

ATTACHMENT A PROPOSAL COVER SHEET

RFP# 25134; Oregon Department of Transportation

This Proposal is for: PE/Design Services , (OR) Both PE/Design and CA/CEI Services

Legal Name of Firm as provided to IRS: Harper Houf Peterson Righellis Inc.; an Oregon Corporation; DBA Name (if different than legal name):

Corporation
 Professional Corporation
 Ltd. Liability Company
 Partnership or Joint Venture
 Limited Partnership
 Ltd. Liability Partnership
 Sole Proprietorship
 Other _____
 Mailing Address 205 SE Spokane Street, Suite, 200, Portland OR 97202

Type name of primary Contact for this Proposal Daniel S. Houf, PE
 Email address dan@hhpr.com
 Telephone 503-221-1131 Fax 503.221.1171
 Type name of person(s) authorized to sign Contract/Price Agreement: Daniel S. Houf, PE

“PASS/FAIL” - PROPOSAL SUBMISSION CHECKLIST (for Proposer use)	
<input checked="" type="checkbox"/>	Submission Deadline Date and Time met
<input checked="" type="checkbox"/>	Proposal Does Not Include Conditional Language about Terms and Conditions
“REQUIRED” ITEMS – PROPOSAL SUBMISSION CHECKLIST (for Proposer use)	
<input checked="" type="checkbox"/>	Proposal Cover Sheet Included and authorized original signature obtained
<input checked="" type="checkbox"/>	Minimum Qualifications met and indicated on Proposal Cover Sheet
<input checked="" type="checkbox"/>	Proposal Format and Page Length Requirements met
<input checked="" type="checkbox"/>	Correct number of Proposals included along with CD for electronic submittals
<input checked="" type="checkbox"/>	Reference Questionnaire forms
<input checked="" type="checkbox"/>	Subcontractor/Supplier Solicitation and Utilization Form, completed and signed
<input checked="" type="checkbox"/>	Checked off appropriate Conflict of Interest Disclosure certification on Proposal Coversheet (and included COI Disclosure Form(s) if there are required disclosures).

RESPONSES TO MINIMUM QUALIFICATIONS (See RFP Section 1.5.2)

➤ Registered Professional Engineer

Proposers must provide information below for at least one Registered Civil Engineer intending to perform civil engineering services under the Contract/Price Agreement.

Name	Registration Number	Jurisdiction of Registration
Daniel S. Houf, PE	#16263	Oregon
Ron Peterson, PE, LEED AP	#16197	Oregon

➤ Registered Professional Land Surveyor (PLS)

Proposers must provide information below for at least one PLS intending to perform surveying services under the Contract/Price Agreement.

Name	Registration Number	Jurisdiction of Registration
Pat Gaylord, PLS	#2767	Oregon
John Campbell, PLS	#60070	Oregon

CERTIFICATIONS. By signature below, the undersigned Authorized Representative on behalf of Proposer certifies that:

1. Agency shall not be liable for: a) any claims or be subject to any defenses asserted by Proposer based upon, resulting from, or related to, Proposer's failure to comprehend all requirements of the

RFP; or b) any expenses incurred by Proposer in either preparing and submitting its Proposal, or in participating in the proposal evaluation/selection or Contract/Price Agreement negotiation process, if any.

2. Neither the Proposer, a major partner or a major shareholder, (defined as a partner or shareholder owning 10% or more of your firm), a major subcontractor (defined as receiving 10% or more of the total Contract/Price Agreement amount), nor any principal officer of a Proposer, major partner, a major shareholder or major subcontractor:
 - a) is presently debarred, suspended, disqualified, proposed for debarment or declared ineligible for the award of contracts by any federal agency or agency of the State of Oregon, and is not listed on GSA's Excluded Parties List System which is available at <http://epls.gov>.
 - b) has, within the last 3-year period, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of bids or Proposals; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property? {A "principal officer of a Proposer, major partner or major subcontractor," means an officer, director, owner, or partner and any person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions)}.
3. Proposer has made all required **Conflict of Interest (COI) disclosures**, if any.
The ODOT COI Guidelines and COI Disclosure Form are available at the following link:
<http://www.oregon.gov/ODOT/CS/OPO/AE.shtml#Forms> (under "Misc. Procurement Related Forms")

(Check one of the following two certifications as applicable)

- Proposer understands and has provided to all Associates (which includes subcontractors) the COI Guidelines and COI Disclosure Form. Proposer and, to the best of the undersigned's information, knowledge and belief, Proposer's Associates (as defined in the COI Guidelines) are in conformance with the COI Guidelines, have no employees that were employed by ODOT within the last one-year period, and have no conflicts of interest or other disclosures required per the COI Guidelines. The response to each question on the COI Disclosure Form was "no".
- Proposer understands and has provided to all Associates (which includes subcontractors) the COI Guidelines and COI Disclosure Form. Proposer and, to the best of the undersigned's information, knowledge and belief, all Associates (as defined in the COI Guidelines) have provided on the COI Disclosure Form(s) submitted with this Proposal all disclosures required per the ODOT COI Guidelines.
4. Proposer has available (and can furnish to Agency upon request) the appropriate financial, material, equipment, facility and personnel resources and expertise, or ability to obtain the resources and expertise, necessary to indicate the capability of the Proposer to meet all contractual responsibilities.
 5. Proposer recognizes this is a public document open to public inspection. Any portion(s) of the Proposal that Proposer considers exempt from disclosure under Oregon Public Records Law is/are clearly designated in the Proposal and listed on a separate sheet attached to this Proposal Cover Sheet with justification and citation to the authority relied upon.
 6. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is:
 - o a minority, women or emerging small business enterprise certified under ORS 200.055, or
 - o a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

7. Proposer has an operating policy supporting equal employment opportunity. If proposing firm has 50 or more people, Proposer also has a formal equal opportunity program.
- o Does Proposing firm have 50 or more employees? Yes, No.
 - o Does Proposing firm have a formal equal employment opportunity program? Yes, No

Agency is an equal-employment-opportunity employer and values diversity in its work force. Agency requires its Contractors to have an operating policy as an equal employment opportunity employer. Firms of 50 people or less do not need to have a formal equal employment opportunity program, but shall have an operating policy supporting equal employment opportunity. Firms of 50 people or more shall also have a formal equal employment opportunity program.

8. The Proposal submitted is in response to the specific language contained in the RFP, and Proposer has made no assumptions based upon either (a) verbal or written statements not contained in the RFP, or (b) any previously-issued RFP, if any.
9. Proposer, acting through its authorized representative, has read and understands the RFP instructions, specifications, and terms and conditions contained within the RFP (including the sample contract) and all Addenda, if any. Failure to provide information required by the RFP may ultimately result in rejection of the Proposal.
10. Proposer agrees to and shall comply with, all requirements, specifications and terms and conditions contained within the RFP (including the sample contract) and all Addenda, if any.
11. Proposer and Proposer's employees and agents are not included on the list entitled "Specially Designated Nationals and Blocked Persons" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at <http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf>.
12. All contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Cover Sheet, are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty. **False Claims.** Proposer understands that any statement or representation it makes, in response to this solicitation, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the Oregon False Claims Act, ORS 180.750(1)}, made under the resulting PA/WOC being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
13. The signatory of this Proposal Cover Sheet is a duly authorized representative of the Proposer, has been authorized by Proposer to make all representations, attestations, and certifications contained in the Proposal document and to execute this Proposal document on behalf of Proposer.

[Note: Any alterations or erasures to the proposal shall be initialed in ink by the undersigned authorized representative.]

Date December 12, 2012

Authorized Signature

Daniel S. Houf, PE | Principal/Vice President

(Print Name and Title)

SHEET INDEX

PRELIMINARY ENGINEERING & DESIGN (PE-DESIGN)



2.2.1 PROPOSER'S PROJECT MANAGEMENT FOR PE-DESIGN SERVICES

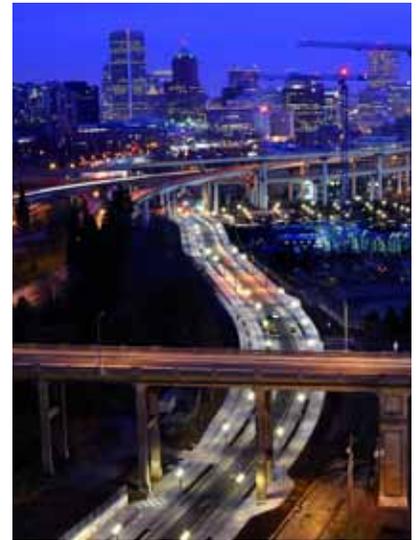
- A. Proposer's Management and Organizational Structure 1
 - Chain of Command 1
 - Organizational Chart 2
 - How Subcontractors will be Selected, Utilized and Managed 3
- B. Methods of Coordinating and Expediting Projects to Meet Delivery Schedules without Sacrificing Quality 4
 - Adjusting Schedules or Level of Effort to Meet Schedule 4
- C. Proposer's Quality Control Procedures for PE-Design 5
- D. Procedures for Informing Client of Insufficient Construction Budget 5

2.2.2 PROPOSER'S COST EFFECTIVENESS FOR PE-DESIGN SERVICES

- A. Proposer's Specific Efforts to Ensure Tasks and Deliverable are Completed in the Most Cost Effective Manner 6
 - How HHPR Ensures All Travel, Lodging, and Per Diem Expenses are as Low as Possible 6
- B. Specific Methods, Tools, and Processes HHPR Uses to Develop the Estimates for Services 7
 - How HHPR Ensures that Estimates for Services are Fair and Reasonable to the Government and HHPR 7

2.2.3 PROJECT TEAM & QUALIFICATIONS FOR PE-DESIGN SERVICES

- A. Project Manager(s) Experience with Similar Interdisciplinary Teams 8
- B. HHPR Self Performing Professional Services 10
 - HHPR Multi-Discipline Transportation Design Projects 12
 - SW Moody Avenue 12
 - Highway 212-Lawnfield Road Connector 12
 - E. Burnside/Couch Couplet 12
- C. Key Staff Resumes for PE-Design Services 10 Pages
 - Dan Houf, PE – Project Manager | Local Agency Roadway Lead PE-1
 - April Siebenaler, PMP – Project Manager PE-2
 - Aaron Isenhardt, PE – Project Manager | Highway Roadway Lead PE-3
 - Pete Slocum, PE, SE – Bridge | Structural Engineering PE-4
 - John Campbell, PLS – Survey Lead PE-5
 - George Saunders, PE, GE – Geotechnical Lead PE-6
 - Ben Austin, PE – Hydraulics Lead PE-7
 - Stuart Myers, PWS – Environmental Lead PE-8
 - Roger Hanna – Right-of-Way Lead PE-9
 - Stefanie Slyman, AICP – Public Involvement Lead PE-10





2.2.1 PROPOSER'S PROJECT MANAGEMENT FOR PE-DESIGN SERVICES

2.2.1 Section A.

Proposer's Management and Organizational Structure

Harper Houf Peterson Righellis Inc. (HHPR) is an **Oregon-based Business** founded as a civil engineering firm on the principle of providing excellent customer service, solving problems, and serving the Client's needs. Since 1990, HHPR has retained this customer-service focus while growing into a multi-disciplinary firm providing civil and structural engineering, planning, landscape architecture, survey, and construction management services. HHPR has completed over 4,500 infrastructure projects including roadway, utility systems, water resources, parks and trails, and site development.

HHPR has been recognized locally and nationally as a top engineering firm. In 2010, HHPR was selected as one of Oregon's Top 100 Businesses and was one of 24 projects nation-wide to receive an ACEC National Engineering Excellence Award for the SW Moody Avenue Project. HHPR was recently recognized by ZweigWhite as the 6th best Multi-Discipline Firm to work for in the US, which reflects our low turnover and consistency of staff. The average period of service for an HHPR Project Manager is over 12 years.

Over the last 22 years, HHPR has grown to become the 6th largest engineering firm in Oregon (2012 DJC), and is the **2nd largest Engineering Firm that calls Oregon home** (official headquarter offices, based upon 2012 DJC). As we have grown, we have hired local engineers, surveyors, planners, and landscape architects who are committed to quality service. We have numerous staff members who graduated from local institutions such as Oregon State University, Portland State University, University of Oregon, University of Portland, and the Oregon Institute of Technology. HHPR's professionals know and love the State of Oregon.

Chain of Command

Dan Houf, PE manages HHPR's Oregon operations and will serve as the Principal-in-Charge under the contract. **April Siebenaler, PMP**, Associate Principal will serve as Lead Work Order Contract Manager. Working together, Dan and April will review every potential project and assign a project manager who has the experience, trust and respect of ODOT and/or the Local Agency. Our goal with every project is to provide responsive service and to apply sound engineering and planning practices while maximizing the benefit of the project. Whether a project is led by ODOT or the local jurisdiction, understanding the needs and requirements of the jurisdiction where the project is located while meeting the requirements of ODOT and FHWA is a key element in a project's success.

Direct client services are delivered by HHPR's Project Managers and Associates who serve as the primary interface. HHPR Project Managers, all of whom are at a senior level, have the ability to make on-the-spot decisions and commitments if issues arise. We do not have extra layers of management that get in the way of getting projects done. Our Project Managers are, in turn, supported by experienced technical professionals.

The Project Manager assigned to the project will be committed to serve ODOT or ODOT/LPA for the entire duration of the project. **We strongly believe that the Project Manager who starts a project should be the one who finishes it...and we live up to this.**

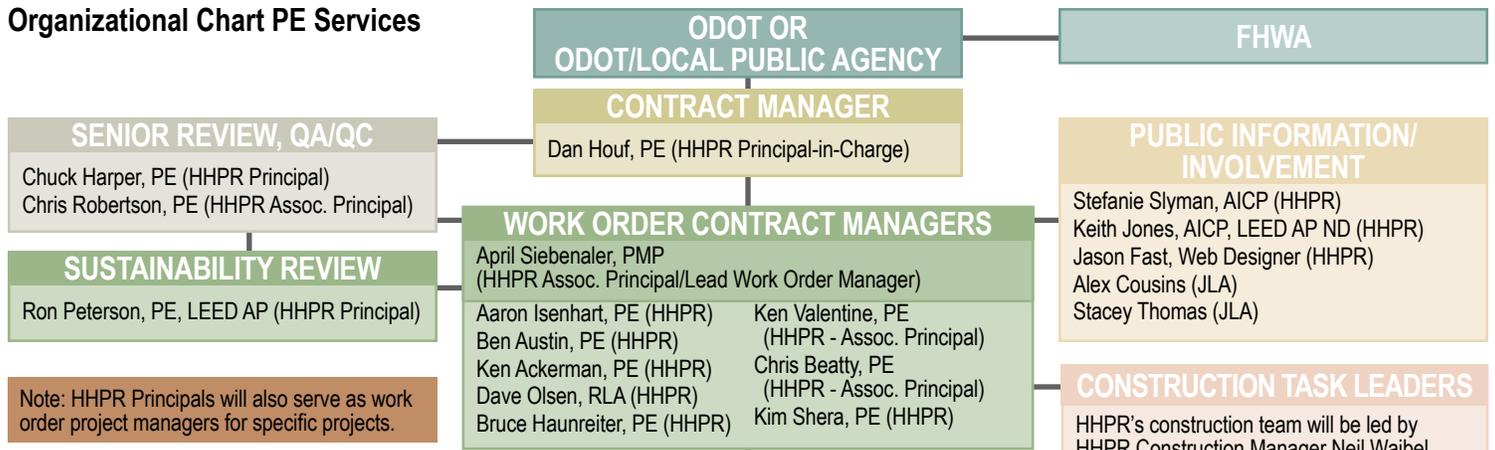
HHPR maintains full-service offices in Portland and Bend that include engineers, planners, landscape architects, and surveyors. HHPR's full-service office locations, coupled with our subconsultant office locations, provide a platform to serve all five ODOT Regions and Local Agencies around the state. The following page shows HHPR's team Organizational Structure and full chain of command.

How HHPR Structure Aids Delivery of ODOT Projects

- ◆ An Oregon-based Nationally Recognized Firm.
- ◆ The 2nd Largest Oregon Engineering Firm Headquartered in Oregon (Per April 2012 DJC)
- ◆ Knowledge of ODOT's people and processes, serving ODOT since 1999. HHPR currently serves on 10 ODOT on-call contracts as a prime or sub including the Statewide Local Agency and Full-Service Statewide On-call.
- ◆ Over 20 years experience with Federally Funded Transportation Projects.
- ◆ 22 Years of service to Oregon Local Agencies with over 400 projects .completed for 59 Cities, Counties, Ports or Service Districts across the State of Oregon. Our Local Agency Clients count on HHPR to help deliver their Federally Funded projects.
- ◆ Proven ability to deliver projects from a small Safe-Routes to School project to one of the Largest Multi-Modal Transportation Project in Oregon, such as SW Moody Avenue.
- ◆ A proven Statewide Delivery System with office locations in Portland and Bend.
- ◆ HHPR has developed strong working relationships with our subconsultant partners ranging from small DBE specialty firms to large multi-discipline partners for major projects.
- ◆ Principals of the firm are actively involved in project development and have worked together in Oregon for 25 years. HHPR is a well-managed, cost effective firm with a low overhead rate.
- ◆ A leader in Sustainable Design for transportation projects.



Organizational Chart PE Services



HHPR has assembled a team with over 800 available staff members. This includes an estimated 120 roadway and drainage engineers, 43 bridge/structural engineers, 84 traffic engineers, 29 geotechnical engineers, 15 landscape architects, 40 surveyors, 140 environmental scientists, 31 ROW specialists, 32 public involvement specialists, 93 construction specialists, and CAD and technical support staff.

ENGINEERING TASK LEADERS		
Roadway/ Highway and Trail Design Dan Houf, PE (HHPR Principal) Aaron Isenhardt, PE (HHPR) Chris Beatty, PE (HHPR) Bruce Haunreiter, PE (HHPR) Kim Shera, PE (HHPR) Neil Waibel, PE (HHPR) Kelly Bachelder, PE (HHPR) Janelle Brannan, PE (HHPR) Jennifer Van Camp, PE (HHPR) Jeff Elston (HHPR) George Hudson, RLA (ALTA) Howard Perry, PE, PLS (AP) Jeremy Morris, PE (ADK) Tina Adams, PE (CAS) Jim Porter, PE (JUB) Tim Blaire, PE (JUB) Jerry Lane, PE (OBEC) Tom Metcalf, PE (OBEC) Dave Simmons, PE (CH2M)	Utilities (Sanitary & Water) Travis Kruger, PE (HHPR) Neil Waibel, PE (HHPR) Jeremy Fick, PE (HHPR) Rob VanderZanden, PE (HHPR) Jeremy Morris, PE (ADK) Howard Perry, PE, PLS (AP) Ralph Dunham, PE (STE) Wen Jou, PE (ACE)	Landscape Architecture/ Urban Design & Architecture/Erosion Control Dave Olsen, RLA (HHPR) Jeff Creel, RLA (HHPR) Scott Banker, RLA, CPESC, CESCL (HHPR) Larry Gilbert, ASLA (CM) Sandra Dymale, ASLA (CM) Matthew Koehler, ASLA (CM) Ben Ngan, RLA (NNA) Bo Nevue, RLA (NNA) Ron Stewart, AIA (ZGF) Greg Baldwin, FAIA (ZGF) Sid Scott, AIA (SEA)
Utility Coordination Neil Waibel, PE (HHPR) Ben Austin, PE (HHPR) Dan Houf, PE (HHPR) Aaron Isenhardt, PE (HHPR) Bruce Haunreiter, PE (HHPR)	Specifications Neil Waibel, PE (HHPR) Dan Houf, PE (HHPR) Chuck Harper, PE (HHPR) Ken Ackerman, PE (HHPR) Aaron Isenhardt, PE (HHPR) Chris Beatty, PE (HHPR) Ben Austin, PE (HHPR) Randy Stark, PE (HHPR)	Bridge Design/Structural Steve Entenman, PE, SE (HHPR) Jeff Schwindt, PE, LEED GA (HHPR) Lawrence Fox, PE (OBEC) Pete Slocum, PE, SE (OBEC) Lwin Hwee, PE (CH2M) Lisa Vernon, PE (CH2M) Donald Wagner, PE (CH2M) Allen Rieke, PE, PLS (AP) George Anderson, PE, SE (JUB) Mike Lopez, PE (TYL)
Survey/ROW Mapping Pat Gaylord, PLS (HHPR) Paul Galli, PLS (HHPR) John Campbell, PLS (HHPR) JT Hagland, PLS (HHPR) Doug Adkins, PE, PLS (ADK) Beau McLendon, PLS (AP) Eric Urstadt, PLS, CWRE (STE) Corey Woodruff, PLS, CWRE (STE)	Rail/Transit/OCS Mark Dorn, PE (URS) David Pyatt, Ceng-UK (HMM) Ron Tien, PE (HMM) Bruce Haunreiter, PE (HHPR)	Drainage/Water Quality/ Hydraulics Ben Austin, PE (HHPR) Ken Valentine, PE (HHPR) Bruce Haunreiter, PE (HHPR) Aaron Isenhardt, PE (HHPR) Ken Ackerman, PE (HHPR) Tony Righellis, PE (HHPR) Travis Kruger, PE (HHPR) Beau Braman, PE (HHPR)
Traffic Engineering/ITS Peter Coffey, PE (DKS) Brian Copeland, PE (DKS) Dana Beckwith, PE, PTOE (DKS) Randy McCourt, PE, PTOE (DKS) Jim Peters, PE, PTOE (DKS) Wade Scarborough, PE (KAI) Mark Butorac, PE (KAI) Charles Radosta, PE (KAI) Hermanus Steyn, PE (KAI) Anthony Yi, PE (KAI)	Geotechnical Engineering/ Pavement Design George Saunders, PE, GE (GEO) Krey Younger, PE, GE (GEO) Arthur "Bud" Furber, PE (PSI) Michael Maloney, PE (PSI) Jeffrey Tucker, PE, GE (GEO) Scott Mills, PE (GEO) Mark V. Herbert, PE, GE (WG) Scott Wallace, PE, GE (WG) Scott Schlecter, PE, GE (GRI)	Plan Production/Graphics Jeff Elston (HHPR) Teri Hirn (HHPR) Jake Lydon (HHPR) Jimmy Houf, EIT (HHPR) Pete Coffman, EIT (HHPR) Angela Martinec, PE (HHPR) Carlos Hernandez (HHPR) Todd Fleming (HHPR)

ENVIRONMENTAL/PERMITTING TASK LEADERS	
ESA/Biology & Botanical Mark Hynson, PWS (MBG) Stuart Myers (MBG) Wendy Wenthe, PhD (MBG) Greg Lommicky, PhD (PHS) Steve Mader, PhD (CH2M)	Air/Noise Michael Minor (MMA) Dave Baker, PE (CH2M) Roger Whitaker, PE (MMA)
NEPA Terry Kearns (URS) Keith Jones, AICP, LEED AP ND (HHPR) Darren Muldoon (CH2M)	Wetlands Scott Banker, RLA, CPESC, CESCL (HHPR) Mark Hynson, PWS (MBG) Justin Moffett, PWS (MBG) Peggy O'Neill (CH2M) John van Stavern, PWS (PHS)
Cultural Resources Jo Reese, MA RRA (AINW) Kathryn Toepel, PLD, RPA (HRA) Robin McClintock (CH2M)	Environmental/Land Use Permits Keith Jones, AICP, LEED AP ND (HHPR) Stefanie Slyman, AICP (HHPR) Frank Angelo, AICP (APG)
HazMat Ken Valentine, PE (HHPR) Jason O'Donnell, RG (GEO) Craig Ware, RG (GEO) George Freitag, CEG (GRI) Scott Wallace, PE, GE (WG)	

ROW APPRAISAL/ACQUISITION	
Roger Hanna (HMA) Marvin McEldowney (HMA) Jesse Johnson (HMA) Lori Root (HMA) David Johnson (HMA) Clinton Eckstein (HMA)	Sharan Hams-LaDuca (HMA) Leslie Finnigan, SR/WA (UFS) Regina Thompson, SR/WA (UFS) Seth Hemelstrand (UFS)



How Subcontractors will be Selected, Utilized and Managed

HHPR has developed close relationships with a large number of firms across the state and has assembled a team of subconsultants that can provide a Statewide Delivery system for ODOT and Local Agency projects.

