOLUTION TO AUTHORIZE THE CITY MANAGER PRO TEM TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH KITTELSON & ASSOCIATES INC. TO PROVIDE ENGINEERING, FINANCIAL, AND COMMUNITY OUTREACH SERVICES FOR THE CITY'S PAVEMENT SYSTEM MAINTENANCE AND FUNDING MASTER PLAN PROJECT IN THE AMOUNT OF \$75,000.00.**

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### **RECITALS:**

1. The citizens of Newberg rely and expect a safe dependable transportation network. The current system is getting older and more expensive to maintain, preserve and expand. The roads are showing significant signs of distress. Transportation funding is not keeping up with the need.
2. The July 8, 2014 Pavement Management System Implementation Report prepared by Pavement Services Inc., indicates that the City of Newberg's overall city-wide pavement condition index (PCI) was estimated to be 73 of 100 with a backlog of street repair projects of \$14.3 million dollars.
3. At the September 21, 2015 City Council work session direction was provided to prepare a funding options report to maintain the existing city-wide PCI of 73.
4. At the January 19, 2016 City Council business meeting, consensus was provided to move forward with the preparation of a pavement system maintenance and funding master plan, and to focus on a street utility and street lighting fee as the first phase of supplemental funding.
5. The City received three qualified proposals through the Request for Proposals process to prepare the pavement system maintenance and funding master plan. Kittelson & Associates Inc. was selected as the most qualified consultant per ORS. 279C.110.
6. Kittelson & Associates Inc. submitted a detailed proposal outlining the scope of work with a reasonable cost breakdown included in Attachment "A" and by this reference incorporated.
7. The preparation of the pavement system maintenance and funding master plan and the subsequent City Council adoption of supplemental funding measures will provide the capital improvement project plan and the additional funding needed to properly maintain the roadways throughout the City. Regular planned maintenance to the street pavement systems will decrease the long term pavement and vehicle maintenance costs, and will increase the mobility, comfort, safety, and livability for everyone that works, lives, and visits the City of Newberg.

### **THE CITY OF NEWBERG RESOLVES AS FOLLOWS:**

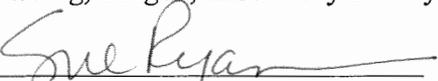
1. The City Council, acting as Contract Review Board for the City, does hereby authorize the City Manager Pro Tem to enter into a Professional Services Agreement Amendment with Kittelson & Associates Inc. to complete the City's Pavement System Maintenance and Funding Master Plan

Project that includes engineering, financial, and public outreach services in the amount of \$75,000.00.

2. The City Manager is authorized to amend the Professional Services Agreement up to ten (10) percent of the amended contract amount.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: May 3, 2016.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 2<sup>nd</sup> day of May, 2016.

  
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Sue Ryan, City Recorder

**ATTEST** by the Mayor this 6th day of May, 2016.

  
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Bob Andrews, Mayor

**ATTACHMENT "A"**

**Scope of Services**

**Pavement System Maintenance & Funding Master Plan**

**April 15, 2016**

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**PROJECT BACKGROUND**

The City of Newberg, similar to other agencies in the region, has witnessed the maintenance costs rise with minimal increases to the available funding. This has reduced the amount of pavement maintenance being performed leading to deterioration of the streets.

The City has retained Kittelson & Associates to prepare and conduct a public outreach program leading to the identification and approval three deliverables: 1) Maintenance Plan for the rehabilitation of streets, 2) Priority policy, and 3) a funding plan.

**PROJECT UNDERSTANDING**

We are proposing to accomplish this in four phases:

**Phase 1: Education** – What money do we have available, what does that get us, and what does that mean for the condition of our roads (Pavement Condition Index)

**Phase 2: Maintenance Plan** – Once the community understands the shortfall and consequences of delay/deferred maintenance; we let them tell us what PCI is acceptable to them. If they are comfortable with gravel road conversions, we build a plan around that. If they want perfect roads, we can deliver that too. By having the community buy into the standard, we can better sell the funding alternatives.

