

**RESOLUTION NO. 1554
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION APPROVING A PERSONAL SERVICES AGREEMENT WITH
DOWL, LLC TO PROVIDE PERSONAL SERVICES FOR ENGINEERING SERVICES
REGARDING TRANSPORTATION DESIGN**

Whereas, the City of Prineville (“City”) requires a transportation design for the Peters Road and North Main Intersection improvements.

Whereas, City requires engineering services to complete the aforementioned services.

Whereas, City’s Council serves as the Local Contract Review Board for the City and pursuant to City Resolution 1266 Section 8(C), may award personal services contracts according to specific criteria that are applicable to the services provided.

Whereas, Engineering services are considered personal services pursuant to City Resolution 1266.

Whereas, DOWL, LLC, worked with the City regarding the conceptual design of Peters Road and N. Main intersection improvements, including identifying necessary rights-of-way for the project. With the concept design developed and the rights-of-way acquired, City requires the full design of the intersection and adjacent road.


Whereas, DOWL, LLC, has provided the attached material marked as Exhibit A and incorporated herein.

Whereas, City Counsel finds that DOWL, LLC, meets the following applicable criteria as set out in City Resolution 1266, Section 8(C): (1) total costs to the City for delivery of services; (2) expertise of the contractor in the required area of specialty; (3) references regarding prior work done by the Contractor; (4) capacity and capability to perform the work, including any specialized services within the time limitations for the work; (5) educational and professional records; (6) availability to perform the assignment and familiarity with the area in which the specific work is located; (7) timeliness of delivery of service; (8) experience in working with the City; and (9) knowledge of City’s needs and desires related to the contract.

Now, Therefore, the City of Prineville Resolves as follows:

1. That the City Council, serving in its role as the Local Contract Review Board for the City, hereby approves the City entering into a personal services contract with DOWL, LLC, to provide engineering services related to the City’s transportation design regarding the Peters Road and N. Main Street Intersection improvement and authorizes the City Manager to execute, on behalf of the City, such contract and any other related documents.

Approved by the City Council this 25th day of April, 2023.



Rodney J. Beebe, Mayor

ATTEST:



Lisa Morgan, City Recorder



April 11, 2023

Mr. Casey Kaiser
Public Works Director
City of Prineville
387 NE Third Street
Prineville, OR 97754
(541) 447-8338

**Subject: Civil Engineering Professional Services Proposal
Peters Road and Main Street Intersection Improvement Design Services
Prineville, Oregon**

Dear Casey:

Thank you for the opportunity to submit this professional services proposal to assist with preparations of designs and construction plans for the Peters Road and N. Main Street intersection improvements. Our services will take the previously developed conceptual designs for the intersection to final construction documents. We appreciate the opportunity to continue work on this project with you and the Prineville staff again.

Based on our discussions on March 9, 2023, we understand the City's desire to move forward with designs and construction plans for the intersection improvements. Generally, the project will relocate the T-intersection of Peters Road and N. Main Street to the SW and construct a new signalized, 4-way intersection. This will require realignment of portions of N. Main Street and Peters Road. The project also includes upgrades to the existing, exempt at-grade rail crossing on N. Main Street south of Peters Road and designs for the upgrade of Peters Road from the N. Main intersection to Yellowpine Road.

The proposed improvements can be broken into two segments:

Segment 1B – Peters Road/Main Street Intersection and Rail Crossing Improvements
Segment 1C – Peters Road Improvements: Yellowpine Road to Main Street

We propose to work with Prineville staff to develop construction documents for Segment 1B. We understand that the city may choose not to proceed with construction documents for Segment 1C at this time. DOWL is prepared to prepare preliminary designs for the Segment 1C portion, which can be developed into construction documents if the city chooses to proceed. Plans, specifications, and cost estimates will be developed and refined with each milestone. The two Segments are discussed further below:

Segment 1B – Peters Road/Main Street Intersection and Rail Crossing Improvements

The existing Peters Road/Main Street intersection will be relocated to allow Peters Road to continue west past N. Main Street in a future expansion. N. Main Street and Peters Road will be realigned to accommodate the new signalized intersection location. With the realignment, city utilities and storm drains will need to be redesigned. Overhead utilities will also likely need to be relocated to avoid conflicts with the new roadway alignment.

The new intersection will be immediately adjacent to the existing at-grade rail crossing owned and operated by City of Prineville Railway (COPR). We understand that the existing rail crossing is exempt and that COPR desires to add an island circuit and signals to upgrade the crossing to current standards. We also understand that the intersection signals may need to be interconnected with the new rail signals.

During the conceptual development of the intersection, the City of Prineville purchase right-of-way from W Scott, LLC to accommodate the new intersection location and realignment of Main Street and Peters Road. We understand the dedication is complete and the final design is to stay within public right-of-way.

