

**RESOLUTION NO. 2583**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN ADDENDUM TO THE FROG POND AREA PLAN CONTRACT WITH ANGELO PLANNING GROUP**

WHEREAS, the City received Community Planning and Development grant funds from Metro in the amount of \$341,000 to complete the Frog Pond Area Plan; and

WHEREAS, Wilsonville Code Section 2.312 (2) requires “*change orders or other amendments that increase the initial price of the contract by more than the above mentioned (15%) amount must be separately approved by the Contract Review Board...*”; and

WHEREAS, the proposed addendum amount of \$57,893 is more than 15% of the original contract requiring City Council approval; and

WHEREAS, the City Council adopted Phase 1 of the concept plan in November of 2015; and

WHEREAS, the Phase 2 Master Plan work is currently underway with an anticipated completion date of December, 2016; and

WHEREAS, Phase 1 involved substantial public input and took additional consultant services and 5 months longer to complete than initially scoped and as a result additional resources were used to complete the phase resulting in the need for additional resources be allocated to complete the project;

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

1. The procurement process for the Project duly followed Oregon Public Contracting Rules.
2. City Council authorized the City Manager to execute the original contract in Resolution No. 2454.
3. City Council authorizes the City Manager to execute the Professional Services Agreement addendum to the original contract in the form attached hereto and incorporated herein as Exhibit A.
4. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of June, 2016, and filed with the Wilsonville City Recorder this date.

---

Tim Knapp, Mayor

ATTEST:

---

Sandra C. King, City Recorder

SUMMARY OF VOTES:

Mayor Knapp - Yes  
Council President Starr - Yes  
Councilor Fitzgerald- Excused  
Councilor Stevens - Yes  
Councilor Lehan - Yes

Exhibit A – Fourth Amendment to Professional Services Agreement, Angelo  
Planning Group – Frog Pond

**CITY OF WILSONVILLE  
FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT  
ANGELO PLANNING GROUP – FROG POND**

This Fourth Amendment to Professional Services Agreement (“Fourth Amendment”) is effective the \_\_\_\_ day of \_\_\_\_\_, 2016 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **Angelo Planning Group, Inc.**, an Oregon corporation (“Consultant”), upon the terms and conditions set forth below.

**RECITALS**

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on March 18, 2014, relating to the Frog Pond/Advance Road Master Planning Project (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with Consultant on November 14, 2014; and

WHEREAS, the City entered into a Second Amendment to Professional Services Agreement (“Second Amendment”) with Consultant on January 7, 2015; and

WHEREAS, the City entered into a Third Amendment to Professional Services Agreement (“Third Amendment”) with Consultant on June 1, 2015; and

WHEREAS, the City requires additional 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:

**FOURTH AMENDMENT TO AGREEMENT**

**Section 1. Additional Services To Be Provided**

Consultant will perform the Additional Services not originally contemplated in the original Agreement Scope of Work or the amendments thereto for the Frog Pond/Advance Road Master Planning Project (“Project”), as more particularly described in **Exhibit A** attached hereto and incorporated by reference herein, pursuant to all original terms of the Agreement except as modified herein.

**Section 2. Time for Completion of Additional Services**

The Additional Services provided by Consultant pursuant to this Fourth Amendment shall be completed by no later than March 31, 2017.

**Section 3. Compensation**

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FIFTY-SEVEN THOUSAND EIGHT HUNDRED NINETY-THREE DOLLARS (\$57,893), to be added to the total Compensation Amount, for performance of the Additional Services (“Compensation Amount”). Consultant’s and sub-consultants’ rate schedules are attached hereto as **Exhibit B** and incorporated by reference herein.

**Section 4. All Other Terms**

All of the other terms and conditions of the Agreement shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement shall apply to this Fourth Amendment.

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

**CONSULTANT:**

ANGELO PLANNING GROUP, INC.