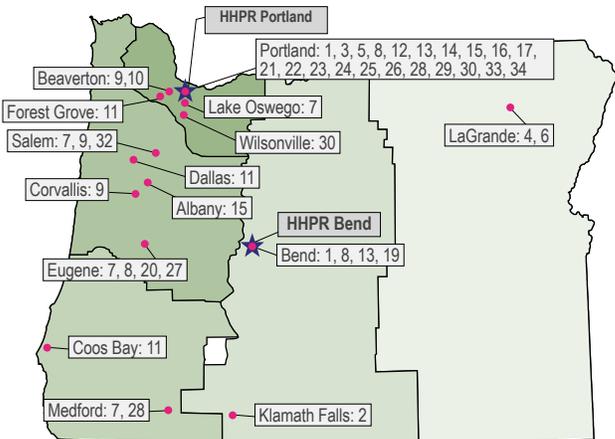
We seek out teaming arrangements that can best meet the needs of our clients. When selecting subconsultants we consider the following:

1. Technical expertise required and past performance
2. Knowledge of the project area and client processes and needs
3. Experience working with the Project Team
4. Availability
5. Location
6. Cost effectiveness
7. DBE status

HHPR has assembled a diverse and talented team of subconsultants to meet the needs of any project. We have selected them because we know the people, their talents and their expertise. HHPR will tailor the team to best meet the needs of the specific project. With the recent approval of ODOT’s DBE Program Waiver Modification, HHPR’s extended team is structured to be able to meet the DBE goals that are established for each WOC.

Like our internal resources, we manage our subconsultants on a continual basis with regular communication. Our long-standing working relationships with our subconsultants result in a reduction in management time. Because we have worked with them before, the learning curve has been eliminated. Our subconsultants are involved in determining the schedule and setting of milestones, fostering team buy-in. Through regular team meetings we look for any issues that may develop and keep a close eye on progress to ensure the project stays on track.

The following chart and graphic shows the firms serving on the HHPR team, how they will be utilized, and the location of their offices.



HHPR Subconsultant Partners

		Roadway and Trail Design	Structural/Bridge	Utilities and Stormwater	Traffic Engineering/Signal/Illumination	Rail and Street Car Design	Survey	Geotechnical and Pavement Design	Landscape/Urban Design	Land Use Planning/Permitting	Public Involvement	Environmental	Right-of-Way	Construction Services	MWESB/DBE Firm
1	HHPR Harper Houf Peterson Righellis Inc.	✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	
2	ADK Adkins Consulting Engineering			✓			✓								
3	ALTA ALTA Planning	✓													
4	AP Anderson Perry	✓	✓	✓			✓					✓		✓	
5	CAS Casso Consulting	✓													✓
6	JUB J-U-B Engineering	✓	✓												
7	OBEC OBEC Consulting Engineers	✓	✓			✓	✓					✓		✓	
8	CH2M CH2M HILL		✓	✓		✓						✓			
9	TYL TY Lin International Group		✓												
10	ACE ACE Consulting Engineers			✓											✓
11	STE Stuntzner Engineering			✓			✓							✓	
12	DKS DKS Associates				✓									✓	
13	KAI Kittelson & Associates, Inc.				✓										
14	HMM Hatch Mott MacDonald					✓									
15	URS URS Corporation					✓						✓			
16	GEO GeoDesign Inc.							✓						✓	
17	GRI Geotechnical Resources							✓							
18	PSI Pavement Services Inc.							✓							✓
19	WG Wallace Group							✓						✓	✓
20	CM Cameron McCarthy Landscape Architecture & Planning								✓						
21	NNA Nevue Ngan Associates								✓						✓
22	SEA Scott Edwards Architecture								✓						
23	ZGF Zimmer Gunsul Frasca Architects								✓						
24	APG Angelo Planning Group									✓					✓
25	JLA JLA Public Involvement										✓				✓
26	AINW Archeological Investigations NW, Inc.											✓			
27	HRA Heritage Research Associates, Inc.											✓			
28	MBG Mason, Bruce & Girard, Inc.											✓			
29	MMA Michael Minor & Associates											✓			✓
30	PHS Pacific Habitat Services											✓			
31	HMA Hanna, McEldowney and Associates												✓		✓
32	UFS Universal Field Services, Inc.												✓		
33	CZE Cooper Zietz Engineers													✓	✓
34	KEI KE & Associates, Inc.													✓	✓



2.2.1 Section B.

Methods of Coordinating and Expediting Projects to Meet Delivery Schedules without Sacrificing Quality

HHPR coordinates and expedites project elements with knowledgeable and skilled project managers who manage their projects with foresight and strong communication skills, working to eliminate any potential obstacles that would delay project development. HHPR professionals also draw upon the expertise of the client, project team and stakeholders to assist in the project delivery.

Specific methods include:

Clear Communication: Project expectations and goals must be clearly communicated to the team throughout the development of a project. HHPR has developed a number of communication tools that project managers can use to formally document and track a project's progress and help all team members and stakeholders stay abreast of the project's development. An example of one of our tools is the development of a Project Charter. A Project Charter is developed at the beginning of a project with the client and appropriate team members. It provides high-level guidance for the project and includes a description of the project, and lists stakeholders, team members and project deliverables. The Charter can also include the project mission, guiding design principles/goals and objectives, roles and responsibilities of team members, project assumptions, constraints and risks. Additional tools can be used depending on the complexity and unique challenges of each project. These tools include Project Status Report, Project Issues Log, Project Risk Log and Management Plan, and Project Change Requests.

Monthly PM Meetings: Monthly, all project managers involved with the delivery of FHWA funded projects meet to discuss the latest requirements in delivering those projects, including issues that may affect project schedules. This provides our project managers the opportunity to keep each other informed of the latest changes in ODOT processes, share ideas for managing their projects, and keep abreast of the latest needs and requirements for moving a project through ODOT's PS&E process to bid letting.

Skilled and Experienced Project Management: HHPR manages team resources to effectively and efficiently meet the schedule and budget. HHPR project managers know when to start specific tasks and when to place certain tasks on hold until milestones are achieved. An example is the production of final construction drawings. It is critical that the design concepts and elements of the project are finalized and approved prior to committing drafting time to prepare the plans, and prior to sending base maps to subconsultants to start their work process.

Adjusting Schedules or Level of Effort to Meet Schedule

Microsoft Project: HHPR uses Microsoft Project to schedule and monitor the progress of projects to keep them on track and avoid delays. Schedules are developed based on the deliverables from the statement of work and include an appropriate level of subtasks needed to track the project. The key to keeping any project on schedule is to identify the critical path items (i.e. Right-of-Way Acquisition, Environmental Permitting) of the process, and to make sure these items move forward on schedule. To do this, work progress is reviewed on a monthly basis (at a minimum) to determine the percentage of work completed by task. At the first sign of an impact to a critical path task, HHPR project managers may employ a range of options to bring the task back on schedule and within budget.

Resource Capacity: There are times when a specific project task must be accelerated to keep the project on schedule. HHPR holds a scheduling meeting every Friday morning and utilizes customized scheduling software that was developed for HHPR project managers to schedule staff and balance workloads. Each project manager has the opportunity to request additional support to meet critical time frames and milestones. As the 6th largest Engineering firm in Oregon (per the 2012 Daily Journal of Commerce), HHPR has the capacity to fulfill the requirements of any project large or small.

Schedule Monitoring: Other options to bring the overall schedule back on track include reviewing the schedule for tasks that can be expedited with additional staff or completing tasks concurrently that were previously scheduled consecutively. This systematic approach to project development assures delivery of products on schedule while providing quality service. Once the milestones have been met and the project is back on schedule, the next step of the process is ready to proceed. *HHPR has a long history of putting in the extra work necessary to meet project schedules and commitments.*

- ◆ HHPR has a demonstrated track record of expediting all elements in the delivery of a project. ODOT successfully delivered ALL of the State's ARRA projects, and HHPR is proud to say we partnered with ODOT to deliver 10 ARRA projects.
- ◆ The SW Moody Avenue Project is another example of our ability to adjust the level of effort to meet the project schedule. HHPR was hired in May of 2010 for the TIGER grant funded project with the stipulation that the entire \$51 million project be designed, constructed and open to traffic in just 18 months. HHPR developed separate bid packages to help expedite the process, resulting in the project being completed over three months ahead of schedule.

"HHPR had a team of talented engineers who provided excellent plans and specifications and responded quickly to any questions raised by field staff. The HHPR team was flexible in their approach and implementation, exceeding expectations throughout all phases of this project."

– Chris Armes, City of Portland on the SW Moody Avenue Project



2.2.1 Section C.

Proposer's Quality Control Procedures for PE-Design

Quality is our Mission - Quality is the cornerstone of HHPR's success. It is why HHPR has grown to be one of the most effective consulting firms in the region. HHPR takes pride in preparing high quality plans. We believe that quality translates into clear plans that can be constructed, and the preparation of clear and concise bid documents is absolutely essential. HHPR has been focusing on providing quality service since our inception in 1990. Quality is fundamental to our operation and long term sustainability.

Our QC Mission is stated as follows:

We strongly believe in producing quality products and providing quality service. This is the cornerstone to serving clients. Our mission is to satisfy our clients by providing excellent service, solving their challenges, and meeting their needs.

Our specific Quality Control Procedures are outlined as follows:

PE Quality Control Process
The first deliverable in every Statement of Work is the Project Quality Control Plan. This project-specific QC Plan is a living document that outlines: <ul style="list-style-type: none"> ♦ Task or Sub-Task <ul style="list-style-type: none"> • Required deliverable(s) • Due date • Party responsible for production of deliverable(s) • Party responsible for QC review of deliverable(s) • Dates that QC reviews are performed • Initialed by QC reviewer certifying that QC comments have been addressed
QC staff assigned to the project are technical experts not involved in the day-to-day development of deliverables for the project.
Specific tasks could include (but are not limited to) QC Review of: <ul style="list-style-type: none"> ♦ Survey Basemaps ♦ Right-of-way and Easement Legal Descriptions ♦ Engineering Plans (Design and Constructability) ♦ Engineering Plans (For Compliance with the Contract Plans Development Guide) ♦ Urban Design (Landscape Plans and Details) ♦ Engineering and Environmental Reports ♦ Construction Cost Estimate ♦ Project Specifications ♦ Construction Schedule ♦ Other Technical Documents as appropriate
HHPR's Quality Service Guidelines is utilized to carry out the QC review. This internal document contains checklists for each technical discipline.

At a minimum, independent, in-house QC reviews will be completed at the following project milestones:

Design Acceptance Package ■ Preliminary Plans ■ Advance Plans ■ Final PS&E Documents

Project Managers are responsible for ensuring that reviews are accomplished and comments are documented, resolved, and incorporated into the project as appropriate.

The QC Plan is available at any time for review by ODOT staff.

HHPR maintains a separate file for the independent reviews, and provides a Quality Control memo that outlines which documents have been prepared, and who reviewed the document. This memo is provided to ODOT and the Local Agency.

HHPR is committed to performing these reviews and will budget and schedule the necessary time to review and correct our deliverables during the project. Project Managers will be responsible for ensuring that reviews are accomplished and incorporated into the project schedule and budget for each deliverable.

2.2.1 Section D.

Procedures for Informing Client of Insufficient Construction Budget

Our approach to every project is to first understand what problem(s) the project is trying to solve and second, how much budget is available to solve the problem. Both of these must be understood at the beginning of the project before any work begins. Before a project is estimated, bid tabs and ODOT unit price summaries are pulled for similar size and types of projects to provide the most accurate estimate. Contingencies are applied based on what level of design the project is at and based on the level of risk associated with the project's element. Once this information is obtained, we then immediately do a high level assessment of the project and its budget to consider whether we believe the proposed solution can be constructed within the available budget. Our senior level project managers and engineers have a broad depth of experience with public projects to draw from. **If HHPR has a concern about the adequacy of the budget, we begin a dialog with the client before any work begins.** This early assessment and communication with the client is critical. The project approach can be adjusted to ensure options are developed for bringing the construction estimate in line with the available budget. If the proposed solution looks like it could be beyond the available budget, options such as phasing and/or practical design measures may be considered during the early design work, and will be documented in a memo or design report. By the time we have reached the Design Acceptance Package (DAP) submittal, HHPR will have estimated the overall project cost and provided alternatives for bringing the project within the available funding.

If, at any point, a budget concern is identified, options for bringing the project back within budget are immediately identified, documented and closely monitored to ensure the final design can be constructed within the client's available budget.



2.2.2 PROPOSER'S COST EFFECTIVENESS FOR PE-DESIGN SERVICES

2.2.2 Section A.

Proposer's Specific Efforts to Ensure Tasks and Deliverable are Completed in the most Cost Effective Manner

HHPR has outlined six specific Efforts that lead to Cost Effective Service:

Competitive Rates: HHPR understands what is required of a consulting firm to be cost effective for the benefit of the client. HHPR is a well managed company that has a cost effective, industry competitive low overhead rate, providing a baseline for cost effective services.

Consistent Staff: HHPR assigns the right people to the project and keeps them on the project through completion. Consistency of staff throughout the project is a key component to providing cost effective and responsive service. Staff turnover can be a source of project uncertainty and cost overruns. Personnel changes translate into added costs on the project and failure to meet schedules. HHPR assigns staff that will be consistent throughout a project. We can do this with confidence, as HHPR has a very low staff turnover rate.

Project Management Tools: The Project Manager has access to project costs on a continual basis to track budgets. Along with our monthly project invoices, we also prepare a summary of the work completed to date, and provide to the client a spreadsheet showing the level of effort for each staff type completed for each task and sub-task for the previous month, and the project as a whole. The actual cost of each sub-task is summarized as "percent complete" compared to the overall estimated budget for that task. **This early and consistent monitoring of costs provides the Project Manager the tools to make the necessary adjustments to keep the project within budget.** Along with the project summary, we also identify any budget issues associated with the project that should be raised and addressed.

Use of Local Staff: With offices in Portland and Bend, HHPR can provide a larger reach around the state for local proximity to the project site. HHPR also utilizes subconsultant surveyors and ODOT certified inspectors from around the state, which reduces travel time, and provides staff with local knowledge.

Training: HHPR participates in ODOT training conferences, brown bag lunches, and certification programs and other ODOT and/or ODOT/LPA events which keep us up to date on current procedures and processes, thus leading to efficient service.

Technology: HHPR uses technology to increase cost-effective project delivery. HHPR uses teleconferencing and programs such as join.me and Go-to-Meeting to enhance communications and information sharing with team members across the state. For complex projects, HHPR also utilizes 4D modeling (3D model showing how it develops over time) to identify and resolve conflicts during the design phase that might not otherwise be identified until the construction phase.

Additionally, HHPR is a leader in the use of Microstation and InRoads design software. Our staff (Aaron Isenhardt) has served on an ODOT Management Steering Committee related to the implementation of Microstation and InRoads upgrades for ODOT projects. HHPR will continue to use technology to provide a cost effective, efficient link between the client, office and the field.

How HHPR Ensures All Travel, Lodging, and Per Diem Expenses are as Low as Possible

HHPR has a designated administrative staff member (Sue LeBrun) who is responsible for making reservations and accommodations for all company travel, including survey staff. HHPR reimburses employee per diem expenses based upon the Oregon Accounting Manual (Travel Chapter) established by the Oregon Department of Administrative Services State Controller's Division for all state agencies. It is based on the IRS and GSA (General Services Administration) federal per diem rates and rules, and is an accountable plan, meaning HHPR pays actual costs incurred, which reduces the overall per diem costs. HHPR specific methods for Expense Cost Containment are outlined as follows:

HHPR Methods for Expense Cost Containment
◆ HHPR does not mark up expenses or subconsultants.
◆ Designated staff member makes extended stay travel arrangements and utilizes company discounts and web based travel arrangements.
◆ Project survey crews DO NOT charge mileage to the project for travel to project sites.
◆ Per diem rates are established per Oregon Accounting Manual (Travel Chapter). HHPR pays actual costs incurred, instead of a flat rate per diem cost, which reduces overall job costs.
◆ Mileage reimbursement based upon federal rates.
◆ Use of wireless technologies to transfer data between office and field.
◆ Work with ODOT or ODOT/LPA to determine which elements can be completed by Local Agency staff (i.e. sewer inspections, etc).
◆ Negotiate specific items into long term projects (i.e. flat rate for vehicle use, use of Agency facilities such as job site office).
◆ HHPR makes every effort to efficiently collect field data with local surveyors and technicians. We otherwise limit travel and travel time, and search for the most economical overnight lodging and extended stay options.



2.2.2 Section B.

Specific Methods, Tools, and Processes HHPR Uses to Develop the Estimates for Services

HHPR has developed numerous multi-discipline, multi-task project delivery estimates for Federally Funded ODOT and Local Public Agency (LPA) projects that include both PE and CE services. HHPR starts by working with the ODOT or ODOT/LPA to develop a Work Order Contract (WOC) that fits the project needs. HHPR's familiarity and work history with Local Agencies, ODOT standards and procedures, and individual staff at the agency allows our team to tailor our work products and quality control measures to the unique needs of each project, all within the framework of the State and/or Federal Funding requirements. Each WOC is unique; therefore we start projects by clearly defining the project scope with the client. On larger, more complex projects, a site visit with ODOT or ODOT/LPA and the project team has been successful in discussing project specifics and defining the project limits and consultant expectations. Key staff members and all subconsultants are involved in the project scope development. After the scope is defined, we estimate fees based on this agreed upon scope. Assumptions are identified and challenged early on to prevent surprises or scope misunderstandings, and contingency items are outlined and included in the scope of services.

HHPR Process for Developing Scope of Work and Estimate for Services
◆ Meet with ODOT or ODOT/LPA staff to define the limits and intent of the project (Scoping Meeting). Visit the project site for more complex projects.
◆ Clearly define the role that ODOT or ODOT/LPA will play in the contract and outline the anticipated schedule for the project.
◆ Work with proposed project team to develop a detailed Statement of Work (SOW) and provide a draft to ODOT or ODOT/LPA for initial review and comment.
◆ Once the Scope of Work is defined, Complete the Breakdown of Costs (BOC) spreadsheet which provides the proposed fee for the project, including input from subconsultants.
◆ Review overall Fee with ODOT and/or Local Agency and ODOT Liaison to confirm assumptions and answer questions on the Scope and Fee. Coordinate changes with subconsultants.
◆ Establish contingency budget Items for Statement of Work if required.
◆ Negotiate allowable Profit using Profit Worksheet.
◆ Finalize Work Order Contract.

HHPR has developed strong working relationships with ODOT and numerous Local Agencies in Oregon. We have worked hard to understand their people and processes and can tailor our service to meet the specific needs of the Agency while working with Federal Funding and ODOT oversight of the Federal Funds.

How HHPR Ensures that Estimates for Services are Fair and Reasonable to the Government and HHPR

PE Services: HHPR has developed and reviewed project cost data over the last 22 years, which allows us to assess the project development costs versus the overall construction budget. This has been used for projects large and small and provides HHPR and the client a quick check to determine if the proposed fees and level of effort are consistent with the project scope.

HHPR understands what is required of a consulting firm to be cost effective for the benefit of our clients.

Estimates Not Padded: At HHPR, to the greatest extent possible, we use the actual staff member's hourly rate to determine the overall not-to-exceed cost instead of the maximum billing rate for employee classification. This sets a reasonable not-to-exceed amount which is not padded with extra costs.

