

RESOLUTION NO. 2677

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH ALTA PLANNING AND DESIGN TO CREATE A CITYWIDE SIGN DESIGN AND WAYFINDING SIGNAGE PLAN INCLUDING IMPLEMENTATION (CIP #3003 AND #8118).

WHEREAS, for fiscal years 2017-19, City Council created a goal to “*develop a wayfinding plan*” to support community design and livability; and

WHEREAS, the project is currently funded in the adopted FY 2017-18 budget through CIP #3003 – Citywide Signage/Wayfinding Plan and CIP #8118 – Monument Sign Replacement (new logo) (Project); and

WHEREAS, the City solicited Requests for Proposals (RFP) from qualified consulting firms in compliance with the City of Wilsonville Municipal Code and Oregon Public Contracting laws to assist the City with the foregoing tasks; and

WHEREAS, an internal review team reviewed and scored the four submitted proposals and has determined that Alta Planning and Design submitted the most qualified proposal at a competitive fee for the desired services; and

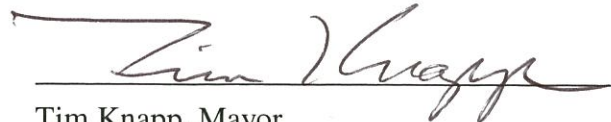
WHEREAS, the Professional Services Agreement documents the consultant will be paid on a time and materials basis not to exceed ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000).

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and the Alta Planning and Design proposal ranked highest when considering experience, project understanding, approach and cost.
2. City Council authorizes the City Manager to execute a Professional Services Agreement in the amount of ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000) with Alta Planning and Design to complete the citywide sign design and wayfinding plan as well as implement a portion of the plan in the form attached hereto as **Exhibit A**.

3. The Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 19th day of March 2018, and filed with the Wilsonville City Recorder this date.



Tim Knapp, Mayor

ATTEST:



Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Excused
Councilor Akervall	Yes

Attachment:

Exhibit A - PSA Sign Design and Wayfinding Signage Plan (3003 & #8118)

Resolution No. 2677 - Exhibit A

CITY OF WILSONVILLE PROFESSIONAL SERVICES AGREEMENT SIGN DESIGN AND WAYFINDING SIGNAGE PLAN (#3003 & #8118)

This Professional Services Agreement (“Agreement”) is made and entered into on this ____ day of March 2018 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Alta Planning + Design, Inc.**, a California corporation (hereinafter referred to as “Consultant”).

RECITALS

WHEREAS, the City requires services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such services as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Term

The term of this Agreement shall be from the Effective Date until all services required to be performed hereunder (“Services”) are completed and accepted, or no later than November 1, 2018, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City.

Section 2. Consultant’s Services

2.1. Consultant shall diligently perform the planning, design, and implementation of a city-wide Sign Design and Wayfinding Signage Plan, including construction of signs, kiosks, and other directional wayfinding elements (“Services”), according to the requirements and deliverable dates identified in the Scope of Work, attached hereto as **Exhibit A** and incorporated by reference herein, for the Sign Design and Wayfinding Signage Plan Project (“Project”).

2.2. All written documents, drawings, and plans submitted by Consultant in conjunction with the Services shall bear the signature, stamp, or initials of Consultant’s authorized Project Manager. Any documents submitted by Consultant which do not bear the signature, stamp, or initials of Consultant’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Services or Scope of Work given by Consultant’s Project Manager may be verbal or in writing, and may be relied upon by the City,

whether given verbally or in writing. If requested by the City to be in writing, Consultant's Project Manager will provide such written documentation.

2.3. Consultant will not be deemed to be in default by reason of delays in performance due to reasons beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

2.4. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Work described herein.

2.5. Consultant shall maintain the confidentiality of any confidential information marked as confidential that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to work on the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

Section 3. Compensation

3.1. Except as otherwise set forth in this **Section 3**, the City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000) for performance of the Services ("Compensation Amount"). Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant.

3.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Work described on **Exhibit A**, Consultant shall provide such additional services and bill the City at the hourly rates outlined on Consultant's Rate Schedule, as set forth in **Exhibit B**. Compensation above the amount shown in **Subsection 3.1**, including compensation under this **Section 3.2**, requires a written Addendum, executed in compliance with the provisions of **Section 15**.

