RESOLUTION NO. 2081

A RESOLUTION OF THE NORTH PLAINS CITY COUNCIL AWARDING A CONTRACT TO 3-J CONSULTING INC. FOR ON-CALL PLANNING SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY

WHEREAS, the City of North Plains ("City") solicited proposals for on-call planning services consistent with the City's Public Contracting Rules and applicable State laws and regulations; and

WHEREAS, 3-J Consulting Inc. ("Contractor") prepared and submitted a responsive proposal to the City; and

WHEREAS, the City Manager recommends the Contractor's proposal to the City Council.

NOW, THEREFORE, THE CITY OF NORTH PLAINS RESOLVES AS FOLLOWS:

Section 1. The City Council hereby approves the selection of Contractor to provide the City with on-call planning services.

Section 2. The City Manager is hereby authorized to execute an Agreement with Contractor on behalf of the City in a form substantially similar to the document attached hereto as "Exhibit A".

Section 3. This Resolution is and shall be effective from and after its enactment by the City Council.

INTRODUCED AND ADOPTED this 3rd day of February, 2020.

CITY OF NORTH PLAINS, OREGON

Teri Lenahan, Mayor

ATTEST:

Lori Lesmeister, City Recorder

Resolution No. 2081
Awarding Planning Services contract to 3J Consulting
Adopted February 3, 2020
Page 1 of 1
CITY OF NORTH PLAINS, OREGON
PERSONAL SERVICES AGREEMENT

An AGREEMENT between the City of North Plains, Oregon ("City") and 3J Consulting Inc. ("Provider").

WHEREAS, City is seeking on-call land use planning services; and

WHEREAS, Provider has been providing such services to the City; and

WHEREAS, Provider has prepared and submitted to the City an On-Call Planning Services Scope of Services, including a Schedule of Fees for such on-call land use planning services;

NOW THEREFORE, based on the foregoing, City and Provider wish to enter into a written agreement for provision of said services, the terms of which are as follows:

1. **Term**
   This Agreement shall run from January 15, 2020 through and including January 15, 2021 unless sooner terminated under the provisions of this Agreement. The Agreement may be extended for two additional one-year periods.

2. **Provider's Service**
   The scope of Provider's services under this Agreement are set forth in Exhibit "A". All provisions and covenants contained in said exhibit are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth. Any conflict between this Agreement and Exhibit "A" shall be resolved first in favor of this written Agreement. Provider will, in the rendering of its services to City, use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this Agreement (including Exhibit "A").

3. **Provider Identification**
   Provider shall furnish to City Provider’s employer identification number as designated by the Internal Revenue Service or, if the Internal Revenue Service has designated no employer identification number, Provider’s Social Security number.

4. **Compensation**
   City agrees to pay Provider at the times and in the amount(s) set out in and in accordance with Exhibit "A.”

5. **Project Managers**
   City’s Project Manager is Andy Varner, North Plains City Manager. Provider’s Project Manager is Steve Faust, Community Development Director. Each party shall give the other written notification of any change in their respective Project Manager.

6. **Project Information**
   Provider agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with the project. No information, news, or press releases related to the project shall be made to
representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior written authorization of City's Project Manager.

7. **Duty to Inform**

   Provider shall give prompt written notice to City's Project Manager if, at any time during the performance of this contract, Provider becomes aware of actual or potential problems, faults or defects in the project, any nonconformity with the contract, or with any federal, state, or local law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither agreement with nor acquiescence in Provider's statement or claim and shall not constitute a waiver of any of City's rights.

8. **Provider is Independent Contractor**

   Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this contract. Provider hereby expressly acknowledges and agrees that as an independent contractor, Provider is not entitled to indemnification by City or the provision of a defense by City under the terms of ORS 30.285. This acknowledgment by Provider shall not affect his/her independent ability (or the ability of his/her insurer) to assert the monetary limitations found at ORS 30.269 to ORS 30.273, the immunities listed at ORS 30.265, or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS 30.300).

9. **Overtime**

   Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC §§ 201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.

10. **Indemnity and Insurance**

   i. **Indemnity:** Provider acknowledges responsibility for any and all liability arising out of the performance of this Agreement and shall hold City harmless, indemnify and defend (to the extent covered by applicable insurance) City from and against any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Provider's acts, omissions, activities or services in the course of performing this contract.

   ii. **Liability Insurance:** Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than one million dollars ($1,000,000.00) combined single limit per occurrence. Such insurance shall name City as an additional insured.

   iii. **Errors and Omissions:** Provider shall maintain during the term of this contract, Professional Liability Insurance covering damages caused by any errors, omissions or any negligent acts. Combined single limit per occurrence shall not be less than $1,000,000. Annual aggregate limit shall not be less than $2,000,000. If such insurance is written on a claims-made basis, the Consultant agrees that such policy shall have an
extended reporting or discovery "tail" period, or be renewed for a period of not less than (i) two years from substantial completion of the project or abandonment of for claims that are known or in the exercise of reasonable care should have been known, and (ii) ten years after substantial completion for latent defects. Such policy shall have a retroactive date effective before the commencement of any work by the Consultant.

iv. **Workers' Compensation Coverage**: Provider certifies that Provider has qualified for State of Oregon Workers' Compensation coverage for all Provider's employees who are subject to Oregon's Workers' Compensation statute, either as a carrier-insured employer as provided by ORS 656.407, or as a self-insured employer. Provider shall provide to City, within ten (10) days after execution of this Agreement by the parties, a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes insured by an insurance company satisfactory to City, if any. The certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to City. A copy of the certificate of self-insurance issued by the State shall be provided to City if the Provider is self-insured.

v. **Certificates**: Provider shall furnish City certificates evidencing the date, amount, and type of insurance required by this Agreement. All policies will provide for not less than thirty (30) days' written notice to City before they may be canceled.

vi. **Primary Coverage**: The coverage provided by insurance required under this Agreement shall be primary, and any other insurance carried by City shall be excess.

