

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: Mary Larson (✓)	DATE 12/12/11
APPROVED BY: Building Administrator ()	
Superintendent Karen Fischer Gray (X)	12/12/11
Director of Business Services Mary Larson (X)	12/12/11

TOPIC: RESOLUTION TO APPROVE Westlake Consultants Inc. FOR 2011 BOND PROJECTS – Surveyor Consulting Services

PURPOSE OF AGENDA ITEM: [Why are you asking for Board review]:

Information ____ Policy Change _____ Action/Approval X Presentation/Special Request _____

BACKGROUND: Attachments: Y____ N____ LIST: Proposer Review

RATIONALE/DISCUSSION:

Request for Proposal (RFP) for Surveyor consulting services was advertised for the 2011 Bond Projects.

Ten responses from the request for proposals were received. Final review of the proposals resulted with a recommendation from the Bond Executive Team of Westlake Consultants Inc. for board approval. This firm is experienced with Oregon school districts and references have been verified.

Based upon the submitted RFP, staff is recommending appointment of Westlake Consultants Inc. to be appointed by the Parkrose Board of Education as survey consultants for Parkrose School District Bond Projects.

FINANCIAL IMPLICATIONS:

Funds for services will be paid from the Bond Construction Fund.

RELATION TO GOALS:

Parkrose Board of Education goal of passage of a construction bond levy for May 2011 was successful. Survey consulting services will be instrumental in developing construction of a new middle school and elementary renovations including the additions of multi-purpose rooms.

ACTION REQUESTED:

Hereby resolved; approve Westlake Consultants Inc. as survey consulting services for 2011 Bond Projects.

PSD proposal Analysis

Surveyors

Firm	Rank	Hours	Rank	cost per hour	Rank	Cost	Average Rank
All County	8	244	8	\$116.69	3	\$28,473.00	6
Buckel Assoc, Inc.	4	553.5	1	\$79.28	7	\$43,882.70	4
Compass engineering	3	612	5	\$109.97	10	\$67,300.00	6
Mackay & sposito	8	244	9	\$122.47	4	\$29,883.00	7
HDJ	5	338	6	\$112.49	6	\$38,020.00	6
Crane& Merseith	2	652	2	\$81.47	8	\$53,120.00	4
Westlake	6	328	3	\$84.77	2	\$27,804.00	4
Balzhiser & Hubbard	3	281	7	\$116.11	5	\$32,627.00	5
Otak	1	744	3	\$84.77	9	\$63,072.00	4
FDG	9	205	4	\$97.27	1	\$19,940.00	5

420.15	Average Hours
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\$100.53	Average cost per Hour
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\$40,412.17	Average Cost
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December 6, 2011

Reference List
Parkrose School District
Surveyor for Bond Projects

North Clackamas School District
Bill Weston, Bond Project Manager
(503) 913-8641 (mobile)
(503) 353-6079, Ext. #2
12451 SE Fuller Road
Milwaukie, OR 97227

Central School District 13J
Julie Sassor, Administration Manager
Tom Maloney, Bond Project Manager
1610 Monmouth St.
Independence, OR 97351
(503)606-2251

City of Beaverton
Jim Brink, PE, Project Manager
4755 SW Griffith Dr.
Beaverton, OR 97076
(503)526-2450

Tigard/Tualatin School District
Attorney, Kelly Hossani
Miller Nash LLP
111 SW 5th Ave., Suite 3500
Portland, OR 97204
(503) 224-5858

November 15, 2011

Mary Larson
Director of Business Services & Operations
Parkrose School District
10636 NE Prescott Street
Portland, OR 97220

Re: Parkrose School District: RFP: Site Surveyor Consulting Service for Bond Projects
(Westlake Consultants, Inc. Proposal No. P104-039-11)

Dear Mary and Selection Committee Members:

We appreciate the opportunity to submit this surveying proposal in support of the District's capital improvement projects. Founded in 1983, Westlake is a local, woman-owned firm, located in Tigard, Oregon. Comprised of 40 professionals, we work together to provide land surveying, civil engineering, land use planning and high tolerance industrial measurement services for the Portland Metro area.