3.3. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

3.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

3.5. Consultant's Compensation Amount and Rate Schedule are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright costs, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

Section 4. Prevailing Wages

This is a contract for a Public Works Project subject to ORS 279C.800 to 279C.870. Therefore, not less than the current applicable state prevailing wage must be paid on this Project. Wage rates for this Project are those published by the Bureau of Labor and Industries (BOLI), effective July 1, 2017, and all subsequent amendments. The BOLI prevailing wage rate for public works contracts can be found at the following website: http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx. Because this is a public works contract subject to payment of prevailing wages, each worker in each trade or occupation employed in the performance of the Services, either by Consultant, a subcontractor, or other person doing or contracting to do, or contracting for the whole or any part of the Services, must be paid not less than the applicable state prevailing wage for an hour's work in the same trade or occupation in the locality where such labor is performed, in accordance with ORS 279C.838 and 279C.840, if applicable. Consultant must comply with all public contracting wages required by law. Consultant and any subcontractor, or their sureties, shall file a certificate of rate of wage as required by ORS 279C.845. If the City determines at any time that the prevailing rate of wages has not been or is not being paid as required herein, it may retain from the moneys due to Consultant an amount sufficient to make up the difference between the wages actually paid and the prevailing rate of wages, and may also cancel the contract for breach. Consultant shall be liable to the workers affected for failure to pay the required rate of wage, including all fringe benefits under ORS 279C.840(5). Consultant shall include a contract provision in compliance with this paragraph in every subcontract and shall require each subcontractor to include it in subcontract(s).

Section 5. City's Rights and Responsibilities

5.1. The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

5.2. Award of this contract is subject to budget appropriation. Funds are approved for Fiscal Year 2017-18. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this contract early for whatever cause, as described in Section 13.

Section 6. City's Project Manager

The City's Project Manager is Chris Neamtzu. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

Section 7. Consultant's Project Manager

Consultant's Project Manager is Katie Mangle. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

Section 8. Project Information

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

Section 9. Subcontractors and Assignments

9.1. Unless expressly authorized in **Exhibit A** or **Section 10** of this Agreement, Consultant shall not subcontract with others for any of the Services prescribed herein. Consultant shall not assign any of Consultant's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Agreement, the City incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any attempted assignment of this Agreement without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of Consultant shall not be subject to additional reimbursement by the City.

9.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

Section 10. Consultant Is Independent Contractor

10.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 3** of this

Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

10.2. Consultant may request that some consulting Services be performed on the Project by persons or firms other than Consultant, through a subcontract with Consultant. Consultant acknowledges that if such Services are provided to the City pursuant to a subcontract(s) between Consultant and those who provide such services, Consultant may not utilize any subcontractor(s), or in any way assign its responsibility under this Agreement, without first obtaining the express written consent of the City, which consent may be given or denied in the City's sole discretion. For all Services performed under subcontract to Consultant, as approved by the City, Consultant shall only charge the compensation rates shown on an approved Rate Schedule. Rate Schedules for named or unnamed subcontractors, and Consultant markups of subcontractor billings, will only be recognized by the City as set forth in Consultant's Rate Schedule, unless documented and approved, in writing, by the City pursuant to a modification to Consultant's Rate Schedule, per **Section 15** of this Agreement. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Consultant.

10.3. Consultant shall defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with and be subject to the provisions of this **Section 10** and meet the same insurance requirements of Consultant under this Agreement.

Section 11. Consultant Responsibilities

11.1. Consultant shall make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement, as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the subcontractor furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

11.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses. Unless otherwise

expressly set forth on **Exhibit B** as a reimbursable expense item not included in the Compensation Amount, specific costs associated with items set forth in this subsection shall be deemed as fully and conclusively included in the rate upon which Consultant's Compensation Amount is based.

11.3. No person shall be discriminated against by Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City.

11.4. References to "subcontractor" mean a subcontractor at any tier.

Section 12. Indemnity and Insurance

12.1. Indemnification. To the fullest extent allowed by law, Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Consultant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Consultant's failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 12.2**. Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant.

