

## Agreement for Professional Services

This agreement made and entered into on this       day of May, 1981, by and between the City of Portland hereinafter referred to as the "City", and Ames Associates, Inc. hereinafter referred to as the "Consultant".

## RECITALS:

1. The City is entitled to annually receive Community Development Block Grant funds (HCD) from the Department of Housing and Urban Development.
2. A Three-Year Housing and Community Development Plan and a Citizen Participation Plan are HCD grant requirements.
3. The City wishes to engage the Consultant to provide such services herein described to work with a Citizens Advisory Task Force relative to the preparation of the Three Year and Citizen Participation Plans.
4. The Consultant represents to the City that it has sufficient expertise and experience to enable it to provide such services to the City.

## AGREED:

A. Scope of Services

The Consultant will provide the services described below:

1. The Consultants will work closely and continuously with the Citizens Advisory Task Force (CATF), providing them with a staff to prepare all technical material, and to assist the CATF at all stages of the project. More specifically, the Consultant will:
  - a. Provide direction and assistance in orientation in setting up the working structure of the CATF.
  - b. Compile and analyze the demographic, population and socio-economic data and information for the Community Profile section. This will serve as background technical material for the CATF.
  - c. Work closely with the CATF to provide them with all necessary position memoranda and drafts written in clearly understandable text without jargon. The Consultants will also provide all tables, graphs and maps for the project.
  - d. Provide briefings and explanations of the technical material and drafts for the working sessions of the CATF.

- e. Explain federal regulations and the HCD process.
  - f. Provide a foundation for balanced and prioritized local programs, objectives, needs and current attitudes by citizens suitable to fit the HCD process.
  - g. Coordinate closely with participating agencies and organizations in order to bring to the CATF the resources needed for them to evaluate the various options and direction of the plan.
  - h. Assist the CATF as administrative staff in all meetings, public hearings, schedules and other aspects of their charge.
  - i. The Consultants will provide all draft and final reports of the Three Year Plan and the Citizen Participation Plan for the CATF's review, decisions and approval.
  - j. Provide the CATF with final reports of the Three Year Plan and the Citizen Participation Plan suitable for presentation to the Planning Commission and City Council.
2. The Consultant will maintain close coordination and liaison with City Housing and Community Development staff and various City agencies included in the HCD program.
  3. All technical and written material, reports, graphs, maps and charts, will be suitable for and in the format specified for the Entitlement Block Grant application. This will conform to requirements for documentation, methodology, and the individual sections.
  4. The Citizens Participation Plan will conform to and satisfy specific requirements for citizens' involvement, representation and the number of required hearings and meetings.
  5. At the end of the project, all material will be in a form suitable for the formal application.

B. Changes in Scope of Work:

The City may from time to time request or require changes in the scope of work carried out by the Consultant. Any such changes will be incorporated as written amendments to this contract and mutually agreed upon by the Consultant and the City, but will not increase nor decrease compensation under this agreement.

C. Supervision:

All work carried out by the Consultant shall be under the supervision of the Housing and Community Development Program Manager in the Office of Housing and Community Development.

D. Time of Performance:

The Consultant shall execute this agreement and task by January 20, 1982.

E. Reporting:

The Consultant shall report on past and proposed activities consistent with the project schedule below:

<u>Activity</u>	<u>Date Due</u>
Community Profile and Orientation Sessions	July 1, 1981
Draft Citizen Participation and Three Year Plans	September 30, 1981
Final Review of Plans	December 1, 1981
Public Hearings and Adoption	January 20, 1982

F. Compensation:

The Consultant will be compensated monthly for satisfactory work completed, as documented by monthly billings from the Consultant. Satisfactory work completed shall be determined by the HCD Program Manager based upon Scope of Work. In no case shall compensation exceed \$35,000.

G. EEO Certification:

The Consultant shall comply with Chapter 3.100 of the City Code pertaining to Equal Employment Opportunity, and shall comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplanted in Department of Labor regulations (41 CFR, Part 60).

#### H. Legal:

- 1) This agreement is entered into and shall be governed under the laws of the State of Oregon.
- 2) All statutory, charter and ordinance provisions that are applicable to the Work Program specified herein and/or to public contracts in general, in the City of Portland and the State of Oregon, are hereby incorporated by reference and shall be followed with respect to this contract.
- 3) No official or employee of the City, who is authorized in his official capacity to negotiate, accept, approve or take part in such decisions on this contract and project, shall have any financial or personal interest in this contract or a sub-contract thereof.
- 4) Consultant agrees to hold harmless, defend and indemnify the City of Portland, its officers, and employees against any and all claims for damage to property or injury to person which arise in whole or in part out of the activity to be conducted by Consultant in the performance of this agreement.

