

## **Engineering Development Review Services Scope of Work**

- A. **Pre-application Meetings.** The consultant will attend pre-application conferences with the Planning Division and review land-use applications for completeness purposes. Two-week preparation for meeting. Typically meetings average one hour.
- B. **Staff Reports.** The consultant will follow the Oregon City Development Services Pre-construction flow diagram as the process to evaluate engineering plans, and preliminary stormwater analysis and geotechnical reports for conformance with the City's master plans, Public Works Design and Construction Standards (including the documents therein referenced) and engineering and construction practices. The consultant shall obtain a Staff Report template from Planning, input from in-house and other agencies, and coordinate as needed. After consolidating comments received from Public Works staff, consultants, and outside agencies such as Clackamas Fire District No. 1, the consultant will proceed to identify and resolve any conflicting issues and prepare engineering summaries of the proposal, findings against the code requirements, and conditions of approval for Planning staff reports. Two-week turnaround for final engineering staff report input once the Planning template is received.
- C. **Plan Review.** The consultant will follow the Oregon City Development Services Construction Process flow diagram, in concert with City staff and the project's Land Use Conditions of Approval, review engineering plans, stormwater analysis and geotechnical reports, and engineering cost estimates for street, water, stormwater, and sewer plans associated with the review of subdivision, minor partition and site plan and design review applications. The consultant will iteratively prepare a list of comments for consideration/correction until the plans submitted by the developer are complete and approvable according to all governing Federal, State, and local codes and requirements. When required, the consultant will attend and lead pre-construction meetings. When required, the consultant will also provide consultation to the City inspector and the developer/contractor during construction to include final walk-through inspections. Three-week turnaround for the original submission of engineered plans and one-week for each successive re-submittal required.
- D. **Plat / As-built Review.** Perform iterative plat review per City's standard plat review checklist for final plat submissions from the developer's surveyor. Assist City staff in reviewing as-built submissions from the developer's engineer. Two-week turnaround for original submission of plat review and one-week for each successive plat re-submittal required. One week turnaround for as-built review once received from City inspector who will perform initial review.
- E. **Inspections.** Perform construction inspection as directed by the City on the public infrastructure provided by private development projects. Delivery as required.
- F. **Special Reviews and Other Work.** In some instances, the consultant may suggest or the City may require that the consultant perform further calculation or analysis of a particular developer's proposed improvement. In other instances, the City may desire the

consultant to perform calculations or analyses of a particular engineering issue outside the City's expertise or due to time constraints. Such analysis/review could be conducted in-house by the consultant or handled by a sub-consultant if such expertise does not reside within the consultant's staff. The City may require the consultant to provide review and editing of existing City public works standards for updating. In all cases, City approval will be required. Delivery as required.