12.2. Standard of Care. In the performance of professional services, Consultant agrees to use at least that degree of care and skill exercised under similar circumstances by professional members of Consultant's profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

12.3. Insurance Requirements. Consultant shall maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities or work hereunder. Any and all agents, contractors, or subcontractors with which Consultant contracts to work on the Services must have insurance that conforms to the insurance requirements in this Agreement. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The

policy or policies of insurance maintained by Consultant shall provide at least the following minimum limits and coverages at all times during performance under this Agreement:

12.3.1. Commercial General Liability Insurance. Consultant and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an “occurrence” form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

12.3.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years thereafter.

12.3.3. Business Automobile Liability Insurance. If Consultant or any subcontractors will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

12.3.4. Workers Compensation Insurance. Consultant, its subcontractors, and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer’s Liability Insurance with coverage limits of not less than **\$500,000** each accident.

12.3.5. Insurance Carrier Rating. Coverages provided by Consultant and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

12.3.6. Additional Insured and Termination Endorsements. Additional Insured coverage under Consultant's Commercial General Liability, Automobile Liability, and Excess Liability Policy(ies), as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder. Consultant must be an additional insured on the insurance policies obtained by its subcontractors performing work on the Services contemplated under this Agreement.

12.3.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

12.4. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

Section 13. Early Termination; Default

13.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

13.1.1. By mutual written consent of the parties;

13.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

13.1.3. By Consultant, effective upon seven (7) days' prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

13.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract,

Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

13.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

13.4. Termination under any provision of this section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in **Section 17**, for which Consultant has received payment or the City has made payment.

Section 14. Suspension of Services

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

Section 15. Modification/Addendum

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in **Section 3** of this Agreement, or changes or modifies the Scope of Work or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for

which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase or decrease in the Compensation Amount. The Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

Section 16. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of four (4) years, unless within that time the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

Section 17. Property of the City

17.1. All documents, reports, and research gathered or prepared by Consultant under this Agreement, including but not limited to spreadsheets, charts, graphs, drawings, modeling, maps, data generation, papers, diaries, and inspection reports, shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation.

17.2. Consultant shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all work performed by Consultant pursuant to this Agreement without the express written permission of Consultant.

Section 18. Notices

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of Wilsonville
 Attn: Chris Neamtzu
 29799 SW Town Center Loop East
 Wilsonville, OR 97070

To Consultant: Alta Planning + Design, Inc.
 Attn: Katie Mangle
 711 SE Grand Avenue
 Portland, OR 97214

Section 19. Miscellaneous Provisions

19.1. Integration. This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral

discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Agreement shall control.

19.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

19.3. No Assignment. Consultant may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

19.4. Adherence to Law. In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit A**, shall be obtained and maintained throughout the term of this Agreement.

19.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon. All contractual provisions required by ORS Chapters 279A and 279C to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

19.6. Jurisdiction. Venue for any dispute will be in Clackamas County Circuit Court.

19.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

19.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

19.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

19.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

19.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

19.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

19.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

19.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

19.15. Good Faith and Reasonableness. The Parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

19.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

19.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

19.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

19.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

19.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

The Consultant and the City hereby agree to all provisions of this Agreement.

CONSULTANT:

CITY:

ALTA PLANNING + DESIGN, INC.

CITY OF WILSONVILLE

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

Employer I.D. No. _____

APPROVED AS TO FORM:

Amanda Guile-Hinman, Asst. City Attorney
City of Wilsonville, Oregon

EXHIBIT A

SCOPE OF WORK

Consultant will provide a unified signage design that is reflective of the City's identity and consistent in color, font, materials, architectural elements, and graphics. Consultant shall establish a clear and consistent communication framework for the duration of the Project. Ultimate approval of the Sign Design and Wayfinding Signage Plan will be made by the City Council, with a recommendation from the Planning Commission. The finalized Scope of Work will include an effective project management approach that includes regular project updates and coordination between Consultant team members.

After Consultant develops a Sign Design and Wayfinding Signage Program, Consultant will also manage a Wayfinding Sign Demonstration Project that will demonstrate the implementation of the Sign Design and Wayfinding Signage Program.