#### I. Publication and Printing:

Before publishing documents developed during this project, the Consultant shall submit a draft to the HCD Program Manager for approval. Consultants will prepare camera ready copies of all documents.

#### J. Ownership of Documents:

All documents, graphics or other work products produced by the Consultant during the course of this contract shall become the property of the City's Office of Housing and Community Development and shall not be used or circulated in whole or in part without the written consent of the HCD Program Manager.

#### K. Duplication of Efforts:

The Consultant hereby certifies that costs for work performed under this contract are not duplicative of any costs charged against any other government award or contract, subcontract, subgrant, or other government source.

L. Termination:

This agreement shall terminate upon completion of the work task, but not longer than 30 days from the date of completion.

Other causes for termination are:

Consultant: Extenuating business circumstances not under the control or influence of the Consultant.

City: Inadequate performance by the Consultant as measured in accordance with Sections E and F of this agreement. Upon termination, the HCD Program Manager shall explain to the Consultant, in writing, the reasons for termination. In the event of early termination, the City shall compensate the Consultant on a prorated basis for work satisfactorily completed and documented by Consultant's billing. In no case shall compensation exceed \$35,000.

Period of Agreement

This agreement shall become effective upon execution by the City and Consultant.

CITY OF PORTLAND

CONSULTANT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Consultant

\_\_\_\_\_  
Auditor

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 1981.

## ORDINANCE NO. 151659

An Ordinance authorizing an agreement for professional services with Ames Associates, Inc., to prepare the Three Year Community Development Plan and the Citizens Participation Plan for the City of Portland's Housing and Community Development Program at a cost not to exceed \$35,000; authorizing the drawing and delivery of warrants; and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. The City is entitled to annually receive Community Development Block Grant funds (HCD) from the Department of Housing and Urban Development (HUD).
2. A Three Year Plan and a Citizens Participation Plan are grant requirements.
3. A Citizens Advisory Task Force (CATF) is being formed to develop both plans.
4. To assist in this process, the Office of Housing and Community Development has solicited consultant proposals to work with the Task Force to prepare a Three Year HCD Plan and a Citizens Participation Plan.
5. The HCD Program Manager has appointed a Consultant Selection Committee consisting of citizens representing various HCD areas and special interests.
6. The Consultant Selection Committee has recommended the firm of Ames Associates, Inc., with Timothy Holder as sub-contractor, as possessing the experience and capabilities to perform said tasks.
7. Funding for this agreement is appropriated in the HCD FY 81-82 budget and will not exceed \$35,000 for services rendered by the consultant.

NOW, THEREFORE, The Council directs:

- a. The Mayor and Auditor are authorized to enter into an agreement with Ames Associates, Inc. in essential conformance with Exhibit "A" attached to the original only hereof and by this reference made a part hereof.

## ORDINANCE No. 151659

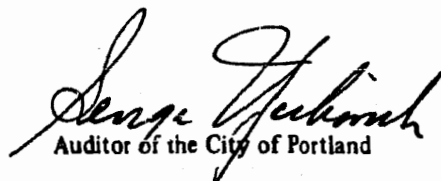
- b. The Mayor and the Auditor are authorized to draw and deliver warrants for payments due pursuant to this agreement, not to exceed \$35,000 for services rendered.

Section 2. The Council declares that an emergency exists in order that the HCD Three Year Plan and the Citizens Participation Plan may not be delayed; therefore, this ordinance shall be in force and effect from and after its passage by Council.

Passed by the Council, JUN 3 1981

Mayor Francis Ivancie  
B. Madigan:hm  
May 20, 1981

Attest:

  
Auditor of the City of Portland

Calendar No. 1732

ORDINANCE No. 151659

Title

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THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
JORDAN	1	
LINDBERG	1	
SCHWAB	1	
STRACHAN	1	
IVANCIE	1	

FOUR-FIFTHS CALENDAR	
JORDAN	
LINDBERG	
SCHWAB	
STRACHAN	
IVANCIE	

Filed MAY 29 1981

GEORGE YERKOVICH  
Auditor of the CITY OF PORTLAND

By

Deputy

INTRODUCED BY

Mayor Ivancie

NOTED BY THE COMMISSIONER

Affairs

Finance and  
Administration

Safety

Utilities

Works

BUREAU APPROVAL

Bureau:  
Housing and Community Development

Prepared By: B. Madigan Date: May 20, 1981

Budget Impact Review:

☒ Completed ☐ Not required

Bureau Head: Charles E. Olson

CALENDAR

Consent ☒ Regular

NOTED BY

City Attorney

City Auditor

City Engineer