We are fortunate that our surveying department is comprised of many long-term employees who have had the opportunity to work together as a team, creating a cohesiveness which allows us to offer truly collaborative service to our clients.

- Westlake Consultants, Inc. has a fully-staffed survey department, with seven Professional Land Surveyors, and six survey crews. Our survey team works together on over 300 surveying projects each year.
- Our crews are fully equipped with state-of-the-art data collection technology, including reflectorless and robotic total stations, full GPS capabilities, 3D laser scanning and high tolerance 3D measurement.
- For the duration of the Parkrose School District bond projects, we are able to dedicate a minimum of two field crews to the school district.

Our experience surveying for K12 school sites is extensive: we have provided surveying services for nearly three dozen school sites, working with construction management firms and bond managers, as well as with school districts directly. In preparing our proposal, we have relied on this experience, providing topographic, boundary and related surveying services, to area school districts.

We also recognize that in these times of lean funding, each dollar must be well-spent. Our wide range of experience working on school sites has allowed us to develop a solid understanding of the challenges districts face concerning capital improvement projects. Westlake provides responsive service and a cost-conscious approach, making us truly valuable as a bond project team member.

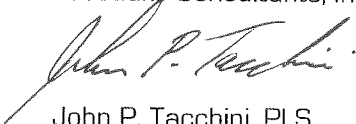
We have taken the liberty of including letters of recommendation from the North Clackamas, Central and McMinnville school districts at the end of our proposal, as well as a summary of recent K12 school site surveying projects.

Our total cost represents a time and materials, not-to-exceed amount, based on the fee schedule included in Attachment B and the Scope tasks (Attachment A).

We sincerely appreciate this opportunity to present our proposal to the Parkrose School District, and we are prepared to begin work immediately after receiving a Notice to Proceed. Please call us at 503 684-0652 if anything in our proposal calls for clarification.

Sincerely;

Westlake Consultants, Inc.

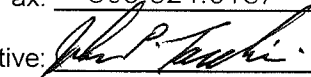


John P. Tacchini, PLS
Survey Manager, Development Division

Enclosures

**Parkrose School District
Request for Proposals – Site Surveyor Consulting Services for Bond Projects
November 2, 2011**

Attachment 'B' – Proposal Form – Page 1 of 2

Proposing firm: Westlake Consultants, Inc.
 Address: 15115 SW Sequoia Parkway, Suite 150
 City: Tigard State: OR Zip Code: 97224
 Telephone: 503.684.0652 Fax: 503.624.0157 E-Mail: mthornton@westlakeconsultants.com
 Signature of authorized representative:  Date: November 15, 2011

Project Fee Estimate - Detail Task List

Proposer: John Tacchini, PLS
 Date: November 15, 2011

Project	Task Description	Employee Type						Hours Per Task	
		1 \$0	2 \$0	3 \$0	4 \$0	5 \$0	6 \$0		
Parkrose Middle School	1. Field Work	128						9	\$1152
	2. Field Work		97					36	\$3492
	3. Office Drafting			81				36	\$2916
	4. Calcs., Research, Title Docs., Deeds, Map Checks, Meetings				95			22	\$2090
	5. Admin., Meetings, QA/QC, Contract Management						119	7	\$833
	6. Clerical							52	2
Russell Multi-purpose room	1. Field Work	128						9	\$1152
	2. Field Work		97					18	\$1746
	3. Office Drafting			81				20	\$1620
	4. Calcs., Research, Title Docs., Deeds, Map Checks, Meetings				95			17	\$1615
	5. Admin., Meetings, QA/QC, Contract Management						119	6	\$714
	6. Clerical							52	2

**Parkrose School District
Request for Proposals – Site Surveyor Consulting Services for Bond Projects
November 2, 2011**

Sacramento Multi-purpose room	1. Field Work	128					9	\$1152
	2. Field Work		97				18	\$1746
	3. Office Drafting			81			20	\$1620
	4. Calcs., Research, Title Docs., Deeds, Map Checks, Meetings				95		17	\$1615
	5. Admin., Meetings, QA/QC, Contract Management					119	6	\$714
	6. Clerical						52	2
Shaver Multi-purpose room	1. Field Work	128					9	\$1152
	2. Field Work		97				18	\$1746
	3. Office Drafting			81			20	\$1620
	4. Calcs., Research, Title Docs., Deeds, Map Checks, Meetings				95		17	\$1615
	5. Admin., Meetings, QA/QC, Contract Management					119	6	\$714
	6. Clerical						52	2