Phase 1 of the Scope of Work (Maximum Budget - \$75,000)

Essential elements of the Sign Design and Wayfinding Signage Program will include:

Wayfinding Signage Strategy

- Conduct a **needs assessment**, including an inventory and assessment of existing signage and principal destinations. Identify user groups, their specific needs, and potential wayfinding difficulties.
- Develop and implement an innovative **public engagement plan** that considers cutting-edge technology, multiple platforms, and targeted outreach to reach a broad cross-section of the community, property owners, and traditionally underrepresented community members. Involvement opportunities could involve, but are not limited to, an advisory committee, workshops, focus groups, visual preference surveys, online or mobile feedback, and photo and data gathering tools.
- Establish a **wayfinding framework** that clearly defines the purpose and goals of the wayfinding signage program.
- Develop a **wayfinding signage system** that identifies area districts, hierarchical sign types, such as entry, directional, destination (permanent and special event), parking, pedestrian and bicycle signage, and locations of signs. Consideration should be given to the expandability of the system; ease of changing sign copy/message; and long-term maintenance.
- Develop a proposed **implementation schedule** that prioritizes the wayfinding sign installation identifying need, type, location, audience, and cost.
- Prepare a **cost estimate** for full implementation of the Wayfinding Sign Plan.

Sign Design and Specifications

- Prepare at least three (3) **schematic design concepts** of each facility, entrance, park, and monument sign as well as wayfinding sign/kiosk and other wayfinding elements to be

reviewed by the City. Revise design concepts pursuant to feedback from City staff and/or City officials.

- Prepare **sign specifications and construction drawings for each preferred design concept**, including performance and material specifications and design standards for each sign type. Specifications should include full color renderings and all fabrication and installation details so that it is ready for construction.
- Prepare a cost estimate for each sign preferred design concept.

Phase 2 of the Scope of Work (Maximum Budget - \$50,000)

Wayfinding Sign Demonstration Project

After the Sign Design and Wayfinding Signage Program are completed, Consultant will design, manage, and execute a demonstration project to kick-off the implementation phase of the Wayfinding Signage Program, including the fabrication and installation of at least one (1) and up to four (4) signs. The two (2) existing monument signs at the I-5/Wilsonville Road interchange are likely candidates for a demonstration project.

Project Deliverables

Five (5) hard copies and one (1) electronic copy of the final Sign Design and Wayfinding Signage Plan, including a narrative, illustrations, and maps documenting the study process and results, shall be submitted. Design standards should provide sample illustrations and construction drawings for sign fabrication and installation suitable for seeking construction bids for fabrication and installation. The standards should also include initial cost estimates for implementing signage according to the Plan, for the City's budgeting purposes.

Budget

Funding for this Project will be provided by City funds. The estimated cost for the requested services in Phase 1 is not to exceed \$75,000. The budget for the requested goods and services in Phase 2 is not to exceed \$50,000, for a total Project cost not to exceed \$125,000. The City reserves the right to modify the Scope of Work based on the selected Consultant's Proposal.

Project Understanding and Scope of Work

A well-defined wayfinding system provides residents and visitors with an intuitive and accessible way to explore a community, its services, and attractions. We understand that the City is interested in better connecting people walking, biking, or driving to destinations throughout Wilsonville. Gateway monuments, directional signs, information kiosks, maps, and waymarkers will support safe, convenient, and comfortable navigation for people driving, biking, walking, and using transit within Wilsonville. Alta brings internationally recognized expertise and dedication to the planning, design, and implementation of multi-modal wayfinding systems. Alta will work with the City Project Manager (PM) to develop a locally appropriate wayfinding system that addresses the needs in Wilsonville. Our proposal aims to create a cost-effective program that is easy to expand and maintain and a community supported design that reflects the city's unique identity.

PHASE 1

TASK 1.1 PROJECT MANAGEMENT AND QUALITY CONTROL

Alta's Project Manager (PM), Mary Stewart, PLA, will be in contact with the City's PM on a regular basis to provide progress reports, introduce and discuss project deliverables, and clarify questions and feedback. At Alta, we pride ourselves on providing clear and regular channels of communication so our clients have a full understanding of expectations, work plan, and schedule.

Deliverables

- Bi-weekly progress update calls
- Schedule updates and monthly invoicing

TASK 1.2 WAYFINDING SIGNAGE STRATEGY

Based on findings from field work, desk review, and stakeholder and community input, Alta will draft a wayfinding signage program for the City of Wilsonville.

TASK 1.2.1 BACKGROUND REVIEW AND INVENTORY

One of our first steps will be to request background documents and base GIS data from the City (Memo #1). We will review relevant plans and policies such as the Wilsonville Transportation System Plan, Comprehensive Plan, and the Wilsonville Branding and Identity Strategy.