**Phase 3: Finding the Funding** – Knowing the shortfall and the standard of care which the community can accept, funding options can be prepared to match. Again, the community will recommend what funding mechanisms they prefer that are equitable between homeowners, businesses, and institutions.

**Phase 4: Policy** – The final policy document and funding plan will be created to prioritize the improvements over the 10-year cycle and document the funding recommendations.

## SPECIFIC SCOPE OF SERVICES

### Summary of Work

Public Involvement, engineering reports and financial analysis for this project based on the scope of services described herein.

Task 1.0 Project Management and Project Coordination

Task 2.0 Community Involvement Plan

Task 3.0 Pavement Maintenance Plan

Task 4.0 Funding Master Plan

Task 5.0 Prioritization Policy

The duration of this phase of the project is assumed to be eight (8) months (May 2016 through December 2016)

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### Consultant RESPONSIBILITIES

#### Task 1.0 Project Management, Project Coordination, and Project Scheduling

##### 1.1 Project Management

- Provide the management, coordination, and direction to the project team, City of Newberg, and sub-consultants to complete the project on time and on budget.
- Prepare monthly progress reports.
- Schedule project team meetings and prepare meeting agendas. Distribute Meeting Minutes.

##### 1.2 Project Coordination

The proposed approach to project coordination during this phase is to hold project meetings with key project team members and representatives from the City of Newberg and others as needed. The Project Management Team (PMT) will direct all meetings and provide direction to the rest of the team as the project progresses. These meetings will have a specific agenda addressing and resolving project issues as they are encountered. It is assumed that 5 coordination meetings (1 hour each) will be held during this phase of the project (8-month time frame).

##### Task 1.0 Deliverables:

- Preparation, attendance, and participation in up to 5 meetings, 3 at KAI office, 2 at City
- Email Meeting Summaries (5 meetings)
- Monthly Invoices (8 month duration)

## **Task 2.0 Community Involvement Plan**

### **2.1 Strategy Session**

Consultant will prepare a draft Community Involvement Plan (CIP). Consultant will coordinate a Community Involvement Strategy session with the key stakeholders to layout and discuss the Draft CIP program and timeline. Consultant will prepare a final CIP following receipt of comments from the key stakeholders, advisory committee, and PMT.

### **2.2 Advisory Committee**

Consultant will assist the City with the identification of potential community members to participate in the Advisory Committee. We assume that four (4) Advisory Committee meetings will be held, aligned with the phases of the project identified above.

### **2.3 Open Houses – two in-person events.**

- The first open house would focus on education about existing conditions, current Newberg funding, the maintenance gap, what other communities do, etc.
- The second open house would seek feedback on alternatives for funding maintenance at different levels (based on public input regarding community expectations).
- Post Card invitation creation for City distribution.

### **2.4 Small Group Outreach**

Consultant will attend up to 8 meetings with small groups including: the Downtown Association, Rotary, Chamber of Commerce, home owners associations, or university/school district.

### **2.5 Community Events**

Consultant will provide part-time attendance at community events. Participation will be limited to the budget included with this task. Events include, but are not limited to:

- Old Fashion Festival, Tunes on Tuesday, Farmers Market

### **Task 2.0 Deliverables:**

- *Draft Strategy/Community Involvement Plan (3 to 8 pages, Word and PDF)*
- *Final Strategy/Community Involvement Plan (3 to 8 pages, Word and PDF)*
- *Advisory Committee Meetings Agendas and Facilitation (up to 4 Advisory meeting) (City to document meetings)*
- *Open House Plans and Meeting Summaries (2)*
- *Online Survey Instrument and Summary (1)*
- *Small Group Outreach Meeting (up to 8 meetings, 1-hour in duration)*
- *PowerPoint Presentations, Boards & Print Ready Graphics (two PowerPoint Presentation up to 20 slides and up to 4 - 24"x36"boards)*

## **Task 3.0 Pavement Maintenance Plan**

### **3.1 Pavement Condition Education**

Consultant will prepare and conduct a pavement orientation class for up to 30 citizens. Consultant will prepare

up to 3 graphics and a simplified step-by-step guide for citizens to conduct their own Pavement inspection.