Low Overhead: As a well-managed company, HHPR has a very low and competitive overhead rate. For example, all Principals of the firm work on projects, and we do not carry corporate figureheads that are only associated with marketing.

Low Staff Turnover: Recognized regionally and nationally as a top Engineering and Multi-discipline firm to work for, HHPR has low staff turnover. This stability reduces overhead costs associated with handing projects off to different staff and training new employees.

Incidental Work Included: It is not our firm's approach to "nickel and dime" the Client with multiple requests for minor scope changes. It has always been HHPR's approach that some additional work on a project is incidental to the overall project and paramount to providing quality service to the client. It has been the policy of HHPR to complete our work to the best of our abilities regardless of the remaining budget on a project. If we have underestimated the level of effort required to complete a project at the outset, and there are no major scope changes, we feel that it is our responsibility to honor the commitment of our original contract.

Our firm has performed over and over on projects with tight schedules and limited budgets. We have completed our work and served the needs of our clients while keeping within project constraints.



2.2.3 PROJECT TEAM & QUALIFICATIONS FOR PE-DESIGN SERVICES

2.2.3 Section A.

Project Manager(s) Experience with Inter-Disciplinary Teams

April Siebenaler, PMP is an Associate Principal of Harper Houf Peterson Righellis Inc. and is a certified Project Management Professional. **April will serve as the HHPR’s Lead Project Work Order Manager for HHPR’s team, and will serve as Project Manager on major projects.**

April joined HHPR in 2006, and brings 19 years of experience in multi-modal transportation planning and project management. April was formerly a project leader for ODOT where she managed the design phase for major highway projects. Prior to her work at ODOT, she spent 10 years as a transportation planner for Multnomah and Clackamas Counties in Oregon. April has managed numerous complex, Federally Funded projects with large multi-disciplinary teams.

Managing Complex Projects and Multidisciplinary Teams

April served as the Project Manager and delivered the complex, fast-tracked, \$51 million SW Moody Avenue Project (Federal TIGER Grant and OTIA Funded) on time and under budget. April served as the Project Manager for the \$18 million E. Burnside/Couch Couplet project (Federally Funded ODOT Local Agency Project for the City of Portland). April also served as the Project Manager for the Harbor Drive Improvements (I-5 off-ramp to Downtown Portland). While at ODOT, April led the team designing the Martin Luther King Viaduct Replacement Project and was involved in other projects of statewide significance including the I-5 widening at Delta Park.



SW Moody Avenue



Harbor Drive Improvements



E. Burnside/Couch Couplet

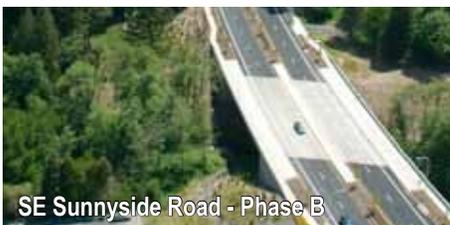
Dan Houf, PE is a Senior Principal and Vice President of Harper Houf Peterson Righellis Inc., and is a registered civil and environmental engineer in Oregon with over 25 years of experience. **Dan will serve as Principal-In-Charge for the Full Service A&E On-Call Contract and will also serve as one of HHPR’s Work Order Project Managers on larger transportation projects.** While at HHPR, Dan has engineered and managed many public works projects from the initial field investigations all the way through construction, and has the broad technical experience necessary to guide the project through the entire development process. Dan has managed over \$140 million of transportation improvement projects over the last 12 years in Oregon, and has served as the Principal-In-Charge for the last 13 years on HHPR’s ODOT On-Call Contract for Local Agencies. He has extensive experience leading Federal, State, and Locally funded multi-discipline complex transportation projects. Dan has served on the ODOT/ ACEC liaison committee and has attended and participated in many ODOT training classes, including the Statewide Local Agency Delivery Conferences and the Statewide Access

Management Conference. Dan worked at David Evans and Associates prior to joining HHPR in 1991.

Dan’s role of Principal-in-Charge has been to ensure that HHPR allocates necessary resources for ODOT projects, including training, software purchases, staff development, and hiring. Dan has served as the Portland Office Manager for HHPR since 1999, and oversees the firm’s Oregon operations.

Managing Complex Projects and Multidisciplinary Teams

Dan Houf has managed many complex projects and multi-discipline teams. This includes management of all phases of the Federally Funded Sunnyside Road Project (\$88 Million -10 year project); Highway 212-Lawnfield Road Connector – Phases 1 - 3; Industrial Way Extension (part of the overall Sunrise JTA Project); SE 172nd Avenue Improvements; Rock Creek Boulevard Arterial Roadway Improvements; Meyers Road Improvements; North Main Street Reconstruction, Milwaukie Oregon; Farmington Road – Hocken to Murray; and served as the Principal-in-Charge for the SW Moody Avenue Project.



SE Sunnyside Road - Phase B



SE 172nd Avenue



Highway 212 Improvements



Additional Proposed Project Managers (Work Order Contract Managers)

Project Management	Background	Experience Managing Multi-Discipline Projects
Aaron Isenhardt, PE Associate Project Manager HHPR, Portland	<ul style="list-style-type: none"> ◆ 18 Years of Experience ◆ Registered Civil Engineer in OR, WA, IA ◆ Extensive experience in Interchange Design and Layout ◆ Worked at ODOT prior to HHPR ◆ Delivered 30+ ODOT contracts while at HHPR ◆ Multiple roles in the ODOT/ ACEC Committee 	<ul style="list-style-type: none"> ◆ I-5: North Macadam Interchange Layouts and Estimates, City of Portland ◆ OR 62 Right-of-Way Estimate and Technical Report, ODOT ◆ Barlow Road Realignment Project, Clackamas County** ◆ Jackson Street Transit Hub, City of Milwaukie** ◆ Spencer Creek / Baldock 6f Conversion, ODOT ◆ MLK/Columbia Transportation Improvement Program, City of Portland** ◆ Lake Road Safe Routes to School, City of Milwaukie** ◆ Grande Ronde Bike / Ped Bridge, City of La Grande** ◆ North Powder Elementary Safe Routes to School, City of North Powder** ◆ McNary Heights Safe Routes to School, Umatilla County**
Ben Austin, PE Associate Project Manager HHPR, Portland	<ul style="list-style-type: none"> ◆ 13 Years of Experience ◆ Registered Civil Engineer in OR, WA ◆ Extensive experience in "Greenstreet Design" 	<ul style="list-style-type: none"> ◆ SW Birchwood Road Improvements, City of Beaverton** ◆ Tualatin Sherwood Road: Highway 99W Improvements – Adams Avenue, Washington County ◆ Adams Avenue North – Tualatin Sherwood Road to Highway 99W, City of Sherwood ◆ Laurelwood Avenue and 87th Avenue Sidewalks, City of Beaverton**
Chris Beatty, PE Associate Principal Project Manager HHPR, Portland	<ul style="list-style-type: none"> ◆ 22 Years of Experience ◆ Registered Civil Engineer in OR, WA ◆ Prior to Joining HHPR, worked at City of Tigard 	<ul style="list-style-type: none"> ◆ Bay Boulevard Improvements, City of Newport** ◆ Newport Streets Paving, City of Newport** ◆ 10th Avenue Street/Storm, City of Stayton** ◆ Dubarko Road, City of Sandy (ODOT Funded) ◆ "B" Street Improvements, City of Forest Grove**
Ron Peterson, PE, LEED AP Principal Project Manager HHPR, Portland	<ul style="list-style-type: none"> ◆ 25 Years of Experience ◆ Registered Civil and Environmental Engineer in OR, WA ◆ LEED AP 	<ul style="list-style-type: none"> ◆ Jackson Street Transit Hub, City of Milwaukie** ◆ Multnomah Boulevard Improvements, City of Portland ◆ NE 117th Avenue Improvements, City of Portland ◆ SE Terwilliger & SW Palater Roundabout, City of Portland ◆ Nimbus Station, Washington County Commuter Rail
Ken Ackerman, PE Associate Project Manager HHPR, Portland	<ul style="list-style-type: none"> ◆ 20 Years of Experience ◆ Registered Civil Engineer in OR, WA ◆ Prior to Joining HHPR, worked at Clackamas County 	<ul style="list-style-type: none"> ◆ OR 8: 10th Avenue to N. 19th Avenue (Baseline), Cornelius** ◆ Stafford-Borland Roundabout, Clackamas County ◆ OR 43: Macadam Avenue, City of Portland** ◆ OR 8: N. 10th Ave. to N. 19th Avenue (Cornelius)** ◆ Trolley Trail, SE Kellogg Creek - SE Glen Echo Avenue, North Clackamas Park District**
Ken Valentine, PE Associate Principal/Project Manager, HHPR Portland	<ul style="list-style-type: none"> ◆ 25 Years of Experience ◆ Registered Civil Engineer in OR, WA, HI, AZ 	<ul style="list-style-type: none"> ◆ Port of Tillamook Paving, Tillamook County (FEMA)** ◆ Highway 197 Intersection Improvements, City of The Dalles ◆ Port of Garibaldi – Preliminary Dock Design, City of Garibaldi
Kim Shera, PE Associate Project Manager HHPR, Portland and Bend	<ul style="list-style-type: none"> ◆ 16 Years of Experience ◆ Registered Civil Engineer in OR, WA, IA, MN ◆ Extensive Central Oregon Experience 	<ul style="list-style-type: none"> ◆ Bend Downtown ADA Improvements, City of Bend ◆ Buff Street: 10th Street – McTaggart Road, City of Madras** ◆ Hwy 97 Improvements, City of Madras ◆ John Jaqua Building (U of O), 13th Street Improvements, City of Eugene
Dave Olsen, RLA, ALSA Bend Office Manager/ Project Manager HHPR, Bend	<ul style="list-style-type: none"> ◆ 30 Years of Experience ◆ Registered Landscape Architect in OR, WA ◆ Worked in Bend for 20 years. 	<ul style="list-style-type: none"> ◆ Hwy 97: Redmond Reroute – Gateway Master Plan, City of Redmond ◆ Downtown Streets Enhancement Plan - City of Prineville ◆ ODOT Maintenance Facility Development, City of Sisters ◆ Downtown Enhancements Project, Highway 97, City of Madras ◆ Downtown Streets Enhancement Plan, City of Prineville

**Indicates a Federally Funded Project



2.2.3 Section B.

HHPR Self-Performing Professional Services

Over the years, HHPR has worked to develop a diverse set of skills to assist ODOT and Local Public Agencies in Oregon on Transportation Improvement projects. HHPR brings a fresh approach and a skill set that can be utilized by ODOT, and as an Oregon based firm, we share the strong common values that make Oregon a unique place to live. We are excited about accommodating new and innovative engineering technologies to meet the future transportation growth and demands in the State. Our knowledge of Oregon, coupled with our professional skills and experience working for ODOT over the last 13 years and Local Public Agencies for 22 years, will enable HHPR to provide the following in-house professional design services:

Self-Performing Services

- ◆ Project Management
- ◆ Civil Engineering including roadway, stormwater, utility
- ◆ Structural Engineering
- ◆ Survey Services
- ◆ Landscape Architecture
- ◆ Land Use Planning and Permitting
- ◆ Environmental Site Restoration Design
- ◆ ROW Estimating
- ◆ Public Involvement and Information
- ◆ Construction Management and Inspection Services

Project Management: HHPR's project management team is trained in all aspects of delivering ODOT and Federally Funded Projects, with a deep background and knowledge base in ODOT processes and procedures along with local agency issues. Our Project Managers know Oregon and the requirements related to planning codes, stormwater codes and design codes. The combination of the statewide system with the local agency contracts will require PMs with a diverse set of skills and HHPR will assign PMs that fit the needs of all types of projects that may be delivered under this On-Call Contract. In the last three years alone, HHPR Project Managers have managed Federally Funded projects in all five regions in the state.

Roadway Design: HHPR's expertise in roadway design has been critical to our firm's success. HHPR's experienced roadway engineers have provided roadway and highway design services for both ODOT and the local agencies in all regions of the state. HHPR has in-house expertise in interchange layout and design, ramp reconstruction, major arterial design, local roadway design, roundabout design, intersection design, as well as urban design, including "greenstreets". HHPR has served on ODOT's discipline-specific statewide on-call for Roadway Design and has been ranked #1 in roadway design on past ODOT Local Agency on-call contracts. Our engineers and technicians are experts in roadway design and modeling in both Microstation/InRoads and Autocad Civil 3D, critical skills for an on-call contract that

will serve both ODOT and Local Public Agencies. HHPR has completed well over 1,000 roadway design projects in Oregon over the last 22 years and has been awarded the ACEC Grand Award for Transportation Design in Oregon twice in the last eight years.

Bike and Pedestrian Facility Design: HHPR has extensive expertise in the design of bike and pedestrian facilities and will provide these services in-house. HHPR is at the forefront in the design and construction of 'cycle tracks' and multi-use paths in Oregon, as well as the integration of bike and pedestrian facilities into major roadway projects. HHPR's expertise includes the design of the first Cycle Track constructed in the City of Portland and the six-mile Federally Funded Trolley Trail Project that connects Gladstone to Milwaukie.

Stormwater Design: HHPR is recognized as regional leader in stormwater design and fully understands the integration of stormwater design into the overall transportation design and permitting process. HHPR's expertise in



stormwater design, including preparation of hydraulic studies and reports, spans the entire 22 years of our firm. HHPR will provide preliminary and final stormwater design and reporting, including design and calculations for conveyance, stormwater treatment and detention. HHPR will also provide analysis related to scour protection, fish passage, and sustainable stormwater solutions such as "greenstreets" or pervious pavements. HHPR has provided services to ODOT under the Statewide Stormwater Design On-Call list, and recently completed work as a part of the ODOT team for the JTA funded Glencoe Interchange project; the I-205 and Highway 212 Interchange Improvements; and the Highway 217 ATM project. HHPR's experience in working with both the LPA requirements and federal requirements (ESA and NMFS) has been a key reason that we have delivered complex projects on-time and within budget.

Utility Design and Coordination: HHPR engineers have a vast amount of experience in utility design and coordination. HHPR engineers have provided sanitary sewer and water line design for public facilities for over 20 years. HHPR has developed strong working relationships with the utility providers in the state and have worked on many complex projects related to utility relocation and design. HHPR's expertise in urban design provides our firm with a unique understanding of issues related to utilities in transportation design. HHPR's design team for the Federally Funded Sunnyside Road Project was honored nationally with the Excellence in Utility Accommodation and Relocation by the Federal Highway Administration.



Specifications: HHPR will prepare special provisions for projects that will be bid and procured through ODOT. HHPR is well versed in the preparation of ODOT/APWA specifications and has delivered numerous projects to the office of Pre-Letting over the last five years. HHPR has expertise in all types of projects from small local agency projects to regionally significant transportation improvement projects. We have written and assembled many complex multi-discipline specifications for transportation projects.

Professional Land Surveying Services: HHPR will provide in-house professional land surveying services. HHPR has experienced and registered Professional Land Surveyors and survey crews in our Portland office and Bend offices. We can provide survey services around the entire State of Oregon, including all aspects of land surveying required for transportation projects. HHPR's survey staff, skilled in both Microstation and Autocad platforms, serves the broad range of needs for this on-call contract.

Landscape Architecture/Site Design/Erosion Control: HHPR will utilize our in-house Landscape Architects to provide services for roadside development and other project elements for State Highway and Local Agency Projects. HHPR's LA staff has the broad technical skill necessary to provide services on erosion control plans, creek restoration plans, bank stabilization and plantings, irrigation plans, roadway and median planting plans, buffer enhancement, wetland mitigation planting, urban design including "greenstreet" layout, site design, and trail design, as well as site development and layout for trailhead and parking areas. HHPR's LA staff is well versed in ODOT bid documents and specifications.

Land Use Planning and Permitting: HHPR will provide land use planning and permitting services utilizing the resources of our AICP land use planning team. Transportation projects often result in impacts to private property, triggering the need for the project team to obtain land use approvals or entitlements from a local jurisdiction. In addition, some jurisdictions require that the transportation project obtain local land use approval. HHPR has certified land use planners who have a broad range of skills and expertise in land use planning and permitting throughout Oregon. HHPR land use planners have processed numerous land use applications, such as site plan reviews, conditional use permits, land divisions and environmental reviews.

Environmental Analysis and Documentation: Environmental Analysis and Documentation can encompass a broad range of topics and require specialized scientists and technical staff. HHPR utilizes the talents of the best available professional subconsultants for a large part of this work. However, HHPR does provide in-house expertise in a few elements of the process, including preparation of Level 1 Hazardous Material Corridor Studies and preparing the Categorical Exclusion (CE) Closeout package. All of HHPR's Principals are also registered as Environmental Engineers, bringing expertise to help avoid, minimize, or mitigate impacts to the environment related to transportation projects.

ROW Services: HHPR currently serves on ODOT's Statewide Right-of-Way Services Contract which includes surveying services. HHPR is well versed in the Federal ROW process. Examples of our work for ROW estimating have included the OR 62 Corridor ROW Estimate and Technical Report.

Structural Engineering: HHPR's in-house structural engineering staff is led by Steve Entenman, PE, SE. Steve has over 34 years of experience in Oregon as a structural engineer. Our in-house design capabilities include the design of small bridge structures, box culverts, retaining walls, sound walls, foundations for signals, sign supports, and other structural elements associated with transportation projects. Building structures are also an area of expertise, if required. Our structural engineers are skilled at 3-D modeling and work with cutting edge software such as Revit. HHPR will work with our subconsultant partners such as OBEC, CH2M Hill and T.Y. Lin to supplement our team on larger, more complex bridge and highway structures.

Public Involvement and Public Relations: Under the direction of Stefanie Slyman, AICP, HHPR will provide in-house public involvement and public relations for many of the projects. Stefanie is adept at articulating complex transportation information to diverse audiences and will serve as the Public Involvement Leader for the ODOT On-Call contract. HHPR has provided this service to public clients for over 10 years, including high profile, Federally Funded projects.

Graphics Design/3D Modeling: HHPR currently provides on-call services for ODOT Region 1 in graphic design. We have delivered more than 15 graphic design projects to date for ODOT and have a talented pool of in-house staff.

CAD Drafting, Final Plan Preparation: HHPR's engineers and CAD staff will prepare a majority of the plans. HHPR's designers and technicians are trained in both Microstation and Autocad and HHPR is well versed in the ODOT's Contract Plan Development Guide.

Custom Software/Template Development: HHPR provides customized software and program development for projects, technical reports, field reports, and estimating services. As an example, HHPR has provided ODOT Region 1 staff an estimating template for project scoping. HHPR also developed, owns and distributes Civil Tools Pro, one of the most widely used civil engineering software programs in the US.

Construction Management and Inspection Services: HHPR will provide Construction Management and Inspection services on ODOT and Federally Funded LPA projects. More detail on HHPR's Construction Management skills is provided in our CA/CEI proposal submittal response.

HHPR's ability to self-perform work: From 2008 through 2012, HHPR will have completed \$54 million in revenue from projects, including \$10.7 million in subconsultant revenue. As a multi-discipline firm, HHPR self-performs, on average, 80% of our work in-house. Three specific examples of our work are on the following page.



SW Moody Avenue: This \$51 million federally funded project is one of the largest, most complex transportation projects undertaken in the last few years in Oregon. Project elements included construction of the new elevated roadway section, stormwater planters, cycle track, streetcar, retaining walls and LDCC fill, with extensive utility relocation.

“This project is a terrific example of how well-planned and executed transit projects can serve as a catalyst for economic development.”
- Ray LaHood, Secretary of Transportation 1/12/12 Blog

Location: Portland, Oregon
Funding: Federal TIGER Grant, OTIA III and City of Portland
HHPR Project Manager: April Siebenaler, PMP
Year Started: 2010

Total Contract Amount for PE Phase: \$4,689,326.13
Total Amount of Self-Performing Work: \$2,640,519.96
HHPR performed 56.3% of the Work

Awards:
◆ ACEC Oregon – Grand Award Transportation 2012
◆ ACEC National – Engineering Excellence Honor Award
◆ WTS 2011 Project of the Year

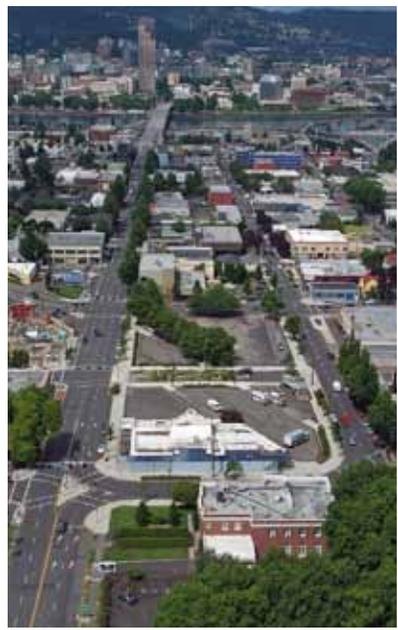
- HHPR Self-Performed Tasks**
- ◆ Project Management
 - ◆ Survey Services
 - ◆ Roadway Design
 - ◆ Structural Design
 - ◆ Stormwater Design
 - ◆ Landscape Architecture
 - ◆ Land Use Planning and Project Permitting
 - ◆ Utility Coordination
 - ◆ Final Plans, Specifications and Estimates
 - ◆ 3D Rendering and Modeling
 - ◆ Public Involvement
 - ◆ Construction Engineering and Inspection

- HHPR Self-Performed Tasks**
- ◆ Project Management
 - ◆ Survey Services
 - ◆ Roadway Design
 - ◆ Stormwater Design
 - ◆ Structural Engineering
 - ◆ Landscape Architecture
 - ◆ Land Use Planning and Project Permitting
 - ◆ Utility Coordination
 - ◆ ROW Budgeting and Estimating
 - ◆ Final Plans, Specifications and Estimates
 - ◆ Public Involvement
 - ◆ Construction Engineering and Inspection

Highway 212 – Lawnfield Road Connector (Phases 1 - 3): HHPR designed the improvements for the \$16 million improvement project. Phases 1 & 2 have been constructed (\$10 million), and Phase 3 plans are ready for bid. The project included improvements to Highway 212, and is a critical link for the Industrial Area to be improved prior to the Sunrise JTA Project.