Hourly Wage Rates

Employee Type	Employee Title	Hourly Rate
1	2-Person Field Crew	\$128.00
2	1-Person Field Crew with Robotics	\$97.00
3	Sr. Survey Technician 1	\$81.00
4	Project Surveyor (PLS)	\$95.00
5	Project Manager (PLS)	\$119.00
6	Clerical/Administrative	\$52.00

Estimated Reimbursable Expenses \$1200.00

Total Project Amount \$27,804.00

*Note: Reimbursable expenses will be included in the contract amount.

August 25, 2009

To whom it may concern:

Through J.J. Henri Co., Inc., I have been working with the North Clackamas School District, since 2007, providing bond project management services. In January 2008, we selected firms for a number of professional consulting services, including land surveying. Westlake Consultants was ranked highest in that category and was one of three firms that we qualified for our consultant roster. They have worked with us on two projects and are beginning their third assignment, on our Administration Building site.

I have found Westlake to be very responsive and helpful in resolving survey issues related to topographic surveys, land partition, title transfer, rights-of-way, etc. as we worked on the surveys for the Vogel Road and Eckert Road sites. Deliverables were finalized on time and on budget and formatted for immediate use by the design team. The Westlake staff has proven to be highly professional, and the mapping they provide are complete and thorough enabling us to move forward with site evaluation and design. They have set and maintain high standards for communication and responsiveness and, as a result, they have proven to be an asset to our bond projects.

If you have questions, please give me a call at 503-913-8641.

Sincerely ,



Bill Weston
Project Manager



CENTRAL SCHOOL DISTRICT 13J
1610 Monmouth Street, Independence, OR 97351-1096
503-838-0030 (office) 503-838-0033 (fax)

Dr. Joseph Hunter,
Superintendent

**BOARD OF
DIRECTORS**

Paul Evans
Traci Hamilton
Jim Pesano
Betty Plude
Karen Ross
Susan Meikle Stoops
Kathleen Stanley

August 19, 2009

To Whom It May Concern:

Westlake Consultants has provided services to Central School District 13J on multiple sites for our 2006 and 2008 Bond Program land development and construction projects. Based on my experience with these projects, I can give Westlake Consultants my unqualified recommendation for their services. In several of our projects challenging schedule requirements required that Westlake respond immediately to our needs. The quality of work was always excellent, their attention to client needs and schedule always impressive.

The ability to integrate site development services from planning to surveying to civil engineering and construction surveying provides for full integration of development services and a complete understanding of client needs and priorities. Westlake staff consistently offered ideas and alternatives to improve our projects and manage or reduce our project costs.

Westlake Consultants can be on my team anytime! I look forward to having them on any future project. Feel free to call on me if I can be of help or provide further information regarding my high opinion of Westlake Consultants.

Sincerely,

Mike Maloney
Bond Program Manager
Central School District 13J



McMinnville School District No. 40

1500 NE. Baker Street McMinnville, Oregon 97128 Phone: (503) 565-4000 Fax: (503) 565-4030

August 17, 2009

Reference: Westlake Consultants, Inc.
15115 SW Sequoia Parkway Suite 150
Portland, OR 97224

I am pleased to offer this reference letter for Westlake Consultants. McMinnville School District has hired Westlake's surveying division numerous times over the past several years. They are very professional, respond with appropriately sized crews and arrive when promised. They do their research, complete their on site work, create the required paperwork and drafting efficiently and timely. Their staff has always answered any questions or clarifications that I or members of my team need as soon as possible. There have never been any issues with any of their documentation as the District progress with our projects. I would hire them again when the District has new projects that require surveying. If I can provide any addition information please contact me.