By: \_\_\_\_\_

(Print Name) \_\_\_\_\_

As Its: \_\_\_\_\_

Employer I.D. No. 93-1271507

**CITY:**

CITY OF WILSONVILLE

By: \_\_\_\_\_

(Print Name) \_\_\_\_\_

As Its: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Barbara A. Jacobson, City Attorney  
City of Wilsonville, Oregon

**ATTESTED TO:**

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder  
City of Wilsonville, Oregon

Date: March 20, 2016  
 To: Chris Neamtzu  
 From: Joe Dills  
 Re: Frog Pond Phase 2 Scope and Budget

---

Chris – As requested, I have compiled this information in support of your processing of Amendment 4 for the Frog Pond contract.

### Project Status

- Phase 1, Frog Pond Area Plan, is complete
- Phase 2, Frog Pond Master Plan, is underway. You authorized proceeding with the draft scope of work and budget in our telephone communication prior to your recent vacation.

### Phase 2 Scope of Work and Budget

Please see attached, dated February 23, 2016. The scope and budget were sent by email on that date.

### Budget Summary

| Phase                | Grant            | Current APG Contract        | Actual Phase 1 Costs | Total Actual Phase 1 and Draft Phase 2 |
|----------------------|------------------|-----------------------------|----------------------|--|
| Phase 1 base         | \$219,000        | \$204,775                   | \$256,069            | \$256,069                              |
| Phase 1 Amend.       |                  | \$6505<br>\$2480<br>\$25717 |                      |  |
| Phase 2              | \$122,000        | \$93,156                    |                      | \$134,457                              |
| <b>Total</b>         | <b>\$341,000</b> | <b>\$332,633</b>            |                      | <b>\$390,526</b>                       |
| <b>Amend 4 Total</b> |                  |                             |                      | <b>\$57,893</b>                        |

### Notes:

1. Grant amount is per letter from Martha Bennett to Chris Neamtzu, August 4, 2014
2. Current Contract amounts are for the APG contract, inclusive of Amendment 1 (\$6505), Amendment 2 (\$2480) and Amendment 3 (\$25,717).
3. Actual Phase 1 billing is per invoices through January, 2016 (Invoice 5815 dated February 8, 2016).

4. Draft Phase 2 budget is the budget dated February 23, 2016 and includes a \$15,000 Contingency line item.
5. Amendment 4 Total equals the difference between the current authorized budget of \$332,633 and the new total proposed budget of \$390,526, which equals \$57,893.

As you are aware, Phase 1 took longer and involved substantially more effort than originally scoped. The additional time for Phase 1 was approximately five months. The additional work focused on the following: preparation of 4 additional land use plans and related information to provide options for concerns about lot sizes; analysis and modelling of the relationship between density, infrastructure costs, and housing costs; additional work sessions and hearings, with preparation and presentations; update of the infrastructure funding plan; update of the transportation and infrastructure memoranda; and, a high level of coordination with the City and responsive information and advice regarding community input. The extra work was funded by a combination of budget amendments (thank you) and use of Phase 2 resources. As a consequence, more budget resources are needed to complete the Phase 2 scope.

#### **Phase 2 Scope Notes**

Overall, the original and updated Phase 2 scopes are pretty similar, however, the updated scope is re-organized to improve the flow and clarity of the work products. The key differences are additional testing (through site studies) of the draft density calculations, expansion of infrastructure funding process and products, specification of design guidelines rather than “character images”, more focused specification of the public realm design work (e.g. demonstration local street plan), and additional meetings. A Contingency amount of \$15,000 has been included in order to streamline the ability to discuss and process additional tasks.

#### **Amendment 4 Summary**

Bringing the above information together, Amendment 4 is defined as:

- Additional scope and budget in response to additional services and deliverables in Phase 1
- Updated Phase 2 scope and budget, as defined in the scope and budget attachments date February 23, 2016
- A budget increase of \$57,893

I hope this provides sufficient information to complete the processing of Amendment 4. Please let me know if I can be of further assistance. We greatly appreciate the collaboration with the City team on this project and look forward to a successful Phase 2.