### **3.2 Maintenance Matrix**

Consultant will prepare a matrix of pavement maintenance techniques, detailing the approximate cost per lane mile and the expected additional lifespan addition that the improvement will yield.

#### **Task 3.0 Deliverables:**

- *Pavement orientation class*
- *Graphic Handouts (up to 3 graphics and, 30 copies)*
- *Matrix of maintenance options*

### **Task 4.0 Funding Master Plan**

#### **4.1 Existing Funding Constraints**

Building on our previous work for the City in developing a long-range financial plan for the transportation system and analyzing street lighting costs, Consultant will project system revenues from existing funding sources, and ongoing operation, maintenance, and capital (preservation and other project) expenses. This analysis will identify the constraints of existing funding sources.

#### **4.2 Funding Shortfall**

Determination of funding need is dependent in part on the community's willingness to pay for desired service levels. We will develop a financial model that integrates revenue from new street utility and lighting fees with existing and other potential future funding sources to meet desired street operation, maintenance and preservation service levels, and funding for other capital projects.

#### **4.3 Funding Sources**

The City's transportation system funding strategy includes development of designated fees to provide revenue for ongoing street lighting operations and maintenance, and street maintenance and preservation. We will refine the City's estimates from these sources in the context of the public discussion of desired service levels, and evaluation of other potential funding sources.

#### **4.4 Preparation of Technical Memorandum 4A**

Consultant will prepare a Draft Technical Memorandum #4A summarizing Tasks 4.1 through 4.3 for the PMT and Advisory Committee to review and comment. The City will provide a summary of non-conflicting comment on the draft memorandum to the Consultant. The Consultant will prepare a Final Memorandum incorporating the comments.

#### **4.5 Fee Structure Development**

Development of the fee structures and schedules will be based on a 3-step process that begins with

conceptual review and development of issues and alternatives, followed by the selection of approaches based on City-established evaluation criteria, and culminating in the actual development of fees based on the selected alternatives. The arithmetic involved in establishing street lighting and street utility fees is straightforward. That arithmetic, however, depends on numerous key assumptions that feed into the analysis. Decisions need to be made (and defended) regarding how these costs are equitably allocated to different land uses and customers. The analysis needs to be accurate, easy to understand, and defensible. As such, *critical elements of this task include:*

- Establishing the “nexus” or linkage between the services being funded by the new fees and the basis for the charge (e.g., how costs are assessed between different types and sizes of customers). Typical methods for street utility fees include average weekday trip generation, vehicle miles traveled, truck trips, and parking spaces. Street lighting fees may include consideration of light fixture types and building or lot size (dwelling units, street frontage, employees, impervious area, etc.)
- Customer classification and allocation – the basis for grouping customers for purposes of fee assessment, and whether fees within a class are uniform or vary based on one or more scaling measures (number of dwelling units, gross floor area, etc.) The potential equity achieved by more complex fee structures needs to be weighed against administrative requirements and data availability to support the assumptions and determination of customer class billing units for purposes of cost allocation.
- Calculation of fees -- the fee calculations will take into account the overall revenue targets established by the funding plan, and consider factors such as delinquencies, and annual administrative and overhead costs to ensure that net revenues meet established funding needs. Fees by customer type will reflect the selected rate structure, cost allocation, and estimated billing units by customer class.

Consultant will prepare a Draft Technical Memorandum #4B summarizing development of the fee structure for the PMT and Advisory Committee to review and comment. The City will provide a summary of non-conflicting comment on the draft memorandum to the Consultant. The Consultant will prepare a Final Memorandum incorporating the comments.