Location: Clackamas County, Oregon
Funding: Local Public Agency and Oregon JTA Funding
HHPR Project Manager: Dan Houf, PE
Year Started: 2009

Total Contract Amount: \$1,676,526.19
Total Amount of Self-Performing Work: \$1,250,439.32
HHPR performed 75% of the Work



E. Burnside/Couch Couplet: This \$18 million federally funded project converted E. Burnside and NE Couch Streets between NE 14th Avenue and NE MLK Blvd. to a one-way couplet adding curb extensions, streetlights, street trees, surface stormwater treatment in “green street” features and signalizes 24 intersections along both streets. The project created a new roadway connection onto the Burnside Bridge and a two block segment of Sandy Boulevard was abandoned, reducing the number of legs at the six-leg intersection of Sandy/12th Ave./Burnside.

Location: Portland, Oregon
Funding: Federally Funded
HHPR Project Manager: April Siebenaler, PMP
Year Started: 2007
Total Contract Amount: \$2,445,399.55

Total Amount of Self-Performing Work: \$1,650,859.91
HHPR performed 67.5% of the Work

- HHPR Self-Performed Tasks**
- ◆ Project Management
 - ◆ Survey Services
 - ◆ Roadway Design
 - ◆ Stormwater Design
 - ◆ Staged Construction Plans
 - ◆ Environmental Documentation Coordination
 - ◆ Utility Coordination
 - ◆ ROW Budgeting and Estimating
 - ◆ Final Plans, Specifications and Estimates
 - ◆ Public Relations
 - ◆ Construction Engineering and Inspection

Section 2.2.3 C, Key Staff Resumes for PE Services, are on the following pages

KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Daniel S. Houf, PE,
Senior Principal | Vice President

Name of firm (only if sub):

Role on this project: Project Manager | Local Agency Roadway Lead | Principal-in-Charge

Active registration in Oregon (Y/N): Yes
Discipline: Civil Engineer, #16263, Environmental Engineer

Education: B.S.C.E., Portland State University

Years of experience in discipline/role proposed for this project: 25, Including:

22 years at Harper Houf Peterson Righellis Inc.
3 years at David Evans and Associates

Awards / Customer Feedback:

Dan has managed projects that have been recognized with the following awards:

Sunnyside Road – Phase 1: 2005 ACEC *Grand Award Winner in Transportation Design*

Sunnyside Road – Phase 2 and 3A: 2006 Federal Highway Administration – *Excellence in Utility Accommodation and Relocation*

Sunnyside Road – Phase 3B: *McGraw Hill Northwest Construction 2009 Best of Awards. Top Transportation Project – Oregon*

ACEC Honor Awards: SE 172nd Avenue (2010), Rock Creek Boulevard (2009), and Sunnyside Road Phase 2 and 3A (2008)

“Clackamas County continues to benefit from the good relationships HHPR maintains with federal, state, and other local agencies. Dan Houf and HHPR provides professionalism, quality, expertise, knowledge, and integrity with a commitment to customer satisfaction”.
– Terry Mungenast, Technical Services Manager
Clackamas County

Dan Houf is a Senior Principal and Vice President of Harper Houf Peterson Righellis Inc., and is a registered civil and environmental engineer in Oregon with over 25 years of experience. Dan has been with HHPR for 22 years, and has been a large part of building HHPR into one of the top transportation design firms in the northwest. While at HHPR, Dan has engineered and managed hundreds of public works projects from the initial field investigations through construction. Dan has served as the Portland Office Manager for HHPR since 1999, and oversees HHPR's Oregon Operations. He has served as HHPR's Contracts Manager for ODOT on-call Contracts dating back to 1999. Dan has managed over \$140 million of transportation improvement projects over the past twelve years. He has extensive experience leading complex Federal, State, and Locally funded multi-discipline transportation projects with large right-of-way acquisition needs. Specific project examples include:

- ♦ **SE 172nd Avenue Design: Hwy 212 to Sunnyside**, Clackamas County (Happy Valley) – Dan served as Project Manager and Engineer for the entire project from the initial planning and alternatives analysis through construction. The \$30 million project included improvements to Highway 212 and a new five-lane arterial roadway connecting Highway 212 to Sunnyside Road. The project included a new signal on the State Highway, a two-lane concrete roundabout, and major 7 lane intersection at Sunnyside Road. The project required the acquisition of over 80 parcels of property, including over 15 full acquisitions with relocations. The project was designed with “greenstreet” planters and received approvals from NMFS, DEQ, ACOE, DSL, and WES. HHPR coordinated all utility relocation work. **Project Outcome:** The project was completed on time, and within budget, and opened successfully in the summer of 2010.
- ♦ **Highway 212 to Lawnfield Connector**, Clackamas County – Dan Houf served as Project Manager and Principal-in-Charge for this roadway that is integral to the overall Sunrise JTA Project, which included over 50 residential and industrial ROW files including 3 relocations. The Highway 212 to Lawnfield Road Connector project is a \$16 million construction project. Phase 1 of the project was constructed in 2010, and Phase 2 in 2011. Phase 3 Plans were completed in 2012, and are ready for bid. **Project Outcome:** All phases have been completed on time and within budget, and Phases 1 & 2 have successfully been opened to the public.
- ♦ **Sunnyside Road, Phase 1, 2, 3A and 3B**, Clackamas County – Dan Houf served as Project Manager and HHPR Principal-in-Charge for all phases of this \$88 million major arterial roadway project which was funded with Local, State and Federal Funds. The roadway was built in three separate phases, provided for the successful construction of 5 to 7 lanes for over 4 miles of arterial roadway from I-205 to SE 172nd Avenue, including two bridges. Right-of-Way acquisition totaled over 206 project files, including over 40 relocations. **Project Outcome:** All phases of the 10 year project were as completed on time, within budget. Phase 1 was completed in 2004, Phase 2 in 2007, and Phase 3 in 2009.

Other Projects as Principal-in-Charge for Roadway Design:

- ♦ **Industrial Way Extension (County Portion of the Sunrise JTA Project)**, Clackamas County, OR – Project Manager and Principal-in-Charge (JTA Funded)
- ♦ **OR 43: I-5 Ramp Improvements**, City of Portland, OR – Principal-in-Charge (Federally Funded)
- ♦ **E. Burnside Couch Couplet**, City of Portland, OR - Principal-in-Charge (Federally Funded)
- ♦ **Stafford Borland Roundabout**, Clackamas County, OR – Principal-in-Charge
- ♦ **SW Moody Avenue**, City of Portland, OR – Principal-in-Charge (Federally Funded)

KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: April Siebenaler, PMP
Project Manager | Associate Principal

Name of firm (only if sub):

Role on this project: Project Manager

Active registration in Oregon (Y/N): Yes
Discipline: Project Management, PMP

Education: Master of Urban and Regional Planning, Portland State University

Years of experience in discipline/role proposed for this project: 19

Including:

6 years at Harper Houf Peterson Righellis Inc.

3 years at Oregon Department of Transportation

6 years at Multnomah County

4 years at Clackamas County

Awards / Customer Feedback:

SW Moody Ave: *2012 ACEC National Honor Award; 2012 ACEC Oregon Grand Award; 2011 OCAPA Excellence in Concrete; 2011 WTS Project of the Year.*

E. Burnside/Couch Couplet and SE 172nd Avenue:
2010 ACEC Honor Awards

WTS New Voice Award, 2003

Alice B. Toeclips Award, 1997

"April is the true professional. She understands the big picture while always paying attention to the details. April works to understand clients needs and provides a seamless interface between her clients and the project team." – Chris Armes, PBOT (E. Burnside/Couch Couplet)

Experience on relevant projects:

April Siebenaler is an Associate Principal and Project Manager with Harper Houf Peterson Righellis Inc., overseeing complex, high profile, federally funded projects. With over 19 years experience she is adept at managing interdisciplinary teams, efficiently coordinating work elements to keep a project on schedule and within budget. April understands the critical nature of communication and effectively uses it to efficiently develop and complete projects.

April has an extensive background working with multi-disciplinary project teams to develop context sensitive solutions, integrating strategic planning, design and engineering solutions while meeting federal requirements. April has in-depth experience delivering NEPA-compliant public infrastructure projects. She has worked on both FHWA and FTA funded projects and has a broad range of experience with NEPA documentation requirements. As a certified Project Management Professional (PMP), April has the knowledge and skills necessary to manage intricate projects, keeping them on schedule and within budget. Specific project examples include:

- ◆ **SW Moody Avenue**, Portland – April managed this \$51 million, federally funded (ARRA) project to reconstruct approximately 3,200 linear feet of SW Moody Avenue. The project elevated SW Moody 14 feet above its original grade and provided multimodal connections including three vehicle lanes, streetcar (integrated with at-grade light rail crossing at SW Porter), sidewalks and a cycle track. The project included Categorical Exclusion NEPA documentation and extensive coordination with several other projects under design and/or construction at the same time. The multi-discipline team included 11 sub consultants with HHPR providing over 51% of the design work. **Project Outcome:** The project was completed ahead of schedule and under budget and opened to traffic on October 31, 2011. US Secretary of Transportation Ray LaHood visited the project site in January 2012 and declared, *"The City of Portland and TriMet have hit a home run with this project."*
- ◆ **E. Burnside/Couch Couplet**, Portland – April managed this \$18 million, federally funded, safety and access improvement project. The project converted E. Burnside and NE Couch Streets between NE 14th Avenue and NE MLK Blvd to a one-way couplet adding curb extensions, streetlights, street trees, and surface stormwater treatment in "green street" features. The project signalizes 24 intersections along both streets, included over 50 right-of-way files and completed Categorical Exclusion NEPA documentation. The multi-discipline team included nine sub consultants with HHPR providing over 51% of the design work. **Project Outcome:** The project was completed on time, and within budget and opened successfully in December 2010.
- ◆ **SW Harbor Drive/ SW River Parkway**, Portland – April managed this \$4.5 million project that provided access improvement from downtown Portland and I-5 into the South Waterfront Area. The project included adding a southbound left turn lane and lengthening a northbound right turn pocket on SW Harbor Drive. A 14' retaining wall along the freeway off ramp was required to accommodate the widening. The streetcar catenary system and traffic signal at the intersection of SW Harbor Drive and SW River Parkway were modified, and bikeway and multi-use path improvements were added from the north end of Harbor Way to SW Sheridan Street. The multi-discipline team included six sub consultants with HHPR providing over 51% of the design work. **Project Outcome:** The project was completed on time, and within budget, and opened successfully in the summer of 2012.



KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Aaron Isenhart, PE
Project Manager | Associate

Name of firm (only if sub):

Role on this project: Project Manager |
Highway Design Roadway Lead

Active registration in Oregon (Y/N): Yes
Discipline: Civil, # 69245PE

Education: B.S.C.E., Iowa State University

Years of experience in discipline/role proposed for this project: 18, Including:

8 years at Harper Houf Peterson Righellis Inc.

5 years at ODOT Region 1 Roadway Design

Customer Feedback

"For the past 2.5 years, ODOT Region 1 has worked collaboratively with HHPR on an on-call graphics services contract. We have been continually impressed by the products and the processes HHPR used to meet our graphics needs in a short turnaround time." - Shelli Romero, Community Affairs Manager, Region 1

"Again, I really appreciate your willingness to keep the additional work within the existing Work Order budget." - Debbie Timms, ODOT

"Aaron and the HHPR team respond quickly to fast moving projects. They are open to input and easy to work with on project changes. They meet their deadlines." - Mike Mason, ODOT

Experience on relevant projects:

Aaron Isenhart is an Associate and Project Manager at Harper Houf Peterson Righellis Inc., is a versatile engineer who provides project management services for planning, design, and construction projects ranging from large, complex interchange projects to small Safe Routes to School projects. Aaron is a detail-oriented engineer who specializes in delivering creative, practical solutions within the context of the project, the transportation system, and accepted design parameters. Prior to joining HHPR in 2005, Aaron worked for ODOT in Region 1 for over five years, where he was a lead roadway engineer for an array of both urban and rural highway design projects, as well as projects of statewide significance. Aaron is proficient with Microstation and InRoads design software, and represented ACEC on ODOT's Management Steering Committee on the transition to the current version of InRoads. Aaron has managed over 30 projects for ODOT since joining HHPR in 2005. Specific projects examples include:

- ◆ **Barlow – Zimmerman Intersection Project**, Clackamas County – Aaron is the Project Manager for this local agency federal aid project realigning Barlow Road for safety improvements. **Project Outcome:** Aaron is guiding this Clackamas County project through the ODOT federal aid process.
- ◆ **Jackson Street Transit Hub**, City of Milwaukie – Aaron was the Project Manager for this local agency federal aid ARRA project, which reconstructed Jackson Street in front of City Hall in downtown Milwaukie. **Project Outcome:** Originally funded through TriMet as a bus pull-out project, Aaron successfully converted the project deliverables to an ODOT federal aid project and managed the project through construction.
- ◆ **OR 62 Right-of-Way Technical Report**, ODOT Region 3 – Aaron is the Project Manager for the right-of-way estimate and technical report supporting the OR 62 Corridor Solutions EIS. The work includes the analysis and compilation of potential impacts to over 350 properties affected by 9 potential alternatives. **Project Outcome:** Project deliverables have been completed on time and within budget. In addition to right-of-way analysis for the design, HHPR offered several potential design modifications that decrease right-of-way impacts and overall cost of the project.
- ◆ **2008 – 2011 STIP Scoping**, ODOT Region 1 – Aaron managed a multiple-discipline scoping team for the STIP development of thirteen (13) projects within District 2C for Region 1. **Project Outcome:** All 13 projects were adopted into the STIP.
- ◆ **Region 1 Graphic Design On-Call**, ODOT Region 1– Aaron is HHPR's Project Manager for the on-call. Under Aaron's direction, HHPR staff has produced graphics used to support various ODOT projects, such as the STIP Safety Outreach Program, design and construction projects, and ODOT's outreach efforts at OSU. **Project Outcome:** Successful project delivery led to HHPR being selected as the #1 ranked proposer for the second generation on-call contract.

Interchange Layout Experience – Aaron has extensive experience with the geometrical layout of interchanges:

- ◆ **I-5: North Macadam Interchange Ramp Layouts**, City of Portland | ODOT
- ◆ **I-5: Wilsonville Road Interchange Layouts**, City of Wilsonville | ODOT (subconsultant)
- ◆ **Airport Way at 82nd Ave Interchange Layouts**, Port of Portland (subconsultant)
- ◆ **I-5: Victory to Lombard**, ODOT (as an ODOT Employee)

KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Pete Slocum, PE, SE
Structural Design Project Manager

Name of firm (only if sub):
OBEC Consulting Engineers

Role on this project:
Bridge | Structural Engineer

Active registration in Oregon (Y/N): Y
Discipline: PE/ SE No. 58885

Education:
MS, BS, Civil Engineering
San Jose State University

Years of experience in discipline/role proposed for this project: 21

Pete Slocum, PE, SE, has more than 21 years of civil/ structural experience. As a Project Engineer with OBEC for 14 years, Pete has experience with a variety of projects including various new bridges and bridge rehabilitation and retrofits. In addition, Pete has engineered reservoirs, pump station buildings, retaining walls, and sign structures. Prior to coming to OBEC, he spent 6 years as a structural engineer performing finite element analyses, structural design, and testing for the aerospace industry as well as 1 year performing structural building design.

Pete has been working with HHPR staff on projects led by HHPR for over 12 years.

Experience on relevant projects:

- ◆ **Sunnyside Road, Phase 1, 2, 3A and 3B**, Clackamas County – As a sub-consultant to HHPR, Pete served as the Designer/Checker for all phases of the improvement of this urbanized road involving extensive design and construction of retaining walls and sound walls, culverts, and bridges with multiple utilities.
- ◆ **Padden Parkway**, Clark County, Washington – As a sub-consultant to HHPR, Pete served and the Sr. Project Engineer responsible for retaining wall and sound wall design associated with this long-span pedestrian crossing of I-205. Pete also supported structural checking of the bridge.
- ◆ **E. Burnside/Couch Couplet**, Portland, Oregon – As a sub-consultant to HHPR, Pete served as the Sr. Project Engineer supporting project development from concept through final design. Pete’s structural engineering was central to the overall roadway reconfiguration project.
- ◆ **SW Moody Avenue**, Portland, Oregon – As a sub-consultant to HHPR, Pete served as the Sr. Project Engineer providing temporary retaining wall design in support of several project elements for the major streetcar, roadway and utility relocation project.
- ◆ **OR 213: I-205 Jughandle Project**, Oregon City, Oregon – Pete served as the Senior Project Engineer/Checker for seven retaining walls: two soil nail walls, one tieback and soldier pile wall, two MSE walls, one modular block wall, and one cast-in-place concrete wall.
- ◆ **I-5: Beltline Structures**, Lane County, Oregon – Pete served as the Senior Project Engineer for extensive mechanically stabilized earth (MSE) walls.
- ◆ **I-5: Wilsonville to Hayesville Interchange Design-Build**, Clackamas/Marion Counties – Pete served as the Checker for the retaining wall portion of this design-build bridge replacement project and provided the design concept for the shoring and temporary detour bridge.
- ◆ **N. Yamhill River (Moores Valley Road) Bridge**, Yamhill County – Pete served as the Senior Project Engineer for the replacement of a 200-foot-long bridge over the North Yamhill River. The project included retaining walls as part of the bridge and roadway design.
- ◆ **Portland and Western Railroad ("L" Street) Bridge**, Columbia City – Pete served as the Senior Project Engineer for the award-winning replacement of a bridge over the P&W railroad, including a large retaining wall to overcome design constraints.
- ◆ **West Valley View Bridge**, Jackson County, Oregon – Pete served as the Senior Project Engineer for this new bridge that included retaining walls.
- ◆ **Ferry Street Bridge and Overpass Project**, Eugene, Oregon – Pete served as the Project Engineer for this fast-tracked roadway and bridge improvement project. Within a period of four months, OBEC prepared plans for six bridges, three bridge rehabilitations, two new cast-in-place curved concrete bridges, and five retaining walls.



KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: John T. Campbell, PLS
Project Surveyor

Name of firm (only if sub):

Role on this project: Survey Task Leader

Active registration in Oregon (Y/N): Yes
Discipline: PLS, Oregon #60070

Education: B.S.F.E., Oregon State University

Years of experience in discipline/role proposed for this project: 13

Including:

9 years at Harper Houf Peterson Righellis Inc.

Awards:

John was a key staff member involved with these award winning projects:

SW Moody Avenue: *2012 ACEC National Honor Award; 2012 ACEC Oregon Grand Award*

SE 172nd Avenue: *2010 ACEC Honor Award*

Sunnyside Road – Phase 3B: *McGraw Hill Northwest Construction 2009 Best of Awards, Top Transportation Project – Oregon*

Sunnyside Road – Phase 2 and 3A: *2008 ACEC Honor Award*

Sunnyside Road – Phase 2 and 3A: *2006 Federal Highway Administration – Excellence in Utility Accommodation and Relocation*

Sunnyside Road – Phase 1: *2005 ACEC Grand Award Winner in Transportation Design*

Experience on relevant projects:

John is a Project Surveyor at Harper Houf Peterson Righellis Inc. with experience in both public and private projects including topographic surveys for public and private development, roadway/highway improvement projects, right-of-way resolution, residential/industrial construction, boundary surveys, subdivisions/partition plats, GPS surveys, and laser scanning. His experience also includes preparation of legal descriptions for public and private projects. He has worked extensively with public agencies on several public roadway and right-of-way projects. Specific project examples include:

- ♦ **SW Moody Avenue**, Portland – John was the Project Surveyor for this public roadway infrastructure improvement project that provided approximately 3000 lineal feet of new roadway and streetcar in preparation for the Portland-Milwaukie light rail bridge in Portland's South Waterfront. John was responsible for surface/quantity verification, legal descriptions for right-of-way and easements, construction surveying, and as-built mapping. **Project Outcome:** All survey products were delivered on time and on budget.
- ♦ **Jackson Street Transit Hub**, Milwaukie – John served as the Project Surveyor for this public transit improvement project that included the revitalization of a city block with wider sidewalks, ornamental lighting, benches, bike racks, new landscaping, sculpture garden and state-of-the-art bus shelters. John was responsible for right-of-way location, topographic survey, construction surveying, and as-built mapping. **Project Outcome:** All survey products were delivered on time and on budget.
- ♦ **OR8: N. 10th Avenue to N. 19th Avenue (Baseline)**, Cornelius – John is the Project Surveyor for this downtown roadway, pedestrian, and utility improvement project that will add sidewalks, curb extensions, street trees, ornamental street lighting, street furniture, franchise utility relocation underground, new waterline, sanitary sewer repairs and new storm drainage system for the City of Cornelius along Oregon Highway 8 (Baseline Street) from 19th Avenue to the west side of the 10th Avenue intersection. John is responsible for right-of-way location and supplemental topographic surveying. **Project Outcome:** All survey products were delivered on time and on budget.
- ♦ **Highway 212 to Lawnfield Connector**, Clackamas County – John served as the Project Surveyor for this public roadway infrastructure improvement project that provided approximately 1.5 miles of new 2-lane arterial roadway connecting OR 212 to SE Lawnfield Road. John was responsible for right-of-way legal descriptions, construction staking quality control, and post construction survey monumentation. **Project Outcome:** All survey products were delivered on time and on budget.
- ♦ **SE 172nd Avenue Design – OR 212 to Sunnyside**, Clackamas County (Happy Valley) – John served as the Project Surveyor for this public roadway infrastructure improvement project that provided approximately 1.5 miles of new 5-lane arterial roadway connecting OR 212 to SE Sunnyside Road. John was responsible for topographic survey, right-of-way boundary survey, right-of-way legal descriptions, construction staking quality control, and post construction survey monumentation. **Project Outcome:** All survey products were delivered on time and on budget.



KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: George Saunders, PE, GE
Principal Engineer

Name of firm (only if sub): GeoDesign, Inc.

Role on this project: Geotechnical Lead

Active registration in Oregon (Y/N): Yes

Discipline: Geotechnical Engineer #15025

Education:

MS, Civil Engineering, Oregon State University
BS, Civil Engineering, Oregon State University
BS, Biology, Oregon State University

Years of experience in discipline/role proposed for this project: 26

George Saunders founded GeoDesign in 1997. He has participated in a wide range of full-scale civil engineering projects throughout the Pacific Northwest for over 26 years. He has been responsible for all phases of geotechnical investigations for numerous transportation-related projects, including private and public roadway improvement projects that have involved pavements, retaining walls, utilities, bridge and signal pole foundations, and infiltration systems. He also leads the firm's geotechnical services for pavement and slope stability studies, as well as for commercial, industrial, retail, mixed-use, and mid- to high-rise developments. His public sector clients include Clackamas, Marion, and Washington counties; the cities of Portland, Tigard, Beaverton, and Eugene; and ODOT.

Customer Feedback

"Over the years, the City has developed a great deal of trust in the professional judgment demonstrated by GeoDesign which is why the City has used their services on so many occasions." - Jim Brink, City of Beaverton

"Please consider GeoDesign as geoenvironmental consultants on your projects. I recommend them and look forward to working with them again." – Russ Knoebel, Washington County.

Experience on relevant projects:

- ◆ **ODOT, Trolley Trail, Milwaukie to Gladstone, Clackamas County** – As a sub-consultant to HHPR, George has served as Principal-In-Charge of providing geotechnical services for the six-mile-long, ODOT-funded Trolley Trail, which involves developing the right-of-way as a 10- to 12-foot-wide multi-use trail. Geotechnical work included soils characterization, stream crossings, and pavement design. George's team developed options for a reduced pavement section over areas of the former railroad alignment, and for reducing earthwork relative to potential costs associated with off-site disposal. **Project Outcome:** This project was completed on time and within budget.
- ◆ **E. Burnside/Couch Couplet, Portland** – As a sub-consultant to HHP, GeoDesign provided the geotechnical, pavement, and environmental support for various components of this project. The project includes several improvements and new traffic circulations along both the west and east side of Burnside and Couch. Work included geotechnical evaluations for numerous new streetlights, traffic signals infiltration swales; and evaluations of pavement rehabilitation-reconstruction options. A new bridge approach, including an embankment, structural earth walls, and a "jump span" was designed to allow traffic to flow westward from NE Couch onto the Burnside Bridge. Work included evaluating multiple foundation and retaining wall options for the new transition approach. **Project Outcome:** The project was completed on time and under budget.
- ◆ **SW 125th Avenue Extension, Beaverton** – As a sub-consultant to HHP, GeoDesign provided geotechnical engineering services for the proposed improvements to 125th Avenue. The project consists of a new section of SW 125th Avenue from SW Greenway Boulevard to SW Hall Boulevard. GeoDesign's evaluation involved exploring the subsurface conditions along the proposed alignment and providing recommendations for site preparation and constructability. George served as Principal-In-Charge. **Project Outcome:** This design project was completed on a fast-track time schedule, meeting HHPR's needs on time and within the proposed budget.
- ◆ **Lower Boones Ferry Road, Tualatin**, – As a sub-consultant to HHP, GeoDesign provided geotechnical engineering services associated with the planned improvements to Lower Boones Ferry Road from SW Bridgeport Road to Upper Boones Ferry Road. The geotechnical scope involved evaluating subsurface conditions for the purposes of developing geotechnical recommendations for excavation, grading, and design of the proposed retaining wall. George served as principal-in-charge.

Other projects with HHPR include:

- ◆ **SE 172nd Avenue Design: OR 212 to Sunnyside, Clackamas County (Happy Valley)**
- ◆ **Highway 212 to Lawnfield Connector, Clackamas County**
- ◆ **Industrial Way Extension, Clackamas County**
- ◆ **Farmington Road: Hocken to Murray Blvd, City of Beaverton**
- ◆ **Tualatin Sherwood Road Improvements, Washington County**



KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Ben Austin, PE Project Manager Associate
Name of firm (only if sub):
Role on this project: Hydraulics Lead
Active registration in Oregon (Y/N): Yes Discipline: Civil Engineer, Oregon #70863PE
Education: B.S.C.E., Oregon State University
Years of experience in discipline/role proposed for this project: 13, Including: 11 years at Harper Houf Peterson Righellis Inc.
Awards / Customer Feedback: Ben was a key staff member involved with these award winning projects: SE 172 nd Avenue: <i>2010 ACEC Honor Award</i> Sunnyside Road – Phase 3B: <i>McGraw Hill Northwest Construction 2009 Best of Awards. Top Transportation Project – Oregon</i> Sunnyside Road – Phase 2 and 3A: <i>Sunnyside Road – Phase 2 and 3A: 2006 Federal Highway Administration – Excellence in Utility Accommodation and Relocation, 2008 ACEC Honor Award</i> Sunnyside Road – Phase 1: <i>2005 ACEC Grand Award Winner in Transportation Design</i> <i>“Two important qualities that deserve special mention are their attention to detail in design and associated project documentation and their knowledge of the ODOT and federal aid process. I have worked with several other firms on federal aid and ODOT managed projects and have found HHPR to be the best.” – Jim Brink, City of Beaverton</i>

Experience on relevant projects:

Ben Austin is an Associate and Project Manager for Harper Houf Peterson Righellis Inc. Ben provides project management and lead design services for multi-disciplinary teams on federal, state and locally funded public projects. Ben has managed and designed a variety of drainage projects across the region including hydraulic and hydrologic analysis, design, permitting and construction support. With extensive experience delivering many projects with a mixture of local, state and federal funds, Ben understands the specific requirements and challenges that come with each funding source. He has a demonstrated track record of implementing sustainable design solutions and while navigating projects through both national ESA and local regulatory requirements. Specific projects include:

- ♦ **SE 172nd Avenue Design: Hwy 212 to Sunnyside Road**, Clackamas County – Ben served as the Assistant Project Manager for the multidisciplinary team and led the hydraulic design including green street facilities and a box culvert with creek and habitat restoration. This public roadway infrastructure improvement project provided approximately 1.5 miles of new 5-lane arterial roadway connecting OR 212 to SE Sunnyside Road. **Project Outcome:** The project opened summer of 2010 with ACEC award recognition.
- ♦ **Highway 212 to Lawnfield Connector**, Clackamas County – Ben served as the lead Drainage Engineer for this project, leading the design effort for the stormwater improvements on this project including the coordination with adjacent property owners to identify basin wide drainage solutions and implementation of an industrial green street section. This public roadway infrastructure improvement project provides approximately 1.5 miles of new 2-lane arterial roadway connecting OR 212 to SE Lawnfield Road. Phase 1 of the project was constructed in 2010. **Project Outcome:** Phase 1, of this three phase project, opened winter of 2010.
- ♦ **Sunnyside Road Phases 1, 2, 3A, and 3B**, Clackamas County – Ben served a variety of roles on this project during the ten year duration of the project. In phase 3B, Ben served as the lead Drainage Engineer, providing storm sewer design, channel relocation and bridge hydraulic analysis. This project provided approximately 4 miles of new 5-lane and 7-lane arterial roadway connecting I-205 to SE 172nd Avenue. **Project Outcome:** Construction was completed spring of 2009 with numerous ACEC awards and FHWA Excellence Award recognition.
- ♦ **OR 224: I-205 to UPPR O’Xing**, Clackamas County – Ben served as the lead Drainage Engineer for the improvements to OR 224 between I-205 and the UPPR Overcrossing. Storm drainage improvements were designed to meet NMFS, ODOT, and Clackamas County WES standards. The improvements are part of the overall Sunrise Corridor plan and will add capacity to the intersection of OR 224 and SE 82nd Drive, and the I-205 on/off ramps. **Project Outcome:** The project was completed fall 2011.
- ♦ **US 26 @ Glencoe Road Interchange**, ODOT – Ben provided hydraulic design and development of stormwater management BMP alternatives for the interchange improvements. ODOT contracted with HHPR to develop a plan for conveyance and treatment of all runoff from the revised interchange and get a permit for the impacts to the flood plain of Ghost Creek. A portion of the project was in located in Clean Water Services jurisdiction while another portion part was in unincorporated Washington County and followed ODOT design standards. **Project Outcome:** The project is under construction and is anticipated to be completed in 2014.
- ♦ **Laurelwood Sidewalks**, Beaverton & ODOT – Ben managed and designed this ARRA project, which included sustainable stormwater planters.

KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title:	Stuart Myers Senior Environmental Scientist
Name of firm (only if sub):	Mason, Bruce and Girard, Inc. (MB&G)
Role on this project:	Environmental Lead
Active registration in Oregon (Y/N):	N/A
Discipline:	Environmental
	<ul style="list-style-type: none"> • ODOT Biological Assessment Certificate of Qualification, 2005 (recertified 2010) • ODOT OTIA III Bridge Program Delivery Training, Certified Technical Lead, 2005
Education:	M.S., Geography, Portland State University, 2001 B.S., Environmental Studies, University of Oregon, 1996
Years of experience in discipline/role proposed for this project:	15
Customer Feedback:	<p><i>"...I have been impressed by the high-quality work performed by MB&G staff, the firm's dedication to high professional standards, and their persistence in maintaining the project schedule and budget. We look forward to continue working with MB&G in the future."</i> - Karl Wieseke, ODOT Construction Project Manager</p> <p><i>"Stuart did a great job in his project manager role keeping sub-contractors on task and schedule while filling the ODOT Biologist role in continuing discussions with NMFS."</i> - Molly Cary, ODOT Region 2 Environmental Manager</p>

Experience on relevant projects:

- ◆ **SE 172nd Avenue Design: Hwy 212 to Sunnyside**, Clackamas County – As Environmental Lead, Stuart managed environmental analysis and documentation for the preparation of programmatic Endangered Species Act (ESA) compliance documentation, wetland permitting documents, and fish passage plans for a road widening project in a rapidly developing region of northwest Clackamas County. Products included SLOPES documentation for ESA compliance, Wetland/Waters Delineation and Report, and Joint Permit Application for Wetland/Waters Permitting. Stuart coordinated the purchase of wetland mitigation bank credits at the Foster Creek Wetland Mitigation Bank and provided environmental compliance support during construction. **Project Outcome:** Stuart led the environmental permitting process that was accelerated due to the project schedule and rapidly developing project area. He also provided on-call environmental support during project construction to avoid costly delays. MB&G completed their work under their allocated budget.
- ◆ **Trolley Trail Project, Gladstone to Milwaukie**, Clackamas County – As Environmental Lead, Stuart managed environmental assessment and compliance permitting for a 6-mile multi-use pedestrian trail project in urban Clackamas County and oversaw field assessment of wetland boundaries and a rare plant survey. He managed the preparation of ESA compliance documentation, wetland/waters permit applications, and coordinated with project engineers to minimize environmental impacts associated with trail design and construction. The project team developed a comprehensive stormwater management plan that provided stormwater treatment and detention to ODOT standards as well as the requirements prescribed by the SLOPES IV programmatic Biological Opinion. **Project Outcome:** Although a trail project, the stormwater design was complicated due to mixing of trail and roadway stormwater. Stuart led outreach between the project team, ODOT, and regulatory agencies to develop a stormwater management plan that was constructible and maintenance-friendly while also compliant with applicable rules and regulations. MB&G completed their work under their allocated budget.
- ◆ **ODOT Statewide Culvert Management Program**, ODOT – As Environmental Lead, Stuart assisted ODOT with development of a pilot program for replacement/improvement of ODOT's stream-road culvert crossings. Challenges included integration with ODOT's current practices and procedures for infrastructure maintenance, while modifying procedures and policies to stretch ODOT resources to minimize neglect and disrepair. The project will lead to establishment of a comprehensive asset management program designed to facilitate more timely and economic infrastructure maintenance, while enhancing Oregon's natural environment through improvement of watershed processes. **Project Outcome:** This project provided a framework that led to a pilot culvert assessment management program in ODOT's Region 2. The pilot program was used to test the effectiveness of a comprehensive culvert management program in one of ODOT's largest regions prior to implementation of the statewide program.

HHPR has teamed with MB&G on many other projects, including:

Highway 212 to Lawnfield Connector | Industrial Way Extension | Sunnyside Road, Phases 1-3



KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Roger D. Hanna, Principal	<p>Experience on relevant projects:</p> <p>Roger Hanna brings 31 years of experience to his right-of-way clients, including four years as an appraiser and right-of-way agent with the Oregon Department of Transportation (ODOT). During his time with ODOT, he appraised farm, industrial, commercial, and residential properties, negotiated for right-of-way, and provided relocation assistance for the I-205 corridor project. During the last 20 years, he has provided appraisal, appraisal review, negotiations, relocation assistance, cost estimates, EIS studies, and right-of-way project management for a wide variety of public projects. Hanna McEldowney & Associates and HHPR have had a strong working relationship since our firms began working together in 1996. Specific examples include:</p> <ul style="list-style-type: none"> ◆ Hwy. 212 to Lawnfield Connection Phase 1, 2 and 3, Clackamas County – As Right-of-way Manager for the project, Roger provided ROW project management and appraisals; HMA staff provided acquisitions and relocations. Phase 1 & 2 consisted of about 45 parcels requiring right of entries, right-of-way easements, and the relocation of 2 residences and 3 business. Phase 3 consisted of the appraisal of 8 industrial and commercial properties. <i>Project Outcome:</i> Right-of-way was acquired on time and within budget. ◆ SE 172nd Avenue Road, Clackamas County – As Right-of-Way Manager, Roger provided appraisals and right-of-way project management for this project, which required ROW from 80 parcels located between Sunnyside Rd. and Hwy. 212. Services included appraisals, negotiations, and relocation for 15 residential owners and two businesses. <i>Project Outcome:</i> ROW was acquired on time and within budget. ◆ OR 62 Right-of-way Technical Report, ODOT – This project involved right-of-way cost estimating for the proposed bypass in Medford. Multiple design options required cost estimates for approximately 1,000 files. Roger managed field inspections and right-of-way cost estimating for land and improved commercial and industrial properties. <i>Project Outcome:</i> HMA, in tandem with HHPR, delivered the Draft EIS ROW estimate on time and within budget. ◆ Fishhawk Lake Bridge, Columbia County – This bridge replacement project consisted of the appraisal and acquisition of easements from four rural properties located at the west boundary of Columbia County. <i>Project Outcome:</i> Roger provided the appraisals and right-of-way staff provided the easement acquisitions. ◆ SE Stark Street Improvement, City of Gresham – This boulevard improvement project, located between Burnside and SE 199th Avenue, required right-of-way, temporary construction easements, and utility easements from 17 parcels. Roger managed the right-of-way process and provided appraisals and appraisal reviews. <i>Project Outcome:</i> HMA delivered the right-of-way on time and within budget. ◆ Portland Mall/Commuter Rail, TriMet – This project involved acquisition of right-of-way for approximately 40 properties located in downtown Portland and along the Beaverton-Wilsonville rail line, and the acquisition of approximately 30 span wire easements on downtown Portland buildings. Relocation was provided for five businesses. <i>Project Outcome:</i> HMA completed the project on time and significantly under budget.
Name of firm (only if sub):	
Hanna, McEldowney & Associates	
Role on this project:	
Right of Way Project Manager; Appraiser	
Active registration in Oregon (Y/N): Yes	
Discipline: OR Certified General Appraiser; Principal Real Estate Broker; Notary Public	
Education: B.S., University of Oregon 1970; B.M, Pacific University 1977; M.M. Southern Methodist University 1979	
Years of experience in discipline/role proposed for this project: 31	
20 years at Hanna, McEldowney & Associates	
2 years at Right of Way Associates	
4 years at Oregon Department of Transportation	
5 years as Independent Fee Appraiser	
Awards / Customer Feedback: Top rated ROW firm 2009 & 2012 Clackamas County RFP.	
<p><i>"Your firm has been one of our Acquisition and Relocation contractors for a number of years. You worked on the Interstate Max project, the Westside Commuter Rail and the Mall section of the Eastside project for TriMet. We have appreciated your competence, diligence and quick service on all of these projects... You and your staff do an excellent job and are very attentive to the client's needs. We look forward to having you as a contractor in the future"</i></p> <p>John Baker, Real Property Acquisition Manager, TriMet</p>	



KEY STAFF RESUMES

Consultant Name: Harper Houf Peterson Righellis Inc. ; RFP #: 25134

Project Name: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Stefanie H. Slyman, AICP
Public Involvement Specialist

Name of firm (only if sub):

Role on this project: Public Involvement Leader

Active registration in Oregon (Y/N): Yes
Discipline: American Institute of Certified Planners

Education:
B.S. Marketing, San Francisco State University
Master of Urban and Regional Planning, Portland State University

Years of experience in discipline/role proposed for this project: 22

Customer Feedback:

"Stefanie is a skilled facilitator who is able to cut through complex technical and policy issues to help the public understand their choices and provide meaningful input. She has the ability to plan and carry out public involvement strategies that address the needs of multiple stakeholders, while not losing sight of the ultimate goals of the project." -- Maggie Dickerson, Principal Planner

Strategic Planning & Sustainability Division
Clackamas County Department of Transportation and Development

"Stefanie has enhanced the practice of public involvement in the Pacific Northwest by hosting semi-monthly professional development and networking seminars for the Cascade Chapter of the International Association for Public Participation (IAP2 USA) at the HHPR offices for the past two years and dramatically increasing attendance by delivering timely topics and highly-respected leaders in the field of stakeholder engagement." – Sheri Wantland, Public Involvement Coordinator, Clean Water Services

Experience on relevant projects:

Stefanie Slyman brings to HHPR over 20 years of planning, public involvement and project management experience in the public and private sectors. As a Certified Planner, she is able to develop and lead community engagement processes with first-hand knowledge and experience with transportation, land use, and environmental issues. Stefanie is a member of the American Institute of Certified Planners (AICP) and holds a Certificate in Public Participation from the International Association of Public Practitioners (IAP2). She has additional public involvement training in the Systematic Development of Informed Consent (SDIC).

Stefanie is adept at articulating complex transportation information to diverse audiences and will serve as the Public Involvement Leader for the ODOT On-Call contract. Typical tasks undertaken by Stefanie include development of Public Involvement Plans and communication strategies, conducting stakeholder interviews, facilitating advisory committee and public meetings, planning and managing open houses, and developing meeting materials, graphic exhibits, and website content. Specific examples include:

- ◆ **Highway 212 to Lawnfield Connector**, Clackamas County – Stefanie provided community outreach for the design of this 2-lane arterial roadway connecting OR 212 to SE Lawnfield Road and prepared project mailings, open house materials and information for the project website. She organized and staffed open houses to share information and solicit input from affected businesses and residences in the project area. **Project Outcome:** Phase 1, of this two phase project, opened winter of 2010. Public agency and private property owners have expressed positive comments on the project to date.
- ◆ **MLK/Columbia Transportation Improvement Program (TIP)**, Portland – Stefanie developed and led the public involvement process for multi-modal transportation improvements in an industrial freight corridor in NE Portland and facilitated advisory committee meetings and led open houses to engage the public in the development of the transportation improvement plan. She undertook stakeholder interviews with property owners and governmental agencies. **Project Outcome:** The City of Portland adopted the TIP as recommended by the advisory committee.
- ◆ **Cully Boulevard Green Street**, Portland – Stefanie developed and led the public involvement process for the redevelopment of NE Cully Boulevard as a Green Street. She facilitated Project Advisory Committee meetings; designed and led community open houses, wrote newsletters and provided content for the website. Stefanie developed and led targeted outreach to underserved community members in the project area. **Project Outcome:** Cully Boulevard improvements were successfully implemented per the community-supported design.
- ◆ **Clackamas Regional Center Plan**, Clackamas County – Stefanie served as County Project Manager for developing the regional center plan in compliance with the Metro 2040 Plan. She facilitated a 35-member multi-disciplinary task force to develop a vision and plan for land use, transportation, urban design, and infrastructure components of the regional center plan. **Project Outcome:** The plan led to updates of the County's Transportation System Plan, Comprehensive Plan/Zoning Ordinance and Clackamas Town Center Urban Renewal District.