We assume the City will provide us with base GIS data showing the locations of primary circulation routes, existing wayfinding signs, and local destinations.

Alta will use this base data to prepare a circulation and destinations map to use during our needs assessment and initial meetings to verify prominent arrival points, major circulation routes, and to verify city destinations and current navigational challenges. A field review will help confirm our initial findings.

Deliverable

- Memo #1: Data needs request

TASK 1.2.2 WAYFINDING FRAMEWORK

Based on feedback from stakeholders and City staff, Alta will draft a framework defining the purpose and goals of the wayfinding signage program. The wayfinding framework will help prioritize sign implementation phasing.

Deliverable

- Wayfinding framework

TASK 1.2.3 PUBLIC ENGAGEMENT PLAN

Alta is committed to integrating community engagement into planning and design, and using engagement tools that bring these processes to life. Mary will work with the City to develop an engagement plan that identifies project stakeholders, defines the timeframes, and utilizes the most appropriate engagement tool at each phase. She will work closely with the City's PM to design a process that is tailored to this project, with smart and meaningful engagement that results in a better product for all.

Alta employs a number of community engagement strategies that are specifically relevant to wayfinding programs, ranging from interactive focus groups and visual preference surveys to digital and online approaches that engage stakeholders in the design process, facilitate public review and comment on design alternatives, and enhance the project outcome and community support.

One step that has been particularly successful in our process is the formation of a Wayfinding Focus Group. The group could include residents, business owners, community leaders, and members of the Planning Commission or City Council, together with traditionally underrepresented community members.

Deliverable

- Memo #2: Public engagement plan

TASK 1.2.4 PROJECT KICK-OFF, FIELD REVIEW, AND NEEDS ASSESSMENT

Using maps and background information, we will conduct a field review and site assessment of wayfinding opportunities and constraints. This review will examine existing signage and infrastructure, future development sites, and major destinations. During this initial field visit, we will meet with the appropriate people in the City’s Public Works Department regarding fabrication capabilities and maintenance needs. After the field review, our team will lead a kick-off meeting (Meeting #1) with City staff to discuss the design vision and goals for Wilsonville’s wayfinding program. Next, Alta and City staff will meet with the Wayfinding Focus Group to conduct a visual identity exercise, a mental mapping exercise, a wayfinding orientation presentation, and a presentation on initial needs assessment and field review findings.

Deliverable

- Meeting #1: Kick-off and field tour

TASK 1.2.5 WAYFINDING SIGNAGE SYSTEM

Alta has developed a clear and effective approach to helping clients create wayfinding systems. We will build off the work done for the City’s bike wayfinding project and refine the hierarchical list of destination types to include wayfinding for people walking and driving. Categories may include:

- » Tier 1 – Districts and Neighborhoods
- » Tier 2 – Landmarks
- » Tier 3 – Local Destinations

Once the City agrees on the categories, Alta will recommend potential destinations for each category. The City PM will review and confirm final destination names and provide the list to Alta in order to create a wayfinding focal point map. This map will highlight the agreed upon destinations, entry points and districts. Alta will produce a GIS map package for the City’s future use and a PDF map for use throughout the project.

Deliverable

- Focal point map (GIS map package and PDF)

TASK 1.2.6 ROUTE PRIORITIZATION FOR WAYFINDING

To support a phased implementation of the wayfinding system, it is important to identify priority routes that will provide the greatest impact at the lowest cost.

Using Alta’s proprietary wayfinding route prioritization model and existing GIS data provided by the City, we will review route readiness, proximity to destinations, overall need, and gap closure as they relate to navigational challenges in the City.