**Task 4.0 Deliverables:**

- *Draft Technical Memorandum 4A – Existing Funding Constraints, Shortfalls, and Sources( 10 to 15 pages, Word and PDF)*
- *Final Technical Memorandum 4A – Existing Funding Constraints, Shortfalls, and Sources( 10 to 15 pages, Word and PDF)*
- *Draft Technical Memorandum 4B – Fee Structure Development (15 to 25 pages, Word and PDF, )*
- *Final Technical Memorandum 4B – Fee Structure Development (15 to 25 pages, Word and PDF)*

**Task 5.0 Priority Policy**

**5.1 Prioritization Policy**

Consultant will prepare draft and final prioritization policy Memorandum #5A including a matrix of factors to consider when creating a yearly maintenance plan.

**Task 5.0 Deliverables:**

- *Draft Technical Memorandum 5A – Prioritization Policy ( 10 to 15 pages, Word and PDF, up to 15 hard copies)*
- *Final Technical Memorandum 5A – Prioritization Policy ( 10 to 15 pages, Word and PDF, up to 15 hard copies)*

### **Reimbursable Expenses:**

The following reimbursable budget estimate is based on our experience with this project type and the governing agencies. It is an estimate only. Additional budget may be necessary to complete the project.

Customary reimbursable expenses mean the actual expense incurred in direct connection with the project. Vehicle mileage is reimbursed at the current IRS rate for project related travel.

The following project related expenses are reimbursed at cost:

- Copy and Reproduction Services
- Travel Expenses, other than private vehicle mileage
- Express Postage

### **ASSUMPTIONS**

The Consultant has made the following assumptions related to this project.

1. The City has or will be able to obtain information on nonresidential customer types for purposes of determining trip generation. There may be data already from the wastewater customer classifications (which are based on business type for classification of wastewater strengths). However, some additional specificity may be needed for trip generation classification.
2. The City has or will be able to obtain information on nonresidential customer size (for potential assessment of both trip generation models for street utility fee and for other models for sidewalk fees. There may be data already from the storm water billing records (based on impervious area). However, building size or street frontage may also be of interest, depending on selected scaling measures.

### **CITY'S RESPONSIBILITIES**

The City will:

1. Provide mailing lists
2. Provide meeting site and host community events
3. Make reproductions of electronically submitted memorandums

**ATTACHMENT "A"**

**Fees and Payments**

**Pavement System Maintenance &  
Funding Master Plan**

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Consultant proposes to perform the services outlined in Attachment "A" on a time and materials basis not to exceed **\$75,000** in accordance with the contract provisions and rate schedule set forth herein. The attached spreadsheet is a breakdown of the estimated hours and fees.

Pavement Maintenance & Funding Master Plan  
 City of Newberg  
 Professional Services - Hourly Breakdown  
 April 15, 2016  
 Kittelson & Associates, Inc