Improvements within Segment 1B also include removal of the existing northbound right-turn lane, illumination at the new intersection, new fencing, underground utilities, and other related work. We will use existing traffic planning data/volumes, from Transight Consulting, to determine preliminary intersection signal phasing and left turn queue lengths. Final designs may be dependent on potential development plans for the Smith Landing, LLC property to the west. Design of the new traffic signals will follow ODOT specifications and standards.

Segment 1C - Peters Road Improvements: Yellowpine Road to Main Street

We understand the City also intends improving Peters Road from Yellowpine Road to the intersection improvements at N. Main Street in the future. The design portion of the project will be a separate design phase from Segment 1B. The intent is to set the roadway and utility designs that can later be used in construction and bidding documents.

We assume that the limits of Segment 1C will be from the west side of the Yellowpine Road/Peters Road intersection to the east side of the Segment 1B improvements, or where Peters Road begins its realignment. Segment 1C improvements will include upgrading the corridor to a collector street with two 12-foot lanes, a 14-foot center turn lane, 6-foot bike lanes, standard curb, and 5-foot concrete sidewalks. This is the same section that will be used for the Segment 1B improvements. The alignment of Peters Road in Segment 1C will match the existing alignment.

We do not anticipate utility improvements or relocations for Segment 1C. Storm drain improvements are expected. Illumination in Segment 1C is also not anticipated in the scope of work.

DOWL has existing topographic survey for Segments 1B and 1C from previous design phases. and we do not anticipate needs to collect additional data.

SCOPE OF PROFESSIONAL SERVICES

This proposal is based upon our preparation of the prior planning efforts, our discussions on March 9, 2023 and our understanding of the City needs. The following Scope of Professional Services is provided for your review and confirmation. Please review the following Scope of Services to confirm it meets your exact expectations. The scope can easily be modified to meet specific requirements.

Segment 1B – 60% Plans, Specifications, and Estimate

- Refine roadway designs for Peters Road, Main Street, and the new intersection including horizontal and vertical designs and modeling
- Design the signalized intersection at Peters Road/Main Street
- Prepare designs for the rail crossing upgrade and coordinate with COPR on the designs
- Coordinate with ODOT Rail on a crossing order for the updated rail crossing
- Participate in one Design Team coordination and progress review meeting in Prineville.
- Prepare utility plans for street crossings (water, sewer, or franchise utilities) or main extensions (City water or sewer) at specific locations or by direction from City staff.
- Prepare draft 1200-CA permit
- Coordinate with franchise utilities on needed utility relocations including initial meetings, conflict analysis, and notifications.
- Prepare storm drain designs
- Prepare project specifications
- Prepare project cost estimate

- Prepare plan set include the following sheets
 - Public Infrastructure Construction Plan Cover Sheet
 - General Construction Notes Sheet
 - Demolition sheets
 - Street Plan and Profile Sheets
 - Intersection Improvement Sheets
 - Signal sheets
 - Illumination sheets
 - City utility improvements sheets
 - Stormwater Drainage Facilities plans, sections, and detail sheets
 - Miscellaneous Detail Sheets, including details for each curb return and ADA curb ramp
 - Signage and Striping Plans
 - Construction Traffic Control Plans
 - Erosion and Sediment control sheets
 - Rail crossing sheets

Segment 1B – 90% Plans, Specifications, and Estimate

- Respond to City of Prineville review comments
- Refine roadway designs for Peters Road, Main Street, and the new intersection including horizontal and vertical designs and modeling
- Refine the signalized intersection design at Peters Road/Main Street
- Refine designs for the rail crossing upgrade and coordinate with COPR on the designs
- Coordinate with ODOT Rail on a crossing order for the updated rail crossing
- Participate in one Design Team coordination and progress review meeting in Prineville.
- Refine utility plans for street crossings (water, sewer, or franchise utilities) or main extensions (City water or sewer) at specific locations or by direction from City staff.
- Submit 1200-CA permit
- Continue coordination with franchise utilities including review of relocation designs
- Refine storm drain designs
- Refine project specifications
- Refine project cost estimate
- Refine the plan set including the following sheets
 - Public Infrastructure Construction Plan Cover Sheet
 - General Construction Notes Sheet
 - Demolition sheets
 - Street Plan and Profile Sheets
 - Intersection Improvement Sheets
 - Signal sheets
 - Illumination sheets
 - City utility improvements sheets
 - Stormwater Drainage Facilities plans, sections, and detail sheets
 - Miscellaneous Detail Sheets, including details for each curb return and ADA curb ramp
 - Signage and Striping Plans
 - Construction Traffic Control Plans
 - Erosion and Sediment control sheets
 - Rail crossing sheets

Segment 1B – 100% Plans, Specifications, and Estimate

- Respond to City of Prineville review comments
- Complete roadway designs for Peters Road, Main Street, and the new intersection including horizontal and vertical designs and modeling
- Complete the signalized intersection design at Peters Road/Main Street
- Complete designs for the rail crossing upgrade and coordinate with Prineville Rail on the designs