# Frog Pond-Advance Road Concept and Master Plan

## City of Wilsonville

### Phase 2 Scope Update

February 23, 2016

## Phase 2: Master Plan for Frog Pond

### Introduction and Assumptions

At the conclusion of Phase 1, a review of the Phase 2 scope was prepared and discussed with the City. Based on that review, the following updated assumptions have been prepared as the basis for the Phase 2 Frog Pond Master Plan:

1. The basic approach to Phase 2 is to begin the process with initial work on the key implementation products (the Comprehensive Plan and zoning text), and then prepare drawings to support those regulations and the intended community character for Frog Pond West. The regulatory approach and drawings will support each other, and go through iterative refinement based on Planning Commission and public comment. The last step will be to wrap it all together into a report and adoption package.
2. The City's Significant Resource Overlay Zone (SROZ) will be retained as the natural resource boundary for the Master Plan, recognizing that field verification and adjustment will occur through the development review process as Frog Pond West is built.
3. Infrastructure plans from Phase 1 are adequate and appropriate for use in Phase 2. The Phase 2 scope does not include an infrastructure update task.
4. The Funding Plan will be updated through an iterative and collaborative process with the City team, resulting in a roadmap to funding infrastructure for Frog Pond West.
5. Phase 2 will include findings to support the Comprehensive Plan amendments in compliance with OAR 660-012-060. The actual TSP amendments will be prepared as part of the City's upcoming TSP "housekeeping" update and are not part of this scope.
6. The City is in the lead for coordinating with Metro on the Frog Pond Area Plan and Master Plan, including an work needed regarding compliance with UGB amendment conditions (e.g. Frog Pond school properties condition).
7. The Planning Commission will serve as the advisory committee for Phase 2, using their work sessions as the meeting time.
8. Two open houses will be conducted in concert with Planning Commission work sessions (immediately prior to the meetings). Information will be available on-line throughout the process (formal on-line open houses are not part of this scope).

**Task 9 – Frog Pond West Neighborhood Opportunities and Constraints**

The purpose of this task is to establish the key planning opportunities and constraints for the Frog Pond West Neighborhood. The Area Plan established 80% of what is needed. In this task, an opportunities and constraints diagram will be made at the scale of the Frog Pond West Neighborhood to capture ideas from the Area Plan, and identify new opportunities and constraints to be considered in the Master Plan.

Deliverables:

- a. Prepare an opportunities and constraints diagram at Frog Pond West Neighborhood scale.

**Task 10 – Comprehensive Plan, regulatory structure, and Title 11 compliance.**

The purpose of this task is to establish the policy and regulatory foundation for the Master Plan. Several memos are described below for use in two Planning Commission work sessions. The final content of each memo is flexible and will be defined as the agendas and topics for the two work sessions are planned.

Services and deliverables include:

- a. Review Title 11, the Phase 1 zoning strategy, and Comprehensive Plan (background review, no deliverable).
- b. Prepare Zoning Structure Part 1 Memo – The memo will include: a description of the recommended Comprehensive Plan designation; an outline and structure for zone districts and code, working from the Phase 1 zoning strategy as a base; and, an introduction to, and code issues description of, co-housing as a potential use in Frog Pond.
- c. Prepare a preliminary Comprehensive Plan map, text and policies.
- d. Prepare a preliminary zoning map.
- e. Calculate minimum and maximum densities for each zone and work with City to establish zoned densities that are generally consistent with Area Plan. A memo will be prepared to document the calculations. The City will provide guidance on how right-of-way deductions and other assumptions are currently calculated under the Wilsonville code. The City and consultant team will work together to review and prepare recommendations for how open space, right-of-way, and other “set-asides” will be handled.
- f. Using the working code standards, prepare two site studies, not to exceed 20 acres, to test some of the standards of the intended zones for the Master Plan
- g. Prepare a tree preservation strategy. Review how Wilsonville currently preserves trees in the development review process and options for how those regulations might be applied and/or updated in Frog Pond West.
- h. Prepare a Zoning Structure (Part 2 memo) describing the Task 10 analysis and recommendations not addressed in the Part 1 memo.