Deliverable

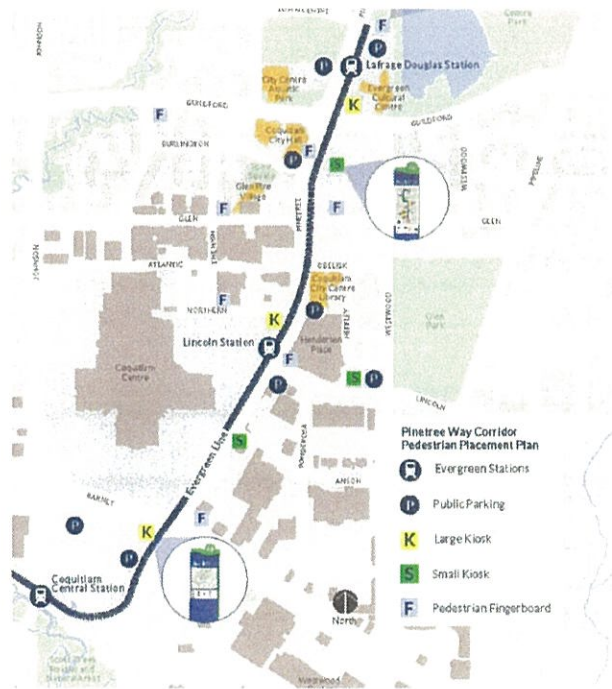
- Wayfinding route prioritization (GIS map package and PDF)

TASK 1.2.7 WAYFINDING SIGN PLACEMENT MAP AND PHASING MAP

The focal point map will be used to develop a sign placement map showing the approximate location of existing signs (data provided by the City) and proposed signs. This data will be the basis for the phasing map which will show signs organized by type, approximate location, audience/user, and prioritized by need (i.e., immediate, near term, or long term). We will provide planning level cost estimates for each sign type and a total cost for full implementation.

Deliverables

- Sign placement map
- Phasing map
- Wayfinding system cost estimate



Signage placement plan for Coquitlam, BC Wayfinding Plan and Design

TASK 1.3 SIGN DESIGN AND SPECIFICATIONS

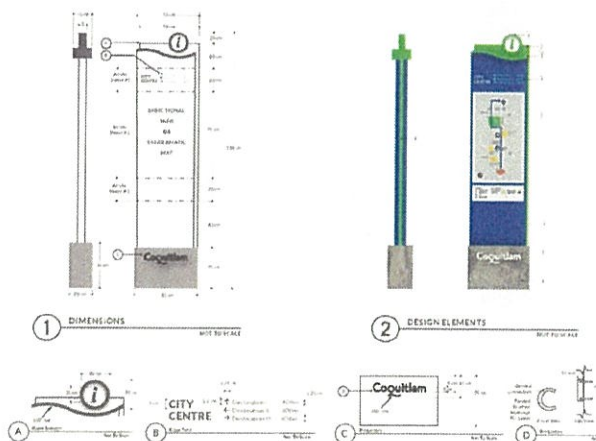
Our team will work collaboratively to develop sign designs that speak to the unique character of Wilsonville and its geographic and historic significance within the region, while remaining constructible, cost effective, and expandable.

TASK 1.3.1 DESIGN BRIEF

Before commencing with wayfinding system design, we will submit a design brief (Memo #3) to summarize feedback and input received to date. We will ask the City to confirm that the values and preferences are accurately represented.

Deliverable

- Memo #3: Design brief



Design intent map and kiosk for Coquitlam, BC Wayfinding Plan and Design

TASK 1.3.2 SCHEMATIC DESIGN CONCEPTS

We will develop three wayfinding design concepts, considering the City's new branding and logo design, existing signage, locally identified landmarks, and district architectural guidelines. Each sign family will have a unique character and consider information hierarchy, terminology and nomenclature, audience considerations, functional requirements, design criteria, marketing goals, vandal resistance, and maintenance. Flexibility will also be considered so that each district may be uniquely identified through colors, logos, and/or materials. Clear, universal, graphic icons will be used for legibility and to reach the a broad audience while minimizing visual clutter. Subcontractor Security Signs will review the three design concepts and provide feedback on constructability and materials options of each. The three alternative concepts will be presented as part of a public open house where feedback will be requested. Materials presented at the open house will be translated into an online survey so that feedback may be solicited from those who are unable to attend. Alta will collect and analyze the feedback.

Deliverables

- Online survey: design concepts
- Meeting #2: Design concept open house

TASK 1.3.3 PREFERRED DESIGN

Alta does not anticipate that a single sign family will be selected, but rather, some characteristics of each design will be favored. Once we have feedback from the City, Alta will incorporate the favored elements from each design to generate a single preferred sign family. Security Signs will review the preferred design and provide feedback on constructability and materials options. This design will be presented to the City for a final round of comments. Alta will then prepare revised illustrative designs showing the preferred wayfinding design concept for a presentation to the Planning Commission, or other group as identified in the engagement plan.