SHEET INDEX

CONSTRUCTION ADMINISTRATION/CONSTRUCTION ENGINEERING AND INSPECTION

2.2.6 PROPOSER’S PROJECT MANAGEMENT FOR CA/CEI SERVICES

- A. Proposer’s Management and Organizational Structure 1
 - Chain of Command 1
 - Organizational Chart 3
 - How Subcontractors will be Selected, Utilized and Managed 4
- B. Methods of Coordinating and Expediting Projects to Meet Delivery Schedules without Sacrificing Quality 5
 - Adjusting Schedules or Level of Effort to Meet Schedule 5
- C. Proposer’s Quality Control Procedures for CA/CEI Services 6

2.2.7 PROPOSER’S COST EFFECTIVENESS FOR CA/CEI SERVICES

- A. Proposer’s Specific Efforts to Ensure Tasks and Deliverable are Completed in the Most Cost Effective Manner 8
 - How HHPR Ensures All Travel, Lodging, and Per Diem Expenses are as Low as Possible 8
- B. Specific Methods, Tools, and Processes HHPR Uses to Develop the Estimates for Services 9
 - How HHPR Ensures that Estimates for Services are Fair and Reasonable to the Government and HHPR 9

2.2.8 PROJECT TEAM & QUALIFICATIONS FOR CA/CEI SERVICES

- A. Project Manager(s) Experience with CA/CEI Services on Projects Similar in Nature and Complexity 10
- B. Key Staff Resumes for CA/CEI Services 8 Pages
 - Neil Waibel, PE – Construction Manager CA/CEI-1
 - Chris Beatty, PE – Project Manager CA/CEI-2
 - Ken Ackerman, PE – Project Manager CA/CEI-3
 - Fred Cooper, PhD, PE (Cooper Zietz) – Construction Quality Manager CA/CEI-4
 - Karrie Eixenberger, QCCS (KE & Associates) – QCCS Lead CA/CEI-5
 - Jake Wisner, PE – Lead Inspector CA/CEI-6
 - John Campbell, PLS – Construction Project Surveyor CA/CEI-7
 - Keith Jones, AICP – Public Relations – Construction CA/CEI- 8





2.2.6 PROPOSER'S PROJECT MANAGEMENT FOR CA/CEI SERVICES

2.2.6 Section A.

Proposer's Management and Organizational Structure

Harper Houf Peterson Righellis Inc. (HHPR) is an **Oregon-based Business** founded as a civil engineering firm on the principle of providing excellent customer service, solving problems, and serving the Client's needs. Since 1990, HHPR has retained this customer-service focus while growing into a multi-disciplinary firm providing civil and structural engineering, planning, landscape architecture, survey, and construction management services. HHPR has completed over 4,500 infrastructure projects including roadway, utility systems, water resources, parks and trails, and site development.

HHPR has been recognized locally and nationally as a top engineering firm. In 2010, HHPR was selected as one of Oregon's Top 100 Businesses and was one of 24 projects nation-wide to receive an ACEC National Engineering Excellence Award for the SW Moody Avenue Project. HHPR was recently recognized by ZweigWhite as the 6th best Multi-Discipline Firm to work for in the US, which reflects our low turnover and consistency of staff. The average period of service for an HHPR Project Manager is over 12 years.

Over the last 22 years, HHPR has grown to become the 6th largest engineering firm in Oregon (2012 DJC), and is the **2nd largest Engineering Firm that calls Oregon home** (official headquarter offices, based upon 2012 DJC). As we have grown, we have hired local engineers, surveyors, planners, and landscape architects who are committed to quality service. We have numerous staff members who graduated from local institutions such as Oregon State University, Portland State University, University of Oregon, University of Portland, and the Oregon Institute of Technology. HHPR's professionals know and love the State of Oregon.

Chain of Command

Neil Waibel, PE is an Associate and HHPR's firm-wide Construction Manager. Neil is tasked with managing all of HHPR's Construction related services. Neil schedules staff, establishes an ODOT training and certification program, coordinates with subconsultants and ensures the Construction Services Group is adequately equipped.

Dan Houf, PE is a Principal of HHPR and will serve as the Principal-in-Charge for the ODOT on-call, and will provide the necessary support services to Neil.

Neil and Dan, along with the Project Manager for the PE phase of the project will assign the best fit Construction Manager for the project. Many of HHPR's project managers are well versed in both the PE and CA/CAI phases of project delivery and may continue on through the entire project in this role.

Pat Gaylord, PLS is HHPR survey manager, and oversees our survey operations around the state. Pat is a second generation surveyor in Oregon, and has grown up in the profession. He has been Surveyor of the Year in Oregon as voted by PLSO, and has strong contacts around the state. When HHPR is providing Construction Surveying services, **John Campbell, PLS** will lead this effort. If other surveyors are utilized around the state, Pat and John will utilize their statewide network of contacts to ensure the best fit for the specific project is found.

Keith Jones, AICP will oversee HHPR's Public Relations services during construction.

The construction manager assigned to the project will be committed to serve ODOT and or the local agency for the duration of the project. ***We strongly believe that the Project Manager who starts a project should be the one who finishes it...and we live up to this.***

How HHPR Structure Aids Delivery of ODOT Projects

- ◆ An Oregon-based Nationally Recognized Firm.
- ◆ The 2nd Largest Oregon Engineering Firm Headquartered in Oregon (Per April 2012 DJC).
- ◆ Knowledge of ODOT's people and processes, serving ODOT since 1999. HHPR currently serves on 10 ODOT on-call contracts as a prime or sub including the Statewide Local Agency and Full-Service Statewide On-call.
- ◆ Over 20 years experience with Federally Funded Transportation Projects.
- ◆ 22 Years of service to Oregon Local Agencies with over 400 projects completed for 59 Cities, Counties, Ports or Service Districts across the State of Oregon. Our Local Agency Clients count on HHPR to help deliver their Federally Funded projects.
- ◆ Proven ability to deliver projects from a small Safe-Routes to School project to one of the Largest Multi-Modal Transportation Project in Oregon, such as SW Moody Avenue.
- ◆ A proven Statewide Delivery System with office locations in Portland and Bend.
- ◆ HHPR has developed strong working relationships with our subconsultant partners ranging from small DBE specialty firms to large multi-discipline partners for major projects.
- ◆ Principals of the firm are actively involved in project development and have worked together in Oregon for 25 years. HHPR is a well-managed, cost effective firm with a low overhead rate.
- ◆ HHPR has invested the time in training, equipment, and has gained extensive experience providing CA/CEI services with ODOT on Federally Funded Projects.



HHPR is structured to deliver projects across the state for both ODOT Projects and Local Agency Projects.

HHPR has designed more than 4,500 projects over the last 22 years. The majority of these projects are located in Oregon and have gone to construction with HHPR providing a broad range of Construction Administration and/or Construction Engineering and Inspection. HHPR has also provided Construction Survey services and Public Relations during construction for our Public Agency Client Base which is listed in the following chart:

Our list of Oregon Public Clients includes the following:

Oregon Public Agencies	Current On Call Services	ODOT On-Call Lists
City of Newport	Deschutes County	(Prime or Sub)
City of Beaverton	Hood River County	Statewide Local Agency
City of Bend	Lewis County	Statewide Full Service A&E
City of Brownsville	Lincoln County	Statewide Right-of-Way
City of Canby	METRO	Services
City of Clatskanie	North Clackamas Parks and Recreation	Region 1 Graphic Design
City of Coburg	Port of Cascade Locks	Region 2 Transportation
City of Cornelius	Port of The Dalles	Planning
City of Creswell	Port of Coos Bay	Statewide Transportation,
City of Durham	Port of Garibaldi	Engineering, Planning and
City of Estacada	Port of Morrow	Environmental (TEPE)
City of Forest Grove	Port of St. Helens	Statewide Intelligent
City of Gaston	Port of Tillamook	Transportation Systems
City of Gresham	Sherman County	Discipline Specific Roadway
City of Happy Valley	Port of Umatilla	Design Services
City of Hillsboro	Tillamook County Public Works	Discipline Specific
City of Hood River	TriMet	Stormwater Design
City of Madras	Washington County	Services
City of McMinnville		
City of Milwaukie		
City of Newberg		

HHPR co-founder Charles (Chuck) Harper, PE has set a tone for our firm that focuses on “constructible and biddable” projects that translate to quality projects constructed in the Field. Chuck started his career 33 years ago as an Inspector for ODOT on the I-205 Glen Jackson Bridge. After working two years at ODOT, Chuck moved back near his Grants Pass home to serve as an Engineer for the City of Grants Pass. After three years, Chuck was recruited by David Evans and Associates (DEA) to move back to the Portland. Chuck worked at DEA for six years guiding some of their larger projects. Chuck was named DEA’s Engineering Manager and Portland Office Manager in 1989. A year later, Chuck teamed with DEA Vice President Tony Righellis to start a new company. Dan Houf worked with Chuck and Tony at DEA, and joined the firm a few months later.

As HHPR grew from a two person company in 1990, we worked to provide quality service while gaining additional public clients. Our work included providing a full range of construction services including Construction Administration, Construction Engineering and/or Inspection services on many of our projects.

As we moved into 1999, HHPR’s growing reputation of quality engineering on transportation projects allowed our firm to make our first ODOT on-call call contract, and compete to win large transportation projects such as the \$88 million Sunnyside Road Project that allowed our firm to provide more formal CA/CEI services on Federally Funded projects.

As a result of our Local Agency Clients requesting that we manage construction projects bid and awarded through ODOT, HHPR has trained our Inspectors and CA staff in ODOT’s processes and procedures. HHPR staff has become certified in all relevant categories as well as becoming proficient at all aspects of the Documentation required for Federal Projects. We have also supported Local Agencies such as the City of Portland and Clackamas County who have become certified for the Construction Phase by ODOT and FHWA.

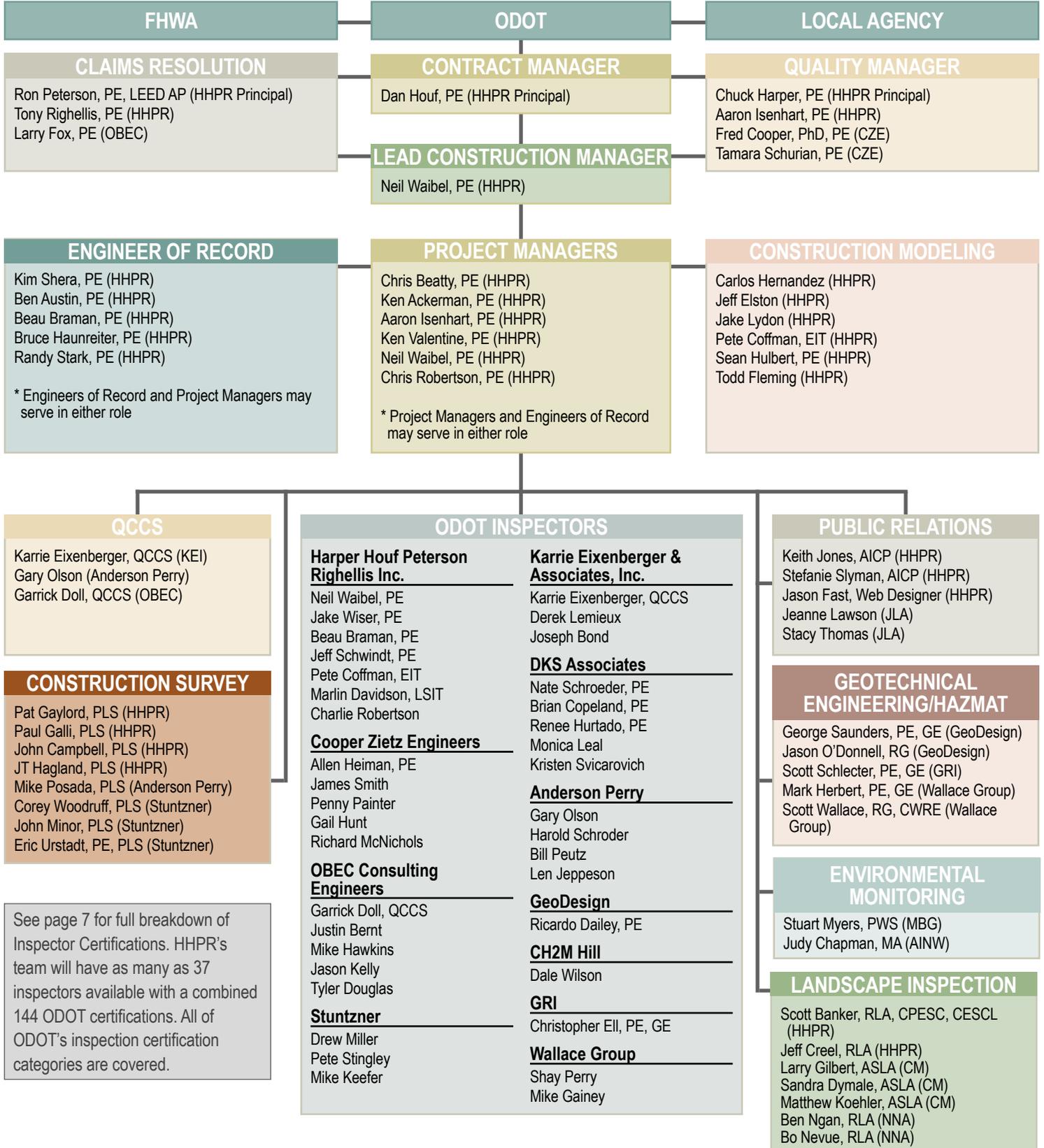
“Two important qualities that deserve special mention are HHPR’s attention to detail in design and associated project documentation and their knowledge of the ODOT and federal aid process. I have worked with several other firms on federal aid and ODOT managed projects and have found HHPR to be the best.”
– Jim Brink, City of Beaverton





Organizational Chart for CA/CEI

HHPR maintains full service offices in Portland and Bend which include engineers, planners landscape architects and surveyors. HHPR’s full service office locations, coupled with our subconsultant office locations, provide a platform to serve all five ODOT Regions and Local Agencies around the state. The following chart shows HHPR’s team Organizational Structure for CA/CEI Services:





How Subcontractors will be Selected, Utilized and Managed

HHPR has developed close relationships with a large number of firms across the state and has assembled a team of subconsultants that can provide a Statewide Delivery System for ODOT and Local Agency projects.

We seek out teaming arrangements that can best meet the needs of our clients. When selecting subconsultants we consider the following:

- | | |
|---|---|
| 1. Technical expertise required and past performance | 3. Experience working with the Project Team |
| 2. Knowledge of the project area and client processes and needs | 4. Availability |
| | 5. Location |
| | 6. Cost effectiveness |
| | 7. DBE status |

HHPR has assembled a diverse and talented team of subconsultants to meet the needs of any project. We have selected them because we know the people, their talents and their expertise. HHPR will tailor the team to best meet the needs of the specific project. With the recent approval of ODOT's DBE Program Waiver Modification, HHPR's extended team is structured to be able to meet the DBE goals that are established for each WOC.

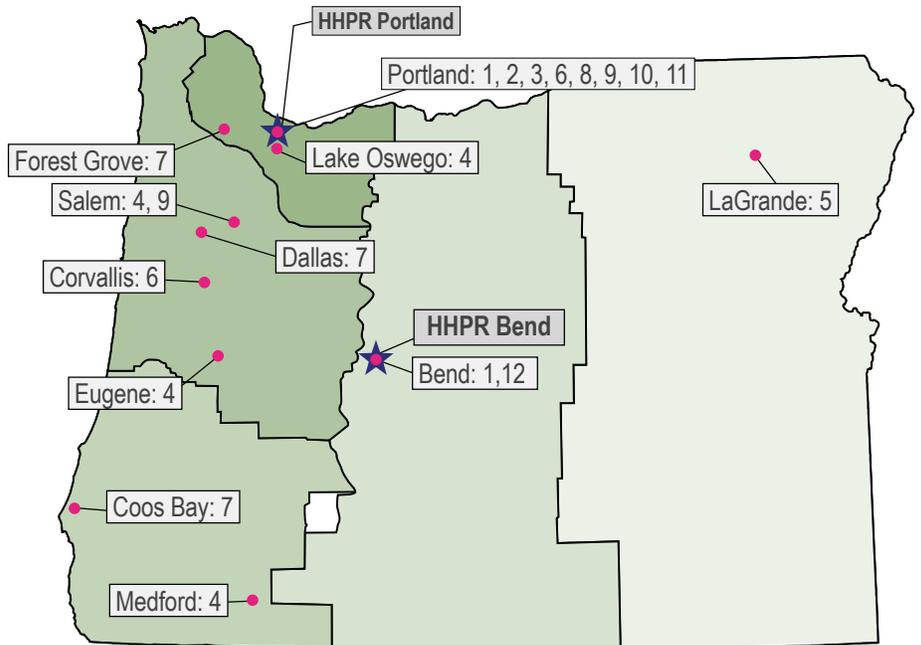
Like our internal resources, we manage our subconsultants on a continual basis with regular communication. Our long-standing working relationships with our subconsultants result in a reduction in management time. Because we have worked with them before, the learning curve has been eliminated. Our subconsultants are involved in determining the schedule and setting of milestones, fostering team buy-in. Through regular team meetings we look for any issues that may develop and keep a close eye on progress to ensure the project stays on track.

The following chart and graphic show the firms serving on the HHPR team, how they will be utilized, the location of offices, and in which regions they will provide CA/CEI services.

HHPR's CA/CEI Team

		Construction Manager	Quality Manager	Construction Project Managers	Construction Modeling	Construction Survey	ODOT Certified Inspectors	ODOT Certified Testing	Geotechnical Engineering	Public Relations	QCCS	MWESB/DBE Firm	Region 1	Region 2	Region 3	Region 4	Region 5
1	HHPR	Harper Houf Peterson Righellis Inc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	■	■	■	■	■	■
2	CZE	Cooper Zietz Engineers		✓	✓		✓	✓			✓	■	■	■	■	■	■
3	KEI	KE & Associates, Inc.					✓	✓			✓	■	■	■	■	■	■
4	OBEC	OBEC Consulting Engineers			✓		✓	✓			✓	■	■	■			
5	AP	Anderson Perry			✓		✓	✓			✓						■
6	CH2M	CH2M HILL		✓	✓		✓					■	■			■	
7	STE	Stuntzner Engineering					✓	✓				■	■	■			
8	JLA	JLA Public Involvement								✓	✓	■	■	■	■	■	■
9	DKS	DKS Associates					✓					■	■	■	■	■	■
10	GEO	GeoDesign Inc.					✓		✓			■	■	■	■	■	■
11	GRI	Geotechnical Resources, Inc.					✓		✓			■	■	■	■	■	■
12	WG	Wallace Group						✓	✓		✓				■		

- ✓ Firm has staff capable of providing indicated services
- Firm anticipates providing services in specified regions





2.2.6 Section B.

Methods of Coordinating and Expediting Projects to Meet Delivery Schedules without Sacrificing Quality

Once a project is bid and awarded, the Contractor generally has the major influence on the overall schedule. However, HHPR takes an active approach to working cooperatively with the Contractor and Agency to expedite project delivery.

During construction, HHPR's role is to help facilitate and expedite the construction. This starts with responsive service, 24-hour availability, and knowledgeable and skilled project managers who manage their projects with foresight and strong communication skills, working to eliminate any potential obstacles that would delay project development even after the project has gone to construction. HHPR is committed to turning around submittals, shop drawings, and RFI responses as quickly as possible and drawing upon the expertise of the client, project team and stakeholders to move the project forward.

Clear Communication: Project expectations and goals must be clearly communicated to the team throughout the development of a project. HHPR has developed a number of communication tools that project managers can use to formally document and track a project's progress and help all team members and stakeholders stay abreast with the project's development. Coordinating inspections, testing, and other elements during construction are critical. HHPR also provides Public Relations during construction as requested.

Early Bid Packages to Accelerate a Critical Path Item:

Environmental work windows, Specialty Work, Utility Relocations, and Private Property Improvements or Demolitions can all be a source of project delay and risk to ODOT or ODOT/LPA and Contractor. Critical elements of work can be bid early to eliminate the risk, and expedite the project. Examples are early bid packages to ensure clearing of trees and vegetation to avoid delays from the Migratory Bird Treaty Act, or work associated with an in-stream work window.

Alternative Delivery Methods: In some cases the Construction Manager/General Contractor (CMGC) method may provide the best approach to meet certain project challenges. In these cases, HHPR has extensive experience in this project delivery method which can be utilized to expedite a project's delivery.

Utility Coordination: HHPR communicates regularly with the utility providers to ensure adjustments, relocations, or new installations are progressing as required. HHPR looks for opportunities to assist the Utilities to facilitate relocation work before construction is even started.

Environmental Compliance: HHPR ensures environmental compliance. Failure to comply with specific permit requirements by the Contractor will result in project delays and potential fines. HHPR has built a strong reputation with DEQ and other regulatory agencies during construction activities.

Adjusting Schedules or Level of Effort to Meet Schedule

Contractor Schedule Monitoring: Once the project is bid and awarded, the Contractor will take over the scheduling duties for the general progress of the project. HHPR will monitor the contractor's schedule to ensure construction is progressing as outlined in the contract documents including meeting key milestone and environmental work windows. To do this, work progress is reviewed to determine if the contract will meet the time frames required by the contract. At the first sign of an impact to the schedule, the HHPR project manager begins communication with the contractor and keeps ODOT or ODOT/LPA informed. If the contractor does not adequately address the schedule delay, formal notices are provided to the Contractor.

Resource Capacity: There are times when a specific project task must be accelerated by the Contractor to keep the project on schedule such as multiple shifts, or night or weekend work. This requires that HHPR provide staffing to accommodate the contractor's schedule. HHPR holds a scheduling meeting every Friday morning and utilizes customized scheduling software that was developed for HHPR project managers to schedule staff, and balance workloads. Each project manager has the opportunity to request additional support to meet critical time frames and milestones and to expand the work week. As the 6th largest Engineering firm in Oregon (per the 2012 Daily Journal of Commerce), and with a deep CA/CEI resource team, HHPR has the capacity to fulfill the requirements of any project large or small.

HHPR has a long history of putting in the extra work necessary to meet project schedules and commitments.

- ◆ HHPR has a demonstrated track record of our ability to expedite all elements in the delivery of a project. ODOT successfully delivered ALL of the State's ARRA projects, and HHPR is proud to say we partnered with ODOT to deliver 10 of those ARRA projects.
- ◆ The SW Moody Avenue Project is another example of our ability to adjust the level of effort to meet the project schedule. HHPR was hired in May of 2010 for the TIGER grant funded project with the stipulation that the entire \$51 million project be designed, constructed and open to traffic in just 18 months. HHPR developed separate bid packages to help expedite the process, resulting in the project being completed over three months ahead of schedule.

"HHPR had a team of talented engineers who provided excellent plans and specifications and responded quickly to any questions raised by field staff. The HHPR team was flexible in their approach and implementation, exceeding expectations throughout all phases of this project."