### Task 11 – Infrastructure Funding Strategy Evaluation

The purpose of this task is to refine the Frog Pond Funding Strategy specific to the West Neighborhood. The team, led by Andy Parks of Gel Oregon (Gel) and supported by Leland Consulting Group (LCG), will use the “Frog Plan Area Plan: Infrastructure Funding Strategy” (June 3, 2015), as a starting point. The team will refine the 2015 memorandum in the following ways:

- Produce a funding “road map” strategy, with decision tree options that the city can use over time to choose between different funding approaches. The road map strategy will be the funding strategy assuming Frog Pond West develops with many 5-20 acre projects over 10-20 years. The decision tree options will provide flexibility and guidance for if a different development pattern occurs, such as the consolidation of large parts of Frog Pond by a single developer.
- Focus on the West Reimbursement Area infrastructure projects identified in the Area Plan Funding Strategy: Boeckman Road (road upgrade and sewer), Stafford Road (road upgrade and sewer), and the two parks serving the West Neighborhood. This task will propose several options to fund each piece of infrastructure, including a preferred option.

In addition, the team will seek to address the following issues / questions:

- What are the advantages and disadvantages of each of the “reimbursement area” approaches discussed in the 2015 memorandum?
  - o Developer-initiated Reimbursement District(s)
  - o City initiated Reimbursement District(s)
  - o Local Improvement District(s)
- In order to evaluate advantages and disadvantages, Gel and LCG will develop multi-year cash flows showing capital outlays, debt service, and reimbursement payments, which were not completed for the reimbursement areas in the 2015 Area Plan Funding Strategy.
- What are the advantages and disadvantages of implementing multiple reimbursement districts, LIDs, or other to enable phased development, i.e. from south to north, starting with Boeckman Road?
- What would be the effect of making additional types of facilities (e.g. parks) SDC creditable?

Services and deliverables include:

- a. DKS will evaluate the need for the Boeckman Bridge and estimate: (1) the trigger point/year of need for the bridge; and, (2) how much of Frog Pond West’s trip generation contributes to the need for the bridge.
- b. DKS will participate in staff work session 1 to help brainstorm funding options for the bridge.
- c. Staff work session 1 (agenda and discussion questions will be provided prior). The City will provide questions it wishes to discuss in advance of the work session.
- d. Refine funding strategy to be specific to Frog Pond West
- e. Staff work session 2 - present refinements / address key staff questions
- f. Meet with property owners and/or developers to understand their development timelines and perspectives on infrastructure funding and construction

- g. Prepare a funding road map memorandum
- h. Staff work session 3
- i. Prepare draft and final Frog Pond West Funding Strategy
- j. Planning Commission presentation
- k. City Council presentation

**Task 12 (Phase 1 Outreach Meetings) and 13 (Phase 1 Financial Model and Additional Services)**

Tasks 12 and 13 were completed in Phase 1.

**Task 14 – Draft zoning text and design guidelines**

The purpose of this task is to prepare draft development code and design guidelines.

Services and deliverables include:

- a. Prepare preliminary and annotated code text (base zones, uses, standards) which implements the policies and density standards from Task 9. The code does not need to be fully codified at this point, but detailed enough facilitate discussion by the Planning Commission and final drafting in subsequent tasks.. Prepare a brief cover memo to the draft code.
- b. Prepare design guidelines/standards for Frog Pond West. The guidelines/standards will be prepared in two steps: (1) concepts and precedent pictures in a presentation that enables the Planning Commission to discuss them and provide input; and (2) code text and supporting graphics. Ten-fifteen topics will be addressed (e.g building orientation to streets, parking location, garage setbacks and width, use of alleys, tailored standards for large lots, architecture design elements, articulation, house plan variety, materials and color, landscaping). Code graphics will up to five graphics that consolidate several topics per graphic (graphic form to be determined in collaboration with the City). These design guidelines will be informed by what is in the existing code and in Villebois. The City will provide all applicable documents from Villebois. Prepare a brief cover memo for the design guidelines.

**Task 15 – Frog Pond West Public Realm Designs**

The purpose of this task is to define the Frog Pond West Neighborhood public realm: streets, parks and open space, and the Boeckman Trail.