Task	Kittelson & Associates				GRG		EcoNW		JLA			GeoDesign				TOTALS
	Billing Rate				Billing Rate		Billing Rate		Billing Rate			Billing Rate				
	Principal Engineer	Associate Engineer	Analyst	Associate Technician	Principal	Principal	Project Manager	Analyst	PI 6	PI 5	PI 2	Principal	Senior Associate	Technical Specialist I	CAD	
	MAB	AMR	KML	REB	DG	CS	NP	AD	KK	KS	JH	GPS	KDY	JGH	AKD	
<b>Task 1.0 Project management, Project Coordination</b>																
1.1 Project Management	2.00	8.00			2.00		2.00				7.00					\$3,211.21
1.2 Project Coordination		12.00			6.00				8.00							\$4,365.12
Total Hours	2.00	20.00	0.00	0.00	8.00	0.00	2.00	0.00	8.00	0.00	7.00	0.00	0.00	0.00	0.00	47.00
Labor Cost	\$520.00	\$3,800.00	\$0.00	\$0.00	\$1,320.00	\$0.00	\$260.00	\$0.00	\$1,095.12	\$0.00	\$581.21	\$0.00	\$0.00	\$0.00	\$0.00	\$7,576.33
Total Cost This Task	\$7,576.33															
<b>Task 2.0 Community Involvement Plan</b>																
2.1 Strategy Session		2.00							30.00		4.00					\$4,818.82
2.2 Advisory Committee		12.00			8.00				32.00				3.00			\$8,535.48
2.3 Open House		8.00		8.00	4.00				28.00	20.00	8.00					\$10,220.16
2.4 Small Group Outreach		8.00							2.00							\$1,793.78
2.5 Community Events		8.00		4.00					2.00							\$2,393.78
Total Hours	0.00	38.00	0.00	12.00	12.00	0.00	0.00	0.00	94.00	20.00	12.00	0.00	3.00	0.00	0.00	191.00
Labor Cost	\$ -	\$ 7,220.00	\$ -	\$ 1,800.00	\$ 1,980.00	\$ -	\$ -	\$ -	\$ 12,867.66	\$ 2,343.00	\$ 996.36	\$ -	\$ 555.00	\$ -	\$ -	\$ 27,762.02
Total Cost This Task	\$27,762.02															
<b>Task 3.0 Pavement Maintenance Plan</b>																
3.1 Pavement Condition Education												2.00	16.00	4.00		\$3,890.00
3.2 Maintenance Matrix												2.00	20.00		8.00	\$4,842.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	36.00	4.00	8.00	52.00
Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 812.00	\$6,660.00	\$524.00	\$ 736.00	\$8,732.00
Total Cost This Task	\$8,732.00															
<b>Task 4.0 Funding Masterplan</b>																
4.1 Existing Funding Constraints					3.00		3.00	8.00						3.00		\$2,040.00
4.2 Funding Shortfall					3.00	8.00	3.00	8.00						2.00		\$3,175.00
4.3 Funding Sources					4.00		4.00	4.00						2.00		\$1,850.00
4.4 Technical Memo 4A					2.00											\$330.00
4.5 Fee Structure Development	2.00		12.00		36.00		36.00	48.00								\$16,650.00
Total Hours	2.00	0.00	12.00	0.00	48.00	8.00	46.00	68.00	0.00	0.00	0.00	0.00	7.00	0.00	0.00	191.00
Labor Cost	\$520.00	\$0.00	\$1,920.00	\$0.00	\$7,920.00	\$1,320.00	\$5,960.00	\$5,100.00	\$0.00	\$0.00	\$0.00	\$ -	\$1,295.00	\$0.00	\$ -	\$24,055.00
Total Cost This Task	\$24,055.00															
<b>Task 5.0 Priority Policy</b>																
5.1 Prioritization Policy	4.00	16.00	12.00													\$6,000.00
Total Hours	4.00	16.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
Labor Cost	\$1,040.00	\$3,040.00	\$1,920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00	\$ -	\$6,000.00
<b>PROJECT SUMMARY</b>																
Total Project Hours	8.00	74.00	24.00	12.00	68.00	8.00	48.00	68.00	102.00	20.00	19.00	4.00	46.00	4.00	8.00	513.00
Total Salary Cost	\$2,080.00	\$14,080.00	\$3,840.00	\$1,800.00	\$11,220.00	\$1,320.00	\$5,240.00	\$5,100.00	\$13,962.78	\$2,343.00	\$1,577.57	\$812.00	\$8,510.00	\$524.00	\$783.00	\$74,125.35
Reimbursables																\$874.85
Total Fee	\$2,080.00	\$14,080.00	\$3,840.00	\$1,800.00	\$11,220.00	\$1,320.00	\$8,240.00	\$5,100.00	\$13,962.78	\$2,343.00	\$1,577.57	\$812.00	\$8,510.00	\$524.00	\$738.00	\$75,000.00
<b>PROJECT TOTAL</b>	<b>\$75,000.00</b>															