– Chris Armes, City of Portland on the SW Moody Avenue Project



2.2.6 Section C.

Proposer’s Quality Control Procedures for CA/CEI Services

Quality is our Mission - Quality has been the cornerstone of HHPR’s success. It is why HHPR has grown to be one of the most effective consulting firms in the region. HHPR takes pride in preparing high quality plans, and seeing our Client’s projects constructed. We believe that quality translates into clear plans that can be constructed, and the preparation of clear and concise bid documents is absolutely essential. HHPR has been focusing on providing quality service since 1990. Quality is fundamental to our operation and long term sustainability.

Our QC Mission is stated as follows:

We strongly believe in producing quality products and providing quality service. This is the cornerstone to serving clients. Our mission is to satisfy our clients by providing excellent service, solving their challenges, and meeting their needs.

There are two critical facets to HHPR’s approach to Quality Control for CA/CEI services: 1) Day-to-day Construction Management and 2) Project Documentation.

Day-to-Day Construction Management: The first facet addresses the aspects of the project that affect the contractor and impacted communities during and after construction. Our team ensures implementation of project plans and specifications. When changes are required, we utilize checklists to ensure that the project remains in compliance with such issues as environmental clearances, right-of-way agreements, safety of construction workers and the travelling public, and agreements with businesses and residents to minimize impacts to their day-to-day activities. Clear and thorough communication is a critical aspect of this.

Project Documentation: The second facet addresses the procedural aspect of the project. FHWA requires that ODOT ensure that funds being spent are legitimate and appropriate for the project. ODOT’s Construction Management policies and procedures are developed to ensure just that. In turn, HHPR acts as an extension to ODOT by implementing and enforcing those policies and procedures during construction. Accurate, thorough documentation is critical for success.

The following page shows the HHPR Teams CA/CEI certified Inspectors and Technicians who will be responsible for Construction Quality Documentation.

CA/CEI Quality Control Process

HHPR Construction Manager, Neil Waibel, PE, develops the Quality Assurance and Contract Administration (QACA) Plan with input from the Project Manager who will be responsible for delivering the project through Construction. The Plan identifies the personnel who will be responsible for each aspect of the construction process.

The Construction Quality Manager identified in the QACA Plan develops the Quality Documentation Checklist. This checklist will identify the level of documentation required (such as CMOs, testing, FIRs, etc.) for each bid item.

The Construction Project Manager and Project Inspector(s) thoroughly review the plans and special provisions for complete understanding.

- Effective Day-to-Day Management of Project:
- ◆ Provide partnering opportunities with Agency and Contractor to develop solid lines of communication and reiterate dispute resolution procedures.
 - ◆ Coordinate and communicate with affected utilities to ensure relocation schedules are being met. Invite utilities to weekly project meetings.
 - ◆ Review contractor traffic control plans and erosion control plans prior to authorizing implementation.
 - ◆ Timely review of shop drawings, submittals, RFIs.
 - ◆ Schedule environmental staff at key times of the project (creek restoration, fish shocking, archaeological monitoring of excavations, etc.).
 - ◆ Manage changes for continued compliance with project clearances.

- On-going QC activities during construction include:
- ◆ Project Engineers and designers are made available to answer questions.
 - ◆ Weekly Construction Meetings are well-planned so that appropriate disciplines are represented when they are needed.
 - ◆ Survey staff performs QA reviews of contractor staking and grading activities.
 - ◆ Project Inspectors ‘buy the grade’ prior to installation of pavements, curbs, and sidewalks.
 - ◆ Daily, Weekly and Monthly Documentation.

<p>Documentation Includes:</p> <ul style="list-style-type: none"> ◆ Daily Inspection Reports ◆ Subcontract Consent ◆ Installation (Pay) Notes ◆ Progress Payment Reports ◆ Test Summaries ◆ Non-Field Test Docs ◆ Material Scale Certification ◆ Employee Interview Reports 	<ul style="list-style-type: none"> ◆ Labor Compliance Certification ◆ Summary Report of Subcontractors Paid ◆ Contract Change Orders ◆ Final Material Certification ◆ Foreign Steel Summary ◆ Quantity Ledger Report ◆ Project Manager’s Narrative ◆ Closeout
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The Construction Quality Manager performs regular reviews of the project documentation during the course of construction to ensure compliance with project requirements. The Project Manger is responsible for resolving all comments generated by these reviews.

Effective Quality Control during construction leads to a smooth Project Closeout process at the end of the project.



2.2.7 PROPOSER’S COST EFFECTIVENESS FOR CA/CEI SERVICES

2.2.7 Section A.

Proposer’s Specific Efforts to Ensure Tasks and Deliverables are Completed in the most Cost Effective Manner

HHPR has outlined six specific Efforts that lead to Cost Effective Service:

Competitive Rates: HHPR understands what is required of a consulting firm to be cost effective for the benefit of the client. HHPR is a well managed company that has a cost effective, industry competitive low overhead rate, providing a baseline for cost effective services.

Consistent Staff: HHPR assigns the right people to the project and keeps them on the project through completion. Consistency of staff throughout the project is a key component to providing cost effective and responsive service. Staff turnover can be a source of project uncertainty and cost overruns. Personnel changes translate into added costs on the project and failure to meet schedules. HHPR assigns staff that will be consistent throughout a project. We can do this with confidence, as HHPR has a very low staff turnover rate.

Project Management Tools: The Construction Project Manager has access to project costs on a continual basis to track budget. Along with our monthly project invoices, we also prepare a summary of the work completed to date, and provide to the client a spreadsheet showing the level of effort for each staff type completed for each task and sub-task for the previous month, and the project as a whole. The actual cost of each sub-task is summarized as “percent complete” compared to the overall estimated budget for that task. Along with the project summary, we also identify any budget issues associated with the project that should be raised and addressed.

Use of Local Staff: Tasks and Deliverables for CA/CEI services have a greater emphasis on work completed at the project site than the PE phase. With offices in Portland and Bend, HHPR can provide a larger reach around the state for local proximity to the project. HHPR also utilizes subconsultant surveyors and ODOT certified inspectors from around the state, which reduces travel time, and provides staff with local knowledge.

Training: HHPR participates in ODOT training conferences, brown bag lunches, and certification programs and other ODOT and/or ODOT/LPA events which keep us up to date on current procedures and processes, thus leading to efficient service.

Technology: HHPR uses technology to reduce costs for field work. Writable PDFs of Inspection Reports and Forms have been created and are used by our field staff. The forms are then uploaded directly from the field to HHPR’s network via wireless technology. HHPR also has developed communications systems that allow data collectors to transfer

and receive survey information via smart phones. All of our surveyors and inspectors are equipped with smart phones or iPad tablets, and can be connected to any of our offices with smart technology. HHPR will continue to use technology to help create templates, automate and simplify construction documentation to provide a cost effective link between the client, home office and the field.

How HHPR Ensures All Travel, Lodging, and Per Diem Expenses are as low as Possible

HHPR has assembled a project team that has broad coverage and office locations around the State of Oregon; therefore, we will utilize staff that is local to the project as much as possible. HHPR charges standard mileage rates for travel and does not mark up direct expense costs. We work to minimize the overall costs associated with project travel and specific project expenses.

HHPR has a designated administrative staff member (Sue LeBrun) who is responsible for making reservations and accommodations for all company travel, including survey and construction staff. HHPR reimburses employee per diem expenses based upon the Oregon Accounting Manual (Travel Chapter) established by the Oregon Department of Administrative Services State Controller’s Division for all state agencies. It is based on the IRS and GSA (General Services Administration) federal per diem rates and rules, and is an accountable plan meaning HHPR pays actual costs incurred, which reduces the overall per diem costs. HHPR specific methods for Expense Cost Containment are outlined as follows:

HHPR Methods for Expense Cost Containment
◆ HHPR does not mark up expenses or subconsultants.
◆ Designated staff member makes extended stay travel arrangements and utilizes company discounts and web based travel arrangements.
◆ Project survey crews DO NOT charge mileage to the project for travel to project sites.
◆ Per diem rates are established per Oregon Accounting Manual (Travel Chapter). HHPR pays actual costs incurred, instead of a flat rate per diem cost, which reduces overall job costs.
◆ Mileage reimbursement based upon federal rates.
◆ Use of wireless technologies to transfer data between office and field.
◆ Work with ODOT or ODOT/LPA to determine which elements can be completed by Local Agency staff (i.e. sanitary sewer and waterline inspections, etc.).
◆ Negotiate specific items into long term CA/CEI projects (i.e. flat rate for vehicle use, use of Agency facilities such as job site office).
◆ Utilize local surveyors and technicians.



2.2.7 Section B.

Specific Methods, Tools, and Processes HHPR Uses to Develop the Estimates for Services

HHPR has developed numerous multi-discipline, multi-task project delivery estimates for Federally Funded Local Agency projects that include both PE and CE services. HHPR starts by working with the ODOT or ODOT/Local Public Agency (LPA) to develop a Work Order Contract (WOC) that fits the project needs.

HHPR will begin with the most current ODOT CA/CEI WOC template as the starting point for developing costs, and then tailor the WOC to meet the specific needs of the project.

HHPR's familiarity and work history with ODOT's and Local Agencies' goals, codes, procedures, specifications and individual staff at the agency allows our team to tailor our work products and quality control measures to the unique needs of each project, all within the framework of the State and/or Federal Funding requirements. Each WOC is unique; therefore we start projects by clearly defining the project scope with the client, and also review the project schedule with the design team.

HHPR Process for Developing Scope of Work and Estimate for Services for CA/CEI Services

- ◆ Review Project Design Documents including Plans, Specifications and Estimates. Review project schedule and notes from the project constructability review meeting. Review special requirements related to environmental regulations, utility relocations, project staging and closures, and property agreements to gather a clear understanding of how the project will be constructed.
- ◆ Visit project site for more complex projects with ODOT or ODOT/LPA.
- ◆ Clearly define the role that Local Agency and ODOT will play in the Contract and outline the anticipated Schedule for the Project.
- ◆ Tailor the most current ODOT CA/CEI WOC template to meet the project needs and submit to ODOT or ODOT/LPA for initial review and comment.
- ◆ Once the Work Order Contract is defined, complete the Breakdown of Costs (BOC) Spreadsheet which provides the Proposed Fee for the project including input from Subconsultants. Cost estimates for HHPR are based upon the ODOT approved overhead rate that is independently audited to comply with FARS.
- ◆ Review overall Fee with ODOT and/or Local Agency to confirm assumptions and answer questions on the Scope and Fee. Coordinate changes with Subconsultants.
- ◆ Establish Contingency Budget Items for Statement of Work if required.

◆ For larger and longer duration projects, HHPR has negotiated special housing rates and office and/or field space accommodations to provide cost effective and fair services.
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◆ Negotiate allowable Profit using Profit Worksheet

◆ Finalize Statement of Work (SOW).

How HHPR Ensures that Estimates for Services are Fair and Reasonable to the Government and HHPR

CE Services: There are many factors that can affect the cost of Inspection and Contract Administration Services. The total construction cost of the project, location of the project, the total physical length of the project, type of work, and project duration. These factors must be used to build assumptions for the level of effort. After the final numbers are compiled, the estimate should be checked as a percentage of construction and compared against past projects.

Estimates Not Padded: At HHPR, to the greatest extent possible, we use the actual staff member's hourly rate to determine the overall not-to-exceed cost instead of the maximum billing rate category. This sets a reasonable not-to-exceed amount which is not padded with extra costs.

Low Overhead: As a well-managed company, HHPR has a very low and competitive overhead rate. All Principals of the firm work on projects, and we do not carry corporate figureheads that are only associated with marketing.

Low Staff Turnover: Recognized regionally and nationally as a top Engineering and Multi-discipline firm to work for, HHPR has low staff turnover. This stability reduces overhead costs associated with handing projects off to different staff and training new employees.

Incidental Work Included: It is not our firm's approach to "nickel and dime" the Client with multiple requests for minor scope changes. It has always been HHPR's approach that some additional work on a project is incidental to the overall project and paramount to providing quality service to the client. It has been the policy of HHPR to complete our work to the best of our abilities regardless of the remaining budget on a project. If we have underestimated the level of effort required to complete a project at the outset, and there are no major scope changes, we feel that it is our responsibility to honor the commitment of our original contract.

Our firm has performed over and over on projects with tight schedules and limited budgets. We have completed our work and served the needs of our clients while keeping within project constraints.



2.2.8 PROJECT TEAM AND QUALIFICATIONS FOR CA/CEI SERVICES

2.2.8 Section A.

Project Manager(s) Experience with CA/CEI Services on Projects Similar in Nature and Complexity

Neil Waibel, PE is a Construction Project Manager and HHPR’s Lead Construction Manager. He is responsible for managing the firm’s construction services for both federally and non-federally funded projects. He oversees our construction managers and inspectors, tracks and ensures HHPR inspectors maintain ODOT certifications, and coordinates with HHPR Project Managers to ensure adequate staff is available for anticipated projects. He has provided construction engineering and construction management services for a diverse selection of roadway projects over the past 15 years. Along with his construction management responsibilities, Neil is an experienced specification writer, having written ODOT special provisions for the majority of his projects over the last decade, and also provides design, constructability, and quality assurance reviews for project before they go to bid.

Having been involved in the construction field since 1998, Neil has developed a diverse set of skills that make him an ideal Construction Project Manager. He has worked on projects of all sizes performing numerous tasks including construction engineering, design, inspection, preparation and implementation of erosion control, construction staging, access management, and traffic control plans. He has managed multi-discipline team construction projects including construction of complex bridges, box culverts, walls, roundabouts, detention ponds and treatment facilities, creek diversion, wetland/riparian restoration, storm, sanitary and water systems, private utility relocations, traffic signals and interconnect, streetlights, paving, signing/stripping, and landscaping. He has developed strong working relationships with many local agency project managers and contractors and has shown an affinity for communicating with all parties involved, including local businesses and residents.



Sunnyside Road

The Sunnyside Road Widening Project (Clackamas County) was, at the time, the largest construction project ever undertaken by Clackamas County. The project widened an existing two-lane road to five- and seven-lane sections, and included numerous bridges, box culverts, signalized intersections, retaining walls, sound walls, and major underground utility relocations, both public and private. Neil managed the project team during construction of phases 2, 3A and 3B, including inspectors and engineers from multiple fields/firms, and assisted the County with project documentation and contractor coordination.

SW Moody Avenue

The SW Moody Avenue Project (City of Portland) raised the existing roadway up to 14 feet above original grade using cellular concrete, an innovative, lightweight fill material. Roadway improvements included three vehicle lanes, double streetcar tracks, and a multi-modal bicycle track and pedestrian sidewalk system. The project also added new storm and water mains, and installation of a new private utility joint trench, including 124,000 feet of conduit representing 13 different utilities. As HHPR’s construction manager, Neil co-located to the contractor’s field office along with City staff to promote cooperation and quick response times. Neil’s close interaction with the contractor’s day-to-day activities resulted in fewer construction conflicts and expedited resolution of construction issues. This \$51 million project was designed and constructed in just 18 months, opening to the public over three months ahead of schedule.

SE 172nd Avenue Extension

The SE 172nd Avenue Extension Project (Clackamas County) widened an existing two-lane rural road to a five-lane road, also adding bicycle lanes, planter strips, sidewalks, and retaining and sound walls. The project included a two-lane concrete roundabout, reconstructed box culvert and riparian restoration areas, and new storm, sanitary, and water systems. It also included extension of the roadway to provide a new intersection with state highway OR 212, and lane modifications along OR 212. Neil managed a multi-discipline team during construction of this project and worked closely with Clackamas County to provide project documentation and contractor coordination.



Chris Beatty, PE is an Associate Principal and professional civil engineer at Harper Houf Peterson Righellis Inc. with 23 years of experience and will serve as a Project Manager for CA/CEI services for projects bid and awarded through ODOT. Chris has been the project manager and/or engineer for many of HHPR's Local Agency roadway projects throughout Oregon, including projects that were bid and awarded through ODOT. Chris is adept at preparing concise and timely ODOT construction documentation as well as early identification of pit-falls that may be encountered during construction projects. Chris has demonstrated excellent communication skills with ODOT, Local Agencies, Contractors, and Construction Administration Teams which translates directly to a successful project outcome.

Chris served as Project Design and Construction Manager for the \$2 million SW Bay Boulevard Improvements project which was partially funded by the American Recovery and

Reinvestment Act (ARRA). The project consisted of street, utility, traffic calming and street beautification improvements. Chris prepared all construction management documentation from construction inception to closeout and guided the City of Newport through the ODOT federal aid process. Thorough knowledge of the process coupled with concise documentation enabled ODOT "Final Project Documentation Acceptance" to be granted within 2 months after construction was complete.

Chris was also the Project Design and Construction Manager for the Newport Streets Resurfacing project bid and awarded through ODOT and funded by the American Recovery and Reinvestment Act (ARRA). The project included overlaying/reconstructing existing streets at eight (8) different locations throughout the city. Chris facilitated negotiations with the Contractor, ODOT, and the City of Newport to resolve an asphalt compaction issue that ultimately resulted in an approximately \$40,000 cost reduction.



Ken Ackerman, PE, an Associate at Harper Houf Peterson Righellis Inc., will serve as a Project Manager for CA/CEI services for projects bid and awarded through ODOT. Over the course of his 20+ years of experience, Ken has managed numerous public transportation construction projects throughout Oregon. This includes projects bid and awarded through ODOT both on and off of the State Highway System.

Ken managed the construction contract for the Cornelius Main Street Project on TV Highway (Adair Street) in Cornelius. The federal aid project included undergrounding all private utilities, new storm and water lines, and pedestrian improvements. The bulk of this project was constructed in 2008, with additional ARRA paving work added in 2009.

Ken is currently the Construction Project Manager for the Trolley Trail project, which is a 6-mile Regional Trail from Gladstone to Milwaukie. Ken's continued efforts and persistence have aided the project and an inexperienced contractor through the ODOT federal aid documentation process. Trolley Trail is now open for public use.

Ken managed a pair of construction contracts for the City of Woodburn to improve North Front Street from Cleveland Avenue to Hwy 211. The first included undergrounding of all private utilities and major grading elements, while the second construction contract completed the sidewalk and roadway improvements. Both projects were completed under budget and ahead of schedule.

Ken is currently slated to manage the Coburg Trail Project from design through construction for ODOT and the City of Coburg.





Aaron Isenhardt, PE, an Associate at Harper Houf Peterson Righellis Inc., will serve as a Project Manager for CA/CEI services for projects bid and awarded through ODOT. Aaron joined HHPR in 2005, and brings 18 years of experience delivering multi-modal projects for ODOT and Local Agencies from planning to design and through construction. Prior to joining HHPR, Aaron was a Senior Roadway Designer for ODOT in Region 1, delivering an array of projects ranging from rural and urban highway projects to projects of Statewide Significance.

Aaron began his career in 1994 as an inspector on local agency public improvement projects. His background delivering both ODOT and local agency projects makes him an ideal fit to manage construction projects that are bid and awarded through ODOT's Office of Project Letting. He takes on the day-to-day construction coordination and the required project

documentation with equal vigor. His knowledge of construction practices and experience with the ODOT process allow his Local Agency and ODOT clients to put their trust in him to deliver their projects.

Aaron served as the Construction Project Manager and delivered the Jackson Street Transit Hub project for ODOT and the City of Milwaukie. This ARRA-funded project was bid and awarded through ODOT. Aaron is also the contract manager for the Grande Ronde River Greenway Pedestrian and Bicycle Bridge project in La Grande. Aaron is currently slated to be the Construction Project Manager and/or Contract Manager on the following projects that will be bid and awarded through ODOT: Lake Road (Milwaukie), North Powder Elementary Safe Routes to School (North Powder) and McNary Heights Elementary Safe Routes to School (Umatilla).



CA/CEI Services

In last five years, HHPR has provided CA/CEI services on the following projects either in a full service roll or a supportive role to ODOT and/or the Local Agency:

- ◆ Sunnyside Road – Phases 2, 3A and 3B, Clackamas County (Federally Funded) – Certified LPA
- ◆ SE 172nd Avenue: Highway 212-Sunnyside Road, Clackamas County (State Highway Improvements) – Certified LPA
- ◆ Hwy 212 to Lawnfield Road Connector, Clackamas County (Phases 1 & 2) – Certified LPA
- ◆ E. Burnside/Couch Couplet, City of Portland (Federally Funded) – Note: City of Portland is Certified for Construction
- ◆ OR 8: N. 10th Ave. to N. 19th Avenue (Adair), City of Cornelius**
- ◆ Jackson Street Transit Hub, City of Milwaukie**
- ◆ Bay Boulevard Improvements, City of Newport**
- ◆ Newport Streets Paving, City of Newport**
- ◆ Salamo Road Paving, City of West Linn – ARRA**
- ◆ OR 8: Adair Paving, City of Cornelius – ARRA**
- ◆ 10th Avenue Street/Storm, City of Stayton (ODOT Funded)
- ◆ Dubarko Road, City of Sandy (ODOT Funded)
- ◆ Trolley Trail (Milwaukie), North Clackamas Parks & Recreation**
- ◆ Port of Tillamook Paving, Tillamook County (FEMA)
- ◆ OR 43: Macadam Avenue, City of Portland – Certified LPA
- ◆ SW Moody Avenue, City of Portland – Certified LPA

Notes:
** Bid and Awarded Through ODOT
Certified LPA = Local Public Agency is Certified or Conditionally Certified to Provide Construction Services on Federally Funded Projects

Upcoming Projects

HHPR will be providing CA/CEI Service on Federally Funded projects in Oregon bid through ODOT:

- ◆ OR 8: N. 10th Ave. to N. 19th Avenue (Baseline), City of Cornelius**
- ◆ 40-Mile Loop/Blue Lake Park Trail: Interlachen Lane – Blue Lake Road, Metro**
- ◆ Oakridge – Westfir Ride Center, City of Oakridge
- ◆ Buff Street: 10th Street – McTaggart Rd., City of Madras**
- ◆ Lake Road Improvements, City of Milwaukie**
- ◆ Barlow – Zimmerman Intersection Project, Clackamas County**
- ◆ Coburg Loop Path, Segments 1 and 2, City of Coburg**

Other Construction Project Managers from HHPR's Team:

- ◆ Dan Houf, PE
- ◆ Chuck Harper, PE
- ◆ Ron Peterson, PE
- ◆ Chris Robertson, PE
- ◆ April Siebenaler, PMP
- ◆ Kim Shera, PE
- ◆ Ben Austin, PE
- ◆ Ken Valentine, PE
- ◆ Bruce Haunreiter, PE
- ◆ Liesl Stevens, PE, Anderson Perry (Region 5)
- ◆ Steve Sparkman, PE, OBEC (Region 3)

Section 2.2.3 C, Key Staff Resumes for CA Services, are on the following pages

Key Staff Resumes for CA/CEI Services

Proposing Firm Name: Harper Houf Peterson Righellis Inc.;

RFP #: 25134

RFP Title: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Chris Beatty, PE
Project Manager | Associate Principal

Name of firm (only if sub):

Role on potential project assignments:

Project Manager - Construction

Years of experience in proposed role:

20 Years Construction Management

23 Years in Industry

15 Years at HHPR

Customer Feedback:

"HHPR and the entire design team provided clear and constructible plans, outstanding coordination with adjacent public and private projects, and excellent on-site construction supervision."