Services and deliverables include:

- a. Prepare a street demonstration plan. A local street demonstration plan will be prepared for Frog Pond West. The purpose of the plan is to illustrate the level of connectivity expected for the neighborhood.
- b. Conduct a work session with City staff the consultants (APG, Walker Macy, DKS) to discuss the street demonstration and ideas for other products in this task: cross-sections for all functional classifications, park options, and the Boeckman Trail. APG will facilitate the work session. Subsequent sub-tasks will incorporate the ideas from the work session.
- c. Prepare precedent photos and one 3-dimensional cross-section for each Framework Street. Sections will illustrate street elements and dimensions, street character, and how the street interfaces with adjacent development and open space. The Framework Street sections will include:

- Boeckman Road
  - Stafford Road
  - Willow Creek Extension
  - Frog Pond Lane
  - East-West Framework Street located between Frog Pond Lane and Boeckman Road
  - The arching framework street at the west end of the neighborhood
- d. Prepare a park implementation strategy. This strategy will address funding (from Task 11), how park land will be acquired and developed, and how the park strategy relates to open space standards in development review.
- e. Prepare a park location study. Using the street demonstration plan as a base, prepare a series of diagrams showing options for neighborhood park locations, and the principles applied. The purpose of the diagrams and principles is show precedents and guide future park siting decisions consistent with the principles.
- f. Prepare a street tree plan. The plan will align recommended street tree types with the typology of streets
- g. Prepare principles for monuments and signage. These principles will suggest basic locations, and use precedent photos to guide future more detailed work - .
- h. Prepare a plan for Boeckman Trail. The plan will show a conceptual alignment and basic cross-section. A diagram will be prepared for how the trail connects to/under the Boeckman Bridge and crosses Stafford Road, if detailed drawings of the bridge design are available A diagram will also illustrate how this trail could interface with the western edge of future development in the study area. A diagram will illustrate potential crossings and connections to the west side of Boeckman Creek.

#### Task 16 – Master Plan Report and Adoption Products

The purpose of this task is to prepare the Master Plan and related adoption products. Hearings-ready code will be prepared by APG

Services and deliverables include:

- a. Master Plan Report. The Master Plan report will include selected drawings and descriptions from the Area Plan Report, and those created during Phase 2. APG will prepare an outline of the report organization and content for city review. The Master Plan will summarize the vision for the neighborhood, opportunities and constraints, policy and regulatory structure, zoning and design recommendations, and public realm recommendations.
- b. Final Comprehensive Plan text amendments. Prepare adoption-ready Comprehensive Plan text amendments.
- c. Zoning code amendments (hearings-ready). Update the preliminary code to be hearings-ready.
- d. Plan and zone maps. Prepare GIS maps of Comprehensive Plan map and zone map designations. GIS data for these designations will be provided in a format that can be easily integrated with the City's existing land use GIS.
- e. Transportation Planning Rule findings. Using and referencing the technical work from the Area Plan and the City's Transportation System Plan, prepare TPR compliance findings. DKS will prepare the technical memo, specific to Frog Pond West and the Comprehensive Plan amendments proposed as part of Phase 2. APG will prepare the findings.
- f. Statewide planning goal and Title 11 findings. Prepare findings for Metro Title 11 and the relevant statewide planning goals.

Task 17 – Phase 2 meetings and hearings

- a. Planning Commission work sessions. Attend four work sessions of the Planning Commission to review draft products from the Phase 2 tasks. Two informal open houses will be held prior to two of the work sessions.
- b. City Council briefings. Attend two briefings. APG will prepare a presentation, other materials for the Council will be prepared by the City.
- c. Public hearings. Participate in one public hearing of the Planning Commission and one public hearing of the City Council. Review testimony prior, coordinate with staff, and prepare presentations for each hearing.
- d. Team meetings. Five meetings at APG or Walker Macy’s offices to collaborate with City staff. These meetings are in addition to the meetings specifically listed above.
- e. “Listening post” outreach meetings. At the discretion of the City, participate in up to three informal “listening post” meetings with stakeholders. Examples include arts/culture groups, property owners, and developers.