Deliverables

- Draft preferred sign family design
- Revised preferred sign family design
- Meeting #3: Public presentation



Sign family for St. Helens, OR Wayfinding Plan and Design

TASK 1.3.4 SIGN DESIGN AND WAYFINDING SIGNAGE PLAN

Alta will compile all final maps, memos, and illustrative concepts and summarize them in a succinct Sign Design and Wayfinding Signage Plan documenting the study process and results.

Deliverable

- Five hard copies and one electronic copy of the final Sign Design and Wayfinding Signage Plan

TASK 1.3.5 DESIGN INTENT PACKAGE

Although the City’s RFP calls for formal construction drawings, it is our experience that design intent level drawings are the most cost effective approach for implementing wayfinding sign plans because they allow for more effective manufacturing techniques with fewer change orders.

Alta, with quality review support from Security Signs, will prepare design intent level plans, performance specifications, and cost estimates for the preferred sign family. Design intent drawings illustrate the intent of the design and include sufficient detail to release the package for a competitive bid.

Deliverables:

- Design Intent package
- Performance specifications
- Construction cost estimate

PHASE 2

TASK 2.1 WAYFINDING SIGN DEMONSTRATION PROJECT

Security Signs will provide fabrication and installation services for a demonstration project to kick off the implementation phase of the project. Depending on the available budget, the team will provide design review, fabrication and installation of at least one and up to four signs. We understand that the City is currently reevaluating budget availability for this task, so we are providing an estimate of consultant fee only and not sign fabrication or installation.

TASK 2.1.1 SUBMITTAL REVIEW AND IMPLEMENTATION OVERSIGHT

In order to provide design consistency and quality of construction, this task will include implementation oversight from Alta. Alta’s Project Engineer, Sacha Barkhuff, PE, will review and approve submittals, RFI’s, and all shop drawings associated with each sign to be implemented. Sacha will also conduct up to three site visits during the implementation phase and will coordinate with the Security Signs throughout this process.

OPTIONAL TASKS

Map Graphics

Preparation of a hand held or kiosk map is an optional additional task to the wayfinding signage plan. The preparation of orientation maps would result in four maps of similar orientation, extent, and scale, using base GIS data provided by the City. Each map would include a "You Are Here" icon based on kiosk location. Up to two rounds of revisions would be included. The same identical map (only the "You Are Here" icon would move) would be printed and applied to each kiosk face.

Deliverable

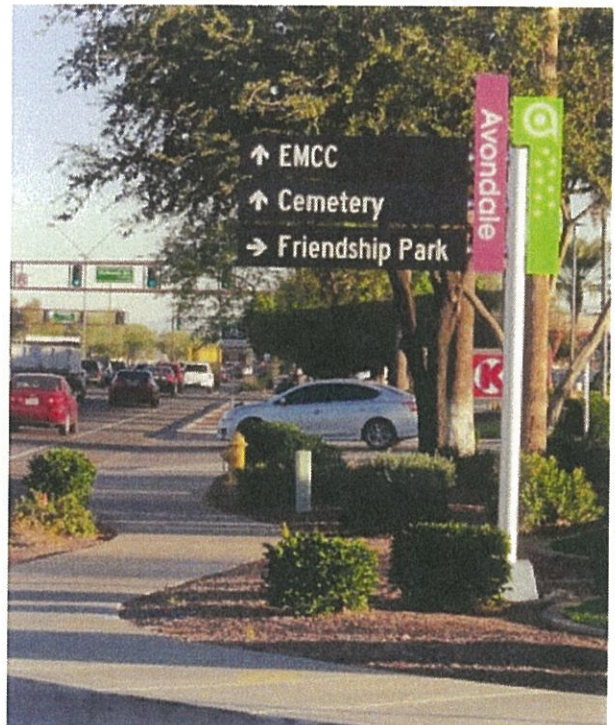
- Four map graphics

Sign Placement Plans

Alta would select up to four high priority routes and provide placement plans for up to 20 signs for City staff to reference during implementation. The sign placement plan will include the identification of sign locations in the field and be photographed so that they can be incorporated into work orders. Field review will identify locations where signs can be placed on existing sign or utility poles, or where new poles are required. These will serve as examples that staff can reference when expanding the system to implement signage on future routes.