11. **Work is Property of City**
All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by Provider under this Agreement shall be the property of City.

12. **Law of Oregon**
The Agreement shall be governed by the laws of the State of Oregon. Venue shall be Washington County, Oregon.

13. **Errors**
Provider shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost to City.

14. **Extra or Changes in Work**
Only the City Project Manager may authorize extra (and/or change) work. Failure of Provider to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement price or Agreement time due to such unauthorized extra work, and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such unauthorized extra work.

15. **Successors and Assignments**
i. Both City and Provider bind themselves and any partner, successor, executor, administrator, or assign to this Agreement.

ii. Neither City nor Provider shall assign or transfer their interest or obligation hereunder in this Agreement without the prior written consent of the other party. Provider must seek and obtain City's written consent before subcontracting any part of the work required
of Provider under this Agreement. Any assignment, transfer or subcontract attempted in violation of this subparagraph shall be void.

16. Records
   i. Provider shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three (3) years after City makes final payment on this Agreement and all other pending matters are closed.
   ii. Provider shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any booths, documents, papers, or records that are subject to the foregoing retention requirement.

17. Breach of Contract
   i. Provider shall remedy any breach of this Agreement within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to remedy a breach in accordance with this paragraph, City may terminate that paid of the Agreement affected by the breach upon written notice to Provider, may obtain substitute services in a reasonable manner, and may recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.
   ii. If the breach is material and Provider fails to remedy the breach in accordance with this paragraph, City may declare Provider in default and pursue any remedy available for a default.
   iii. Pending a decision to terminate all or part of this Agreement, City unilaterally may order Provider to suspend all or paid of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.
   iv. To recover amounts due under this paragraph, City may withhold from any amounts owed by City to Provider, including but not limited to, amounts owed under this or any other Agreement between Provider and City.

18. Mediation/Trial Without a Jury
   Should any dispute arise between the parties to this Agreement concerning their respective obligations of either or the terms hereof, it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. Any litigation arising under or as a result of this Agreement shall be tried in court without a jury.

   Each party agrees to be responsible for payment of its own professional fees, including attorneys’ fees in both mediation and litigation.

   The parties shall exercise good faith efforts to select a mediator, who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon,
unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation, and the other party fails to respond within ten (10) days, or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Washington County Circuit Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section.

19. Termination for Convenience
City may terminate all or part of this Agreement at any time for its own convenience by written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the contract.

20. Intellectual Property
The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement shall vest in City. Provider shall execute any assignment or other documents necessary to affect this paragraph. Provider may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to City any data or other tangible property generated by Provider under this Agreement and necessary for the beneficial use of intellectual property covered by this paragraph.

21. Payment for Labor or Material
Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this Agreement. (ORS 279B.220)

22. Contributions to the Industrial Accident Fund
Provider shall pay all contributions or amounts due the Industrial Accident Fund from Provider incurred in the performance of this Agreement, and shall ensure that all subcontractor’s pay those amounts due from the subcontractors. (ORS 279B.220)

23. No Liens or Claims
Provider shall not permit any lien or claim to be filed or prosecuted against the State of Oregon or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)

24. Income Tax Withholding
Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS316.167. (ORS279B.220)

25. Payment of Claims by City
If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this Agreement as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this contract. The City's payment of a claim under this
Paragraph shall not relieve Provider or Provider’s surety, if any, from responsibility for those claims.

26. **Hours of Labor**
   Provider shall pay employees for overtime work performed under the terms of this Agreement in accordance with ORS 653.010 to ORS 653.261 and the Fair Labor Standards Act of 1938. (29 USC §§ 201 et. seq.)

27. **Workers’ Compensation**
   Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon Workers’ Compensation law are covered by a workers’ compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify City for any liability incurred by City as a result of Provider’s breach of the warranty under this Paragraph. (ORS 279B.230)

28. **Medical Care for Employees**
   Provider shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care services or other needed care and attention incident to the sickness or injury of Provider’s employee(s), of all sums which Provider agrees to pay for such services and all monies and sums which Provider collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for such services. (ORS 279B.230)

29. **Modification**
   Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of City and Provider.

30. **No Waiver of Legal Rights**
   A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

31. **Integration**
   This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

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3J CONSULTING INC. 

[Signature]

John Howorth  
President

Telephone No: 503-946-9365  
Email: john.howorth@3j-consulting.com

CITY OF NORTH PLAINS, OREGON

[Signature]

Andy Varner  
City Manager

Telephone: 503-647-5555  
Email: andy.varner@northplains.org

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Page 6 Personal Services Agreement between the City of North Plains and 3J Consulting, Inc.
EXHIBIT A

SCOPE OF SERVICES

3J Consulting will assist the City with long range planning services and current development review. These services may include fielding development inquires, processing land use applications, attending planning commission meetings, preparing grant applications, preparing long-range plans, and any other planning-related needs the City deems required.

Schedule of Fees

Fees for professional services are based upon the time expended on the project and the hourly fee rate for the professional or support staff performing the service. The following hourly rates will be used for additional services not defined in the approved Scope of Services. Rates will increase by no more than 5% on an annual basis.

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**Community Planning**

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**Administration**

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| Administrative Staff             | $ 86 |