## Phase 2 Preliminary Schedule - Milestones

The following schedule is preliminary and subject to change in collaboration with the City.

| Milestone  | Tasks and Topics   |
|--|--|
| <b>March 9 Planning Commission work session</b>                                  | Phase 2 scope and schedule<br><br>Opportunities and constraints<br><br>Zoning structure, part 1<br><br>Co-housing<br><br>Design guidelines, part 1 |
| <b>May 11 Planning Commission work session, preceded by informal open house</b>  | Zoning structure, part 2<br><br>Comprehensive plan text and map<br><br>Design guidelines, part 2<br><br>Public realm designs, part 1               |
| <b>June, date tbd, City Council briefing</b>                                     | Summary of work to date<br><br>Work session on infrastructure funding  |
| <b>July 13 Planning Commission work session, preceded by informal open house</b> | Draft zoning code amendments, with design guidelines   |

|   |  |
|---|--|
|   | Draft comprehensive plan amendments<br>Draft infrastructure funding plan |
| <b>August 10 Planning Commission work session</b>     | Draft Master Plan report   |
| <b>August, date tbd, City Council briefing</b>        | Working planning commission recommendations                              |
| <b>September – Planning Commission public hearing</b> | Adoption documents   |
| <b>October – City Council public hearing</b>          | Adoption documents   |

ANGELO PLANNING GROUP 2016 RATE SCHEDULE

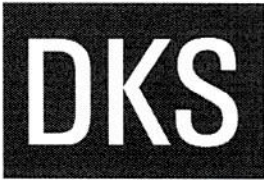
|  |               |
|--|---------------|
| Frank Angelo, Principal                  | \$192         |
| Cathy Corliss, Principal                 | \$149         |
| Karen Siegel, Business Manager/Principal | \$124         |
| Senior Project Manager                   | \$192         |
| Project Manager                          | \$129 - \$171 |
| Senior Planner                           | \$ 90         |
| Project Planner                          | \$60 - \$90   |
| Intern                                   | \$60          |

**Expenses**

Direct costs from outside vendors are invoiced at cost.

Other in-house costs which may be charged to a project include:

- Photocopies \$0.10 per copy
- Color Copies \$0.50 per copy
- Mileage Federal Rate Long Distance At cost
- Travel, Meals At cost



| <b>Fee Schedule</b>  |             |          |             |                                      |             |
|--|-------------|----------|-------------|--------------------------------------|-------------|
| <i>Effective January 1, 2016 through December 31, 2016</i> |             |          |             |                                      |             |
| <i>ENGINEERS and PLANNERS</i>                              |             |          |             | <i>TECHNICIANS and SUPPORT STAFF</i> |             |
| Grade  | Hourly Rate | Grade    | Hourly Rate | Tech Level                           | Hourly Rate |
| Grade 1  | \$ 55.00    | Grade 26 | 180.00      | Tech Level A                         | \$ 35.00    |
| Grade 2  | 60.00       | Grade 27 | 185.00      | Tech Level B                         | 40.00       |
| Grade 3  | 65.00       | Grade 28 | 190.00      | Tech Level C                         | 45.00       |
| Grade 4  | 70.00       | Grade 29 | 195.00      | Tech Level D                         | 50.00       |
| Grade 5  | 75.00       | Grade 30 | 200.00      | Tech Level E                         | 55.00       |
| Grade 6  | 80.00       | Grade 31 | 205.00      | Tech Level F                         | 60.00       |
| Grade 7  | 85.00       | Grade 32 | 210.00      | Tech Level G                         | 65.00       |
| Grade 8  | 90.00       | Grade 33 | 215.00      | Tech Level H                         | 70.00       |
| Grade 9  | 95.00       | Grade 34 | 220.00      | Tech Level I                         | 75.00       |
| Grade 10   | 100.00      | Grade 35 | 225.00      | Tech Level J                         | 80.00       |
| Grade 11   | 105.00      | Grade 36 | 230.00      | Tech Level K                         | 85.00       |
| Grade 12   | 110.00      | Grade 37 | 235.00      | Tech Level L                         | 90.00       |
| Grade 13   | 115.00      | Grade 38 | 240.00      | Tech Level M                         | 95.00       |
| Grade 14   | 120.00      | Grade 39 | 245.00      | Tech Level N                         | 100.00      |
| Grade 15   | 125.00      | Grade 40 | 250.00      | Tech Level O                         | 105.00      |
| Grade 16   | 130.00      | Grade 41 | 255.00      | Tech Level P                         | 110.00      |
| Grade 17   | 135.00      | Grade 42 | 260.00      | Tech Level Q                         | 115.00      |
| Grade 18   | 140.00      | Grade 43 | 265.00      | Tech Level R                         | 120.00      |
| Grade 19   | 145.00      | Grade 44 | 270.00      | Tech Level S                         | 125.00      |
| Grade 20   | 150.00      | Grade 45 | 275.00      | Tech Level T                         | 130.00      |
| Grade 21   | 155.00      | Grade 46 | 280.00      | Tech Level U                         | 135.00      |
| Grade 22   | 160.00      | Grade 47 | 285.00      | Tech Level V                         | 140.00      |
| Grade 23   | 165.00      | Grade 48 | 290.00      | Tech Level W                         | 145.00      |
| Grade 24   | 170.00      | Grade 49 | 295.00      | Tech Level X                         | 150.00      |
| Grade 25   | 175.00      | Grade 50 | 300.00      | Tech Level Y                         | 155.00      |
|  |             |          |             | Tech Level Z                         | 160.00      |