Deliverable

- Sign placement plan including up to 20 individual signs



Implemented signage from Avondale, AZ Wayfinding Plan and Design

Wilsonville, OR

prepared by Alta Planning + Design, 02/23/2018

Exhibit B

TASK	Alta Planning + Design										Security Signs	Task Hours	Total Task Fee	
	Principal-in-Charge	Project Manager	Wayfinding Adviser	APM	Planner/GIS	Engineer	Web Developer	Graphic Designer	Staff	SS				
	2018 Hourly Rate*													
Task 1.1: Project Management														
Project Management and Quality Control	Katie	Mary	Deven	Christo	Mike S.	Sacha	Ethan	Cat						
	\$205	\$137	\$137	\$98	\$98	\$129	\$129	\$115						
	4	24	0	0	0	0	0	0	0	0	0	28	\$4,100	
	4	24										28	\$4,108	
Task 2: Wayfinding Signage Strategy														
1.2.1: Background Review and Inventory	6	32	4	98	36	0	0	6				119	\$20,384	
1.2.2: Project Kick-Off, Field Review, & Needs Assessment	1	6	1	12	4							24	\$2,732	
1.2.3: Wayfinding Framework	1	12	1	16				6				36	\$4,244	
1.2.4: Wayfinding Signage System	4	4		4								8	\$940	
1.2.6: Route Prioritization for Wayfinding	4	4	1	12	12							29	\$3,037	
1.2.7: Wayfinding Sign Placement Map & Phasing Map	2	2	2	6	12							22	\$2,448	
	2	4	1	48	8							67	\$6,983	
Task 1.3: Sign Design & Specifications														
1.3.1: Design Brief	7	76	6	130	4	52	40	126				345	\$53,759	
1.3.2: Schematic Design Concepts:	1	2		12								15	\$1,655	
Option 1 (In-person Open House)	18	18		24				48				94	\$10,738	
Option 2 (Online Open House)	8	8		12	4								\$2,664	
1.3.3: Preferred Design	6	6		12			40	30					\$10,608	
1.3.4: Sign Design & Wayfinding Signage Plan	2	22	2	20				32				82	\$9,730	
1.3.5: Design Intent	2	8	2	12				16				40	\$4,796	
	2	12	2	38		52						114	\$13,560	
Task 2.1: Wayfinding Sign Demonstration Project														
2.1.1: Submittal Review & Implementation Oversight	2	6	0	6	0	20	0	0				34	\$4,400	
	2	6		6		20						34	\$4,400	
Staff Hours	19	138	10	234	40	72	40	132				492	\$82,651	
Reimbursable Expenses & Travel														
Project Total	\$3,895	\$18,906	\$1,370	\$22,932	\$3,920	\$9,288	\$5,160	\$15,180				\$2,000	\$83,501	

GENERAL NOTES:

* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.

* Hourly rates are for calendar year 2018, and will be adjusted if work is continued into subsequent year(s).

Wilsonville Wayfinding Schedule

2018	March	April	May	June	July	August	September	October	November
Task 1.1: Project Management									
1.1.1: Project Management and Quality Control (ongoing)									
Task 2: Wayfinding Signage Strategy									
1.2.1: Background Review and Inventory	#1, KD #2, FG								
1.2.2: Project Kick-Off, Field Review, & Needs Assessment									
1.2.3: Wayfinding Framework									
1.2.4: Wayfinding Signage System									
1.2.5: Route Prioritization for Wayfinding									
1.2.6: Wayfinding Sign Placement Map & Phasing Map									
Task 1.3: Sign Design & Specifications									
1.3.1: Design Brief									
1.3.2: Schematic Design Concepts			#3 OH						
1.3.3: Preferred Design									
1.3.4: Sign Design & Wayfinding Signage Plan					#4 WS				
1.3.5: Design Intent									
Task 2.1: Wayfinding Sign Demonstration Project									
2.1.1: Submittal Review & Implementation Oversight									
Optional Tasks									
Map Graphics									
Installation of Wayfinding Sign Demonstration Project									
Meeting/Workshop									
Task Progress									
Draft Deliverable									
Client review									
Final Deliverable									

Council Meeting - 7 pm - First and third Monday of every month. (5 pm work session)

Planning Commission Meeting - 6 pm - Second Wednesday