



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: November 6, 2023		Subject: Resolution No. 3092 Authorizing the City Manager to Execute a Professional Services Agreement with Century West Engineering to provide Engineering Consulting Services for the 2024 Street Maintenance Project (Capital Improvement Project No. 4014, 4118, 4725) Staff Member: Marissa Rauthause, PE, Civil Engineer Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving a Professional Services Agreement (PSA) with Century West Engineering in the amount of \$252,654.90 for Engineering Consulting Services for the 2024 Street Maintenance Project (Capital Improvement Project No. 4014, 4118, 4725).

EXECUTIVE SUMMARY:

The Wilsonville Annual Street Maintenance Program funds the planning, design, and construction of street surface rehabilitation projects necessary to maintain a safe and reliable street network. Specifically, the 2024 Street Maintenance project (Project) aims to rehabilitate paved surface, as well as update sidewalk curb ramps and pedestrian push buttons to current Americans with Disability Act (ADA) standards on Boones Ferry Road between Bailey Street and Wilsonville Road, Bailey Street east of Boones Ferry Road and Boberg Road between Barber Street and Boeckman Road; all of which are depicted in the Vicinity Map (Attachment 1).

A Request for Proposals (RFP) for engineering consulting services was issued on August 21, 2023. A total of three proposals were submitted by the September 21, 2023 deadline, and were subsequently evaluated by the City’s selection review committee. Century West Engineering was identified as the successful proposer in accordance with City and State procurement requirements for professional services over \$100,000.

Century West Engineering will be responsible for delivering contract documents, which will be used to request bids from qualified paving contractors for the construction phase of the Project. Once engineering work is complete and the scope of street maintenance work is determined, a contract amendment for Phase II – Construction Engineering Services will be negotiated with Century West Engineering. Construction Engineering Services consist of project management and inspection support during the construction phase of work.

EXPECTED RESULTS:

Rehabilitation of the street surface will improve the smoothness of the roadway for drivers, extend the useful life of the existing pavement sections, and minimize the cost of future maintenance activities. Early rehabilitation will minimize the risk of a full replacement being required later, continuing to provide a safe, reliable City street network. Pedestrian improvements, including sidewalk curb ramp replacements and adjustments to pedestrian signal will improve the accessibility and safety of City pedestrian facilities.

TIMELINE:

Final design of the Project is scheduled to be completed by the end of March 2024. Construction is anticipated to begin June 2024 and be completed by September 2024.

CURRENT YEAR BUDGET IMPACTS:

The adopted budget for Fiscal Year (FY) 2023-2024 includes funding for engineering design and overhead for the Project as summarized below.

CIP No.	Project Name	Funding Source	Adopted FY 23/24 Budget	Contract Amount
4014	2024 Street Maintenance	Road Maintenance Fees	\$ 2,950,000	\$194,913.60
4118	Street Maintenance	Road Operating	\$234,000	\$37,741.30
4725	Crosswalk Flasher Replacement	Road Operating	\$204,300	\$20,000.00
Total			\$ 3,388,300	\$252,654.90

Additionally, the construction of the prior year (2023) Street Maintenance project is included in the FY 2023-2024 budget and estimated at \$2,690,000, leaving \$260,000 for 2024 Street Maintenance Engineering Services. The contract amount for the Project is within the FY 23/24 budgeted amount. The Project is included in the City's five-year capital improvement plan and will carry into subsequent fiscal years.

COMMUNITY INVOLVEMENT PROCESS:

The 2016 update of the Wilsonville Annual Road Maintenance Program included outreach to ratepayers and formation of a task force with representatives from residential and business interests tasked with making Program recommendations to the City Council.

During design, the project team will coordinate with affected property owners, residents, and businesses to plan for and accommodate access during construction. Prior to the start of construction, there will be a public outreach process to inform the community of the Project and potential impacts. The outreach will be conducted through the Boones Ferry Messenger, City project webpage, social media, project signage, door hangers, and mailers.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Project will provide improvements to streets throughout the City varying in functional classifications from minor arterial to major arterial. Maintaining these streets will improve the safety and reliability of the roads through smoother road surfaces with less cracks and potholes and new, updated striping elements. Maintenance will extend the useful life of these street sections and prevent or delay larger, more costly, replacements in the future.

ALTERNATIVES:

During the design of this project, pavement treatment alternatives will be assessed and selected to ensure the longest extension of effective pavement life at the best value.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Vicinity Map
2. Resolution No. 3018
 - A. 2024 Street Maintenance Professional Services Agreement