- Project expenses will be billed at *cost plus ten percent* for service and handling. Project expenses include project-related costs such as reproduction through outside services, transportation, subsistence, delivery/postage, and vendor and subcontractor services.
- All invoices are due and payable within 30 days of date of invoice. Invoices outstanding over 30 days will be assessed a 1 1/4 percent service charge, compounded, for each 30 days outstanding beyond the initial payment period. Service charges are not included in any agreement for maximum charges.

April 25, 2016

Karen,

Leland Consulting Group’s current rates are below. Note that some have increased slightly from last year.

In addition to the staff below, Andy Parks of GEL Oregon will be working with Leland as a member of the project team. Essentially he will be a sub to Leland. Joe and Chris N are aware of this. Andy’s billing rate is \$175 / hour.

Please let me know if you need additional information. Thanks,

Brian

**Leland Consulting Group hourly rates**

| <b>Staff Member</b>                  | <b>Billing Rate</b> |
|--------------------------------------|---------------------|
| Chris Zahas, Managing Principal      | \$180               |
| Brian Vanneman, Principal            | \$150               |
| Wally Hobson, Senior Market Analyst  | \$175               |
| David Siegel, Senior Project Manager | \$165               |
| Alisa Pyszka, Senior Associate       | \$165               |
| Ted Kamp, Senior Associate           | \$150               |
| Matthew Craigie, Associate           | \$130               |
| Kate Washington, Analyst             | \$100               |
| Jane St. Michael, Administrative     | \$90                |

Brian Vanneman | Principal





*Billing Rates**April 21, 2016*

| <i>Employee</i>    | <i>Billing Rate</i> |
|--------------------|---------------------|
| Bono, Timothy      | 85.00               |
| Brooks, Kate       | 95.00               |
| Crampton, Matthew  | 90.00               |
| Dickow, Paul       | 85.00               |
| Durant, Kristina   | 95.00               |
| Gillin, Calder     | 95.00               |
| Head, Keriann      | 85.00               |
| Heimes, Nanette    | 60.00               |
| Hinshaw, Mark      | 145.00              |
| Holzworth, Ian     | 95.00               |
| Jenkins, Jake      | 70.00               |
| Jones, Christopher | 130.00              |
| Kappen, Nathan     | 95.00               |
| Kini, Saumya       | 70.00               |
| Kuhn, Rollin       | 85.00               |
| Kuns, Andrea       | 90.00               |
| Machle, Alyssa     | 75.00               |
| Macy, J. Douglas   | 185.00              |
| Maples, Aaron      | 70.00               |
| Marvin, Sarah      | 60.00               |
| McCann, Chelsea    | 130.00              |
| Melvin, Rebecca    | 75.00               |
| Miller*, Leona     | 60.00               |
| Norton, Megan      | 60.00               |
| Olson, Dean        | 130.00              |
| Payne, Jarvis      | 125.00              |
| Pirie, Kenneth     | 115.00              |
| Rose, Lara         | 130.00              |
| Schneider, Ann     | 75.00               |
| Short, Nia         | 70.00               |
| Weiland, Steven    | 115.00              |
| Zhu, Xiaoyang      | 60.00               |
| Zilis, Michael     | 175.00              |