- Coordinate with ODOT Rail on a crossing order for the updated rail crossing
- Participate in one Design Team coordination and progress review meeting in Prineville.
- Complete utility plans for street crossings (water, sewer, or franchise utilities) or main extensions (City water or sewer) at specific locations or by direction from City staff.
- Complete 1200-CA permit
- Complete franchise utility coordination
- Complete storm drain designs
- Complete project specifications
- Complete project cost estimate
- Complete the plan set including the following sheets
 - Public Infrastructure Construction Plan Cover Sheet
 - General Construction Notes Sheet
 - Demolition sheets
 - Street Plan and Profile Sheets
 - Intersection Improvement Sheets
 - Signal sheets
 - Illumination sheets
 - City utility improvements sheets
 - Stormwater Drainage Facilities plans, sections, and detail sheets
 - Miscellaneous Detail Sheets, including details for each curb return and ADA curb ramp
 - Signage and Striping Plans
 - Construction Traffic Control Plans
 - Erosion and Sediment control sheets
 - Rail crossing sheets

Segment 1C – 60% Designs and Estimate

- Refine roadway designs for Peters Road including horizontal and vertical designs and modeling
- Participate in one Design Team coordination and progress review meeting in Prineville.
- Prepare utility designs for street crossings (water, sewer, or franchise utilities) or main extensions (City water or sewer) at specific locations or by direction from City staff.
- Coordinate with franchise utilities on needed utility relocations including initial meetings, conflict analysis, and notifications.
- Prepare storm drain designs
- Prepare a preliminary project cost estimate
- Prepare plan sheets to demonstrate the design (to be used for future construction plans)
 - Demolition sheets
 - Street Plan and Profile Sheets
 - City utility improvements sheets
 - Stormwater Drainage Facilities plans, sections, and detail sheets
 - Miscellaneous Detail Sheets, including details for each curb return and ADA curb ramp
 - Signage and Striping Plans
 - Construction Traffic Control Plans
 - Erosion and Sediment control sheets

Segment 1C – 90% Designs and Estimate

- Respond to City of Prineville review comments
- Refine roadway designs for Peters Road including horizontal and vertical designs and modeling
- Participate in one Design Team coordination and progress review meeting in Prineville.
- Refine utility plans for street crossings (water, sewer, or franchise utilities) or main extensions (City water or sewer) at specific locations or by direction from City staff.
- Coordinate with franchise utilities on needed utility relocations including initial meetings, conflict analysis, and notifications.
- Refine storm drain designs

- Refine preliminary project cost estimate
- Provide plots of the refined design plan set noted in the 60% Design phase.

Bi-weekly Progress Meetings and Project Management

- Gather information, review schedules, solicit input from the Design Team, and prepare meeting agendas for bi-weekly project review meetings with City of Prineville staff.
- Participate in bi-weekly project review meetings through video conference calls (Teams Meetings).
- For budgeting purposes, 20 bi-weekly meetings are included.
- Develop and maintain a Project Schedule.

Assumptions and Exclusions:

- Construction cost estimates will be based upon recent local construction projects, contractor input and regional average bid item prices.
- Survey, Right of Way, Geotechnical, Environmental, Cultural, Structural related services are not included in this proposal.
- Transportation Engineering services, to further evaluate intersections or roadway capacity or establish anticipated traffic volumes, are not anticipated and not included in this proposal.
- The Phase 1B construction documents are anticipated to graphically show the basic layout for the railroad grade crossing warning system. This will be prepared based on industry practices and presented to ODOT Rail for review and input. As the railroad owner, it is assumed COPR will contract directly with a rail signal contractor, such as CDL Electric, to develop circuit plans and install the crossing warning system.

DOWL is excited to provide these services to help make your project a success. We are available to begin work on this project immediately and will commit appropriate staff to meet your expectations.

DOWL will complete the Scope of Services described above on a **Time and Materials, Not to Exceed** basis. These fees are provided in the following table.

Fee Summary:

Task	Fee
Segment 1B – Peters Rd./Main St. Intersection and Rail Crossing	
60% Plans, Specifications, & Estimate	\$60,200.00
90% Plans, Specifications, & Estimate	\$71,900.00
100% Plans, Specifications & Estimate	\$65,700.00
Segment 1C – Peters Road, Yellowpine Rd. to Main St.	
60% Design & Estimate	\$29,900.00
90% Design & Estimate	\$23,500.00
Bi-weekly Progress Meetings and Project Management	\$17,300.00
Total:	\$268,500.00

Thank you for considering the DOWL team. Please contact us with any questions regarding this proposal or our approach to this project. DOWL is willing to review a City of Prineville Professional Services Contract for the services noted as Scope of Professional Services.

Sincerely,

DOWL



Justin A. Mason, PE, CWRE, DBIA
 Civil & Land Development – Site Design Leader

DOWL



Steven R. Hannas, PE, PLS
 Project Manager