"This project would not have been a success without the undeniably dedicated team of professionals lead by April Siebenaler and her team and her team comprised of Bruce Haunreiter, Chris Beatty, and Aaron Isenhardt. The HHPR team exceeded all expectation with their responsiveness, attention to detail, and ability to problem solve."

- Chris Armes, Project Manager, City of Portland (E. Burnside/Couch Couplet

List Active Certification(s), Certification Number(s) and previous role(s) on relevant projects:

Chris Beatty, PE, is an Associate Principal and Project Manager for Harper Houf Peterson Righellis Inc. with 23 years of experience. Before joining HHPR, Chris was a civil design technician for six years at the City of Tigard and a junior civil engineer for two years at ACE Consultants in Portland. Chris has been the project manager and/or engineer for many of HHPR's local agency roadway projects throughout Oregon, including projects that were bid and awarded through ODOT. Chris is adept at preparing concise and timely ODOT construction documentation for quality compliance, quantity verification, change orders, labor compliance, subcontracts, contract payments using ODOT's Contract Payment System (CPS) program, and project closeout. Chris has demonstrated excellent communication skills with ODOT, Local Agencies, Contractors, and Construction Administration Teams which translates directly to successful project outcomes. Specific project examples include:

- ◆ **SW Bay Boulevard Improvements**, Newport – Chris served as Project Manager for the design and construction phases for the \$2 million project which was bid and awarded through ODOT and partially funded by the American Recovery and Reinvestment Act (ARRA). The project consisted of street, utility, traffic calming and street beautification improvements. Chris prepared all construction management documentation from construction inception to closeout and guided the City of Newport through the ODOT federal aid process. **Project Outcome:** Thorough knowledge of the process coupled with clear and concise documentation enabled ODOT "Final Project Documentation Acceptance" to be issued within 2 months after construction was complete.
- ◆ **Newport Streets Resurfacing**, Newport – Chris served as Project Manager for the design and construction phases for the \$300K project funded by the American Recovery and Reinvestment Act (ARRA). The project included overlaying/reconstructing existing streets at eight (8) different locations throughout the city. **Project Outcome:** Chris facilitated negotiations with the Contractor, ODOT, and the City of Newport to resolve an asphalt compaction issue that ultimately resulted in an approx. \$40k savings to the project.
- ◆ **N. 10th Avenue Street/Storm Improvement Project**, Stayton – Chris served Project Manager for the design and construction phases for the \$1.7 million project with partial funding received through an ODOT Immediate Opportunity Fund grant. The project improvements included approx. 2,700 feet of a roadway reconstruction, 3,000 lineal feet of water main upsizing, a new storm drainage conveyance system, and a new regional stormwater detention/retention pond. **Project Outcome:** As a result of detailed cost tracking during construction, HHPR was able to incorporate additional improvements during construction to fully utilize the entire grant amount. The project was completed on-time and within budget.

Other Projects with Construction Management:

- ◆ **E. Burnside/Couch Couplet**, Portland (Federally funded), **Dubarko Road Improvements**, Sandy (ODOT funded), **"B" Street Improvements**, Forest Grove (Federally funded).

Key Staff Resumes for CA/CEI Services

Proposing Firm Name: Harper Houf Peterson Righellis Inc.;

RFP #: 25134

RFP Title: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Ken Ackerman, PE
Project Manager | Associate

Name of firm (only if sub):

Role on potential project assignments:

Project Manager - Construction

Years of experience in proposed role:

20 Years Construction Management

21 Years in Industry

Customer Feedback:

"Creating great projects requires more than good design. The best projects come about due to collaboration between client, governing jurisdictions, and the impacted public to address project constraints and issues in innovative ways that improve rather than compromise the final product. HHPR has that rare ability to complete great projects."

– Terry W. Keyes, PE – City Engineer, City of Cornelius (OR 8 Cornelius Projects)

"Thank you Ken. Your work looks very good."
Dan Gunther ODOT (US 26: Sunset Hwy @ Glencoe Road)

"I want to ditto Keith's comments about the meeting last night. I think you did a great job. Thanks very much!" – Michelle Healy North Clackamas Parks & Recreation District (Trolley Trail Project)

List Active Certification(s), Certification Number(s) and previous role(s) on relevant projects:

Ken is a versatile engineer who provides project management and lead design services for planning, design, and construction projects. Prior to joining HHPR in 2004, Ken worked for Clackamas County for over five years, where he was a project manager/engineer for an array of both urban and rural roadway design and construction projects. Ken's career in the industry began as an inspector in 1991.

Ken's background delivering both ODOT and local agency projects makes him an ideal fit to manage construction projects that are bid and awarded through ODOT's Office of Project Letting. He takes on the day-to-day construction coordination and the required project documentation with equal vigor. His knowledge of construction practices and experience with the ODOT process allow his Local Agency and ODOT clients to put their trust in him to deliver their projects. Specific project examples include:

- ◆ **US 26: Sunset Hwy @ Glencoe Road** – Ken is HHPR's Construction Project Manager for this project, which includes reconstruction of the Glencoe Interchange on US 26 as well as a half mile of Glencoe Road. HHPR is providing construction services support to this ODOT lead project for drainage and erosion control, including a new bridge over Ghost Creek and a six stage erosion control plan. The project is currently in the first year of a three year scheduled construction.
- ◆ **Trolley Trail: SE Kellogg Creek – SE Glen Echo Ave, Clackamas** – Ken was the Construction Project Manager for this federal-aid local agency project which constructed a six mile multi-use pathway. The project is one of the first projects bid using Type E testing for quality documentation.
- ◆ **OR 8: N. 10th Ave – N. 19th Ave. (Cornelius)** – Ken was the construction project manager for this federal-aid local agency project on a state highway. The project included the undergrounding of all private utilities, street lighting, curb extensions, and storm drainage. 1R pavement preservation and street furniture were added by change order with ARRA funding late in the project.
- ◆ **SE 147th Ave Realignment, Clackamas County** – Ken managed the construction of the project to realigned over a mile of collector roadway improving it to AASHTO standards and installing all new utilities. The project was completed over two years and excavated over 90,000 cubic yards of material in the first two months. Ken started the project while at Clackamas County and completed the project at HHPR. **Project Outcome:** The project was completed a month ahead of schedule and \$200,000 under bid.

Other Projects as Construction Manager:

- ◆ **OR 8: N. 10th Ave – N. 19th Ave. (Adair) Cornelius** – Construction Contract Manager (Federally Funded)
- ◆ **SE Sunnybrook East Extension, Clackamas** – Construction Manager (Federally Funded)
- ◆ **North Front Street Improvements, City of Woodburn** – Construction Manager
- ◆ **SE Stafford/SE Borland Roundabout, Clackamas** – Construction Manager

Key Staff Resumes for CA/CEI Services

Proposing Firm Name: Harper Houf Peterson Righellis Inc.;

RFP #: 25134

RFP Title: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Fred C. Cooper, PhD, PE

Name of firm (only if sub):

Cooper Zietz Engineers, Inc.

Role on potential project assignments:

Construction Quality Manager

Years of experience in proposed role: 38

Dr. Cooper has over 15 years experience in quality management of design/construction programs for: major highways, bridges, streetcar and light rail transit, water and wastewater treatment facilities, other public infrastructure and military facilities. He has been responsible for project Quality Plan development and serving in roles of Project Quality Manager, Design Quality Control Manager, Construction Quality Manager, Quality Assurance Manager and Quality Auditor. He also has extensive experience in public bid document development, bidding assistance, design and constructability review, construction certification and expert witness services. Dr. Cooper has consulted on numerous bridge design and construction projects, including large cable stay, concrete through arch and precast concrete, as well as interstate and state roadway projects, hydraulic and geotechnical investigations, storm water management, surface water quality, water resource development, waste management and disposal studies, and siting of a wide range of facilities possessing significant environmental impacts and mitigation requirements.

List Active Certification(s), Certification Number(s) and previous role(s) on relevant projects:

Dr. Cooper will serve as the Construction Quality Manager for Harper Houf Peterson Righellis Inc. projects that are bid and awarded through ODOT. He will develop the Quality Documentation checklist for each project and perform internal, independent reviews of the project quality documentation. HHPR is excited to team with Cooper Zietz Engineers, a well-qualified DBE firm. Specific project examples include:

- ◆ **Highway 38 Bridge Replacement Design/Build, Elkton to Hardscrabble Section, Elkton** – Dr. Cooper was the Construction Quality Assurance Manager responsible for providing independent quality control and review of design and construction activities for the award winning project to replace 5 bridges east of Elkton Oregon. Two of the bridges were replaced by rapid replacement method, where the new bridge was constructed alongside the old bridge, then moved into place in one shift. Dr. Cooper assisted in the preparation of the development of the Design Build Team's Quality Control Plan, and verified construction quality documentation per Oregon Department of Transportation procedures.
- ◆ **Interstate 5: Clarks Branch to Tunnel Mill Race Segment Design/Build Project, Cottage Grove** – Dr. Cooper was the Construction Quality Assurance Manager responsible for preparation of the Project Quality Plan for both design and construction plus overseeing compliance for both design and construction QC managers, QC inspectors and QC testing program for this \$41 million project to replace 12 freeway bridge structures.
- ◆ **Interstate 5: Sutherlin to Roseburg Section Design-Build Project, Sutherlin** – Dr. Cooper was the Construction Quality Assurance Manager for the design of ten replacement bridges along Interstate 5 north and south of Sutherlin and ten miles of NB and SB Interstate Maintenance paving between Roseburg and Sutherlin. Fred was responsible for developing the Project Quality Plan, documenting QA/QC activities, participating in QA audits, and quality reporting for both design and construction activities and construction engineering inspection and QC testing verification.
- ◆ **Interstate 5: Willamette River Bridge, Eugene** – Dr. Cooper was the Construction Quality Assurance Manager for this \$204 million landmark bridge replacement involving north and southbound built in place concrete structures.
- ◆ **Sunrise Corridor JTA Oregon Highways 212/224 Design, ODOT** – Dr. Cooper is the Project Quality Manager responsible for development of the Project Quality Plan and overseeing compliance for all design elements, plans and technical reports. He Approves all QC documentation and certifies QC reviews for DAP, Advanced and Final Plans and construction QC documents to construct a new road from I-205 at the Milwaukie Expressway to 122nd Avenue, plus some local roadway connections serving the Lawnfield Industrial District.

Key Staff Resumes for CA/CEI Services

Proposing Firm Name: Harper Houf Peterson Righellis Inc.; RFP #: 25134
RFP Title: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Jake Wiser, PE Civil Engineer	List Active Certification(s), Certification Number(s) and previous role(s) on relevant projects: ODOT Technician and Inspector Certification #44200 13 HMAC Inspector 17 Certified Environmental Construction Inspector 19 General Construction Inspector <ul style="list-style-type: none"> ◆ SW Bay Boulevard Improvements, Newport – Jake was the ODOT-Certified Construction Inspector for the \$2 million project along the historic Bayfront in Newport, Oregon. A portion of the project was federally funded by the American Recovery and Reinvestment Act (ARRA). The inspection tasks included: Daily reports (General/Traffic Control/Erosion Control/Field Inspection), Quantity Verification, Field Changes, Installation Sheets, Material Certifications and Inspection, and daily coordination and communication with the contractor and the City. <i>Project Outcome:</i> Construction inspection documentation was clear and comprehensive, resulting in a smooth project closeout process. ◆ Newport Streets Resurfacing, Newport – Jake was the ODOT-Certified Construction Inspector for the \$300K paving project along various city streets in Newport, Oregon. The entire project was federally funded by the American Recovery and Reinvestment Act (ARRA). The inspection tasks included: Pre-Paving Conference, Daily reports (General/Traffic Control/Erosion Control/Field Inspection), Quantity Verification, Field Changes, Installation Sheets, Material Certifications and Inspection, and daily coordination and communication with the contractor and the City. <i>Project Outcome:</i> Construction inspection documentation was clear and comprehensive, resulting in a smooth project closeout process. ◆ Trolley Trail: SE Kellogg Creek to SE Glenn Echo Ave, Clackamas County – Jake was an ODOT-Certified Construction Inspector for the \$2.8 million project along a six mile multi-use trail. The project includes storm sewer upgrades, half street improvements, and connections to current bike and pedestrian facilities. The inspection tasks included: Daily reports (General/Traffic Control/Erosion Control), Quantity Verification, Field Changes, Material Certifications and Material Inspection. <i>Project Outcome:</i> Successful implementation of the first project to complete ODOT Type E testing. ◆ North Front Street Improvements, Woodburn – Jake was the Construction Inspector for nearly one mile of North Front Street between Cleveland Street and the overpass at Newberg Highway. The improvements included roadway widening, undergrounding utilities, storm sewer, construction of curbs, sidewalks, ADA ramps, landscaped curb extensions, parking and pedestrian striping enhancement. The Inspection tasks included: Daily reports (General/Traffic Control/Erosion Control), Quantity Verification, Field Changes, Material Inspection, Utility Coordination, and coordination between the contractor and the city. <i>Project Outcome:</i> Detailed documentation and communication between HHPR, the City and contractor provided for an overall smooth project.
Name of firm (only if sub):	
Role on potential project assignments: Lead Inspector	
Years of experience in proposed role: 6 Including: 6 years at Harper Houf Peterson Righellis Inc.	
Customer Feedback: <i>"Jake was an excellent construction inspector." Steve Sallee (C&M Construction)</i> Bay Boulevard Sidewalk, Lights and Paving Project	

Jake Wiser, PE, is the Lead Inspector for HHPR. Jake's cross training and experience designing and writing special provisions for transportation projects provide additional benefit related to his role as lead inspector. He is able to address most contractor questions 'on the spot' in the field, leading to a more efficient communication process with the contractor.



Key Staff Resumes for CA/CEI Services

Proposing Firm Name: Harper Houf Peterson Righellis Inc.;

RFP #: 25134

RFP Title: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: John Campbell, PLS Project Surveyor
Name of firm (only if sub):
Role on potential project assignments: Construction Project Surveyor
Years of experience in proposed role: 13 Including: 9 years at Harper Houf Peterson Righellis Inc.
Project Awards: SW Moody Ave: <i>2012 ACEC National Honor Award; 2012 ACEC Oregon Grand Award; 2011 OCAPA Excellence in Concrete; 2011 WTS Project of the Year.</i> ACEC Honor Awards: SE 172 nd Avenue (2010), and Sunnyside Road Phase 2 and 3A (2008) 2006 Federal Highway Administration – <i>Excellence in Utility Accommodation and Relocation - Sunnyside Road – Phase 2 and 3A</i>
Customer Feedback: <i>"If I could use a few key words to describe the service provided by your team they would be: "team player", "quality work", "attention to detail", and "responsive to customer needs". Please accept my sincerest recognition for the efforts of your team in the completion of the SW Moody Project." - Brodie Harvey, Stacy and Witbeck, Inc.</i> SW Moody Avenue Improvements – Portland Construction Survey & Layout

List Active Certification(s), Certification Number(s) and previous role(s) on relevant projects:

John is a Project Surveyor at Harper Houf Peterson Righellis Inc. with 13 years of construction survey experience which includes GPS surveys and control networks, settlement monitoring (walls, buildings, and pipelines), subsurface pipeline surveys, as-built surveys, railroad/streetcar surveys, construction layout for roadways and utilities, quantities, foundation surveys, bridges, QA/QC, and surface verification. He has worked extensively with public agencies on several public roadway improvement projects. Specific project examples include:

- ◆ **SW Moody Avenue**, Portland – John was the Project Surveyor on this project and was responsible for surface/quantity verification, legal descriptions for right-of-way and easements, construction surveying, and as-built mapping. John also completed extensive settlement monitoring of walls and streetcar constructed on low density cellular concrete as a part of this project. This public roadway infrastructure improvement project provided approximately 3200 lineal feet of new roadway and streetcar in preparation for the Portland-Milwaukie streetcar in Portland's South Waterfront. **Project Outcome:** John's responsiveness to survey staking requests contributed directly to the Contractor's ability to deliver the project on an accelerated schedule.
- ◆ **Jackson Street Transit Hub**, Milwaukie – John was the Project Surveyor on this project and was responsible for right-of-way location, topographic survey, construction surveying, and as-built mapping. This public transit improvement project included the revitalization of a city block with wider sidewalks, ornamental lighting, benches, bike racks, new landscaping, sculpture garden and state-of-the-art bus shelters. **Project Outcome:** Survey QA/QC results alerted the contractor to several incorrectly-graded areas prior to concrete paving, which saved the contract time and money, and prevented potential tear out of concrete paving.
- ◆ **SE 172nd Avenue Design: Hwy 212 to Sunnyside Road**, Clackamas County (Happy Valley) – John was the Project Surveyor on this project and was responsible for topographic survey, right-of-way boundary survey, right-of-way legal descriptions, construction staking quality control, and post construction survey monumentation. This public roadway infrastructure improvement project provided approximately 1.5 miles of new 5-lane arterial roadway connecting OR 212 to SE Sunnyside Road. **Project Outcome:** All survey products were delivered on time and on budget.
- ◆ **Harbor Drive and River Parkway**, Portland – John was the Project Surveyor on this project and was responsible for construction surveying and as-built mapping. John also completed extensive settlement monitoring of walls and streetcar constructed as a part of this project. This public roadway infrastructure improvement project provides approximately 1500 lineal feet of roadway, utility, and wall improvements in preparation for the Portland-Milwaukie streetcar in Portland's South Waterfront. **Project Outcome:** All survey products were delivered on time and on budget.



Key Staff Resumes for CA/CEI Services

Proposing Firm Name: Harper Houf Peterson Righellis Inc.;

RFP #: 25134

RFP Title: Full-Service A&E Price Agreements for ODOT and Local Agency Transportation Projects

Name & Title: Keith B. Jones, AICP, LEED AP ND
Senior Planner

Name of firm (only if sub):

Role on potential project assignments:

Public Relations - Construction

Years of experience in proposed role:

15 years, including 7 years at HHPR

Awards / Customer Feedback:

"It was imperative that everyone on the team keep the big picture in mind at all times, understand the relationships between the pieces, and work strategically and creatively to keep the project moving forward. HHPR did that and more. The endless patience and good humor of Kim, Ben and Keith were and are huge assets to the team."

Kelly S. Hossaini – Miller Nash

List Active Certification(s), Certification Number(s) and previous role(s) on relevant projects:

Keith Jones has been a certified land use planner with the American Institute of Certified Planners (AICP), member number 016706, since 2001. He has over 14 years of experience working with the public on planning, transportation and development projects throughout Oregon. His experience includes facilitating and attending numerous public open houses, workshop sessions and community meetings. He has manned 24-hour phone hotlines for major regional transportation projects and fielded public inquiries and concerns. In addition to providing public involvement services for the construction phase, Keith has also lead stakeholder involvement during the design phase as well.

Keith's experience in working with the public combined with his diverse technical knowledge in all phases of a project make him well suited to the job of answering public questions and resolving concerns as they relate to construction. Keith has a strong background in working with multi-disciplinary project teams to find acceptable solutions and answers for the public. Specific project examples include:

- ◆ **SE 172nd Avenue Design: Hwy 212 to Sunnyside Road, Clackamas County (Happy Valley)** – Keith served as Public Involvement Coordinator for the project including answering and following up on public inquires through the project webpage and 24-hour phone hotline. The \$30 million project included improvements to Highway 212 and a new five-lane arterial roadway connecting Highway 212 to Sunnyside Road. The project required significant public involvement for the project's acquisition of over 80 parcels of property, including over 15 full acquisitions with relocations. **Project Outcome:** Keith facilitated resolution to property owners' concerns during construction, and documented the resolutions by maintaining a comment list and updating the project webpage.
- ◆ **Sunnyside Road, Phase 3B, Clackamas County** – As Construction Public Relations Coordinator, Keith answered the 24-hour phone hotline and webpage comments, met with property owners regarding property impacts and assisted with open house presentations. This public roadway infrastructure improvement project provided approximately 4 miles of new 5-lane and 7-lane arterial roadway connecting I-205 to SE 172nd Avenue. **Project Outcome:** Keith facilitated resolution to property owner concerns during construction and documented the resolutions by maintaining a comment list and updating the project webpage. Keith met with property owners to review concerns and followed-up with the appropriate members of the project team.
- ◆ **Adams Avenue North Extension, City of Sherwood** – Keith led the public involvement and concept planning process for the roadway project and 54-acre urban growth boundary expansion area. This project involved the concept planning and design of approximately three-quarters of a mile of collector roadway. **Project Outcome:** Keith's work led to completed Concept Plan document approved by the Sherwood Planning Commission and City Council. The Plan was used as the framework for design and construction of the road.