David Horner
Director of Facilities and Operations
503-565-4022

LAND SURVEYING FOR K-12 SCHOOLS

Survey services provided to Oregon School Districts

Over the past five years, Westlake has provided surveying to support site assessment and design of numerous site improvement and remodeling efforts, as well as for new schools. Our topographic surveys include complete boundary resolutions with easement mapping (per client provided title documents) to ensure that improvements to the sites do not encroach or have negative impacts on neighboring properties.

North Clackamas School District

- Vogel Road – Topographic mapping and right of way description followed by a property line adjustment to enlarge the school site.
- Eckert Lane – Topographic mapping of 10 and 13 acre sites, followed by partitioning to create a new school parcel.
- Administrative Offices – Topographic surveying of administrative site.
- Alder Creek Middle School – Construction staking for renovation.

Canby School District

- Baker Prairie Middle School – Boundary and topographic surveying of a 40- acre parcel for siting of a new school. Assisted School District with resolution of boundary issues with neighboring property owners.
- Knight Elementary - Topographic surveying for parking lot improvements.
- Ninety-One School - Topographic surveying for parking improvements.
- Canby High School - Topographic surveying for expansion of the high school and vehicle traffic flow improvements.

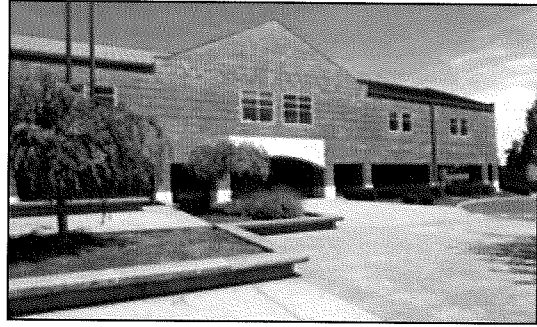
McMinnville School District

- Patton Middle School – Westlake completed surveying of a 10-acre site for improvements to athletic fields.
- Baker Athletic Field – Topographic surveying of \pm 20 acres to support redesign of athletic field facilities.
- Columbus Elementary School – Topographic surveying provided for improvements to access drive, vehicle traffic circulation and planning for future improvements.
- Duniway Middle School Athletic Field- Topographic surveying for improvements to athletic field.
- Wascher Elementary School – Topographic surveying (including wetland mapping) to support design of new classrooms, new kitchen and cafeteria, and a new fire protection drive.



Central School District

- Central High School / Talmadge Middle School – Westlake completed topographic and easement surveying of approximately 40 acres for design of a new wing at the middle school.
- Henry Hill Elementary School - Topographic surveying of ± 15 acres for planning of future improvements and building expansion.
- Independence Elementary School – Westlake prepared a topographic survey of 20 acres for waterline design, fire access drive design, and placement of future improvements.
- Monmouth Elementary School – Westlake prepared a site survey for approximately 10 acres. The survey will support placement of modular classrooms, vehicular circulation improvements and planning for future expansion.
- Metzger Elementary - Westlake prepared a boundary survey for School District surplus property disposition.
- Old Tualatin Elementary School - ALTA survey for disposition of school property.



Sherwood School District 88J

- Area 59 School Sites – For an urban expansion area, Westlake provided boundary and topographic site surveying for design of new elementary and middle schools. [Mapping included extensive wetlands.]

Tigard-Tualatin School District

- Alberta Rider Elementary – Westlake prepared a boundary record of survey, right of way dedication, and a property line adjustment survey with property description for this new school.
- Tualatin Elementary – Westlake prepared topographic mapping of an 18-acre green field site for a new school. Surveying included wetlands mapping, frontage roadway and adjacent roadways for design of access and circulation improvements.
- Fowler Middle School - Westlake initially prepared a topographic survey to support design of an expansion to the existing school. Additional surveying was then done to provide a flood plain survey for evaluation and for drainage improvements.

Jewell School District #8

- Jewell School – Westlake prepared a topographic map of a 5 acre portion of the school site for addition to the existing school. Subsequently, we provided construction staking for the remodel.

Private K12 Schools

- St. Anthony's School, Tigard, OR - Topographic mapping of the site to reflect current conditions including building and utility additions, revised grading and access, and street frontages.
- Oregon Episcopal School, Portland, OR – Construction staking
- Portland French School, Portland, OR – Construction staking