



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: December 2, 2024		Subject: Resolution No. 3173 Authorizing the City Manager to Execute a Professional Services Agreement with Century West Engineering to provide Engineering Consulting Services for the FY25-28 Street Maintenance Project (Capital Improvement Project No. 4014)	
		Staff Member: Jason Rice, PE, Consulting Project Manager	
		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 \$409,709.60 for engineering consulting services for the Fiscal Year 2025-2028 (FY25-28) Street Maintenance Projects (Capital Improvement Project No. 4014).

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.

To accomplish the goals of this program, in the past, Staff had requested a design contract for each year of the Street Maintenance Program; however, to create efficiency and savings for the City, this year Staff combined the next four years of Street Maintenance Project design under a single engineering professional services contract. This contract will augment in-house efforts of crack and slurry sealing with the design of non-compliant ADA curb ramps and provide detailed design of roadway treatments such as grind and inlays. A map of the planned street maintenance locations is provided as **Attachment 1**.

A Request for Proposals (RFP) for engineering consulting services was issued on August 7, 2024. A total of two proposals were submitted by the September 10, 2024, 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. The engineering services scope of work is included with the Professional Services Agreement as **Exhibit A to Resolution No. 3173**. A contract amendment with Century West Engineering to add construction engineering services, to be defined and costs negotiated, will follow completion of the engineering design for each phase of the street maintenance 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.

TIMELINE:

This design contract spans four years of Street Maintenance for the City. Final design of each years’ work is scheduled to be completed by the end of March, with construction anticipated to begin each year in July and completed by November.

CURRENT YEAR BUDGET IMPACTS:

The amended budget for Fiscal Year 2024-25 (FY 24-25) includes funding for engineering design and overhead for the Project as summarized below.

CIP No.	Project Name	Funding Source	Amended FY25 Budget	Contract Amount
4014	Street Maintenance	Road Maintenance Fees	\$ 2,842,830	\$409,709.60

Construction of the 2024 Street Maintenance project is currently wrapping up and will expend approximately \$2,000,000 of the available FY24-25 budget. The contract amount for the FY25-28 Street Maintenance project design is within the remaining FY24-25 budgeted amount. The Street Maintenance Projects are 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 rate payers 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 residential local streets to major arterial roadways. 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. 3173
 - A. FY25-28 Street Maintenance Professional Services Agreement