

**CITY OF CAMAS
PROFESSIONAL SERVICES AGREEMENT
Amendment No. 1**

616 NE 4th Avenue
Camas, WA 98607

Project No. STR23011 (T1052)

NW Lake Road and NW Sierra Street Intersection Improvements

THIS AMENDMENT (“Amendment”) to Professional Services Agreement is made as of the ____ day of March, 2024, by and between the **City of Camas**, a municipal corporation, hereinafter referred to as "the City", and **MacKay Sposito**, hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified. The City and Consultant may herinafter be refered to collectively as the “Parties.”

The Parties entered into an Original Agreement dated **July 7, 2023**, by which Consultant provides professional services in support of the Project identified above. Except as amended herein, the Origianl Agreement shall remain in full force and effect.

1. Scope of Services. Consultant agrees to perform additional services as identified on **Exhibit “A”** (Amended Scope of Services) attached hereto, including the provision of all labor, materials, equipment, supplies and expenses, for an amount not-to-exceed \$62,183.52.

a. Unchanged from Original/Previous Contract

2. Time for Performance. Consultant shall perform all services and provide all work product required pursuant to this Amendment by:

a. Extended to December 30, 2025.

b. Unchanged from Original/Previous Contract date of _____, 20__

Unless an additional extension of such time is granted in writing by the City, or the Agreement is terminated by the City in accordance with Section 18 of the Original Agreement.

3. Payment. Based on the Scope of Services and assumptions noted in **Exhibit “A”**, Consultant proposes to be compensated on a time and material basis per **Exhibit “B”** (Costs for Scope of Services) with a total estimated not to exceed fee of:

a. Previous not to exceed fee: \$94,345.55

b. Amendment No. 1 \$62,183.52

c. **Total: \$156,529.07**

d. Consultant billing rates:

Modification to Consultant Billing Rates per **Exhibit “C”** attached herein

Unchanged from Original/Previous Contract


- 4. Counterparts. Each individual executing this Agreement on behalf of the City and Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counter-parts, which counterparts shall collectively constitute the entire Agreement.

DATED this _____ day of March 2024.

CITY OF CAMAS:

MacKay Sposito:
Authorized Representative

By: _____

By:  _____

Print Name: _____

Print Name: Derrick Smith

Title: _____

Title: President/CEO

3/5/2024

Date: _____

**EXHIBIT “A”
AMENDED SCOPE OF SERVICES**

1. Project Management

1.1. Project Administration

- Prepare monthly invoices and progress reports to accompany invoicing. Reports will include a budget summary, tasks completed within the invoicing period, and the schedule status of critical tasks.

1.2. Project Scheduling

- Prepare and submit an activities list and schedule to the City following the Notice to Proceed. The schedule will show appropriate milestones for the Phase 2 scope of work.

1.3. Project Team Meetings

- Schedule, prepare agendas and minutes (including task log updates), and lead check-in project team meetings with the City. This task includes an open house planning meeting and progress meetings. See Table 1 for meeting schedules.
- Organize and hold project coordination meetings with stakeholders.

Table 1 - Meeting Schedule				
Type	Format	Frequency	Participants	# Mtgs
Open House Planning Meeting	Virtual	Once	Team Leads	1
Team Check-in Meetings	Virtual	Monthly	Team Leads	4
Public Outreach Results Presentation to City Council	In-Person	Once	Team Leads	1

1.4. Subconsultant Coordination

- General coordination and management of the subconsultant team including contracting, invoicing, scheduling, and deliverables.

Deliverables

- Monthly Invoices and Progress Reports
- Baseline Phase 2 Project Schedule
- Meeting Agendas, Minutes, and Task Log Updates

Assumptions

- All meetings are assumed to be one hour in duration.
- Four-month Phase 2 project management duration
- One update to the Phase 2 project schedule

2. Public Outreach

JLA Public Involvement will lead public outreach for the consultant team with support from MacKay Sposito and DKS. MacKay Sposito's scope is outlined below. Please refer to Appendix 1 for JLA's scope of work and Appendix 2 for DKS's scope of work.

2.1. Public Outreach Support (Mackay Sposito)

- Project Meetings
 - Team coordination meetings to assist in preparing for outreach events and activities are included under the Project Management task.
 - Participate in interviews with key project stakeholders.
 - Camas School District
 - Bike and pedestrian groups, such as Ride Clark County, Vancouver Bike Club and Clark County Bike and Pedestrian Advisory Group
 - Lake Heights HOA
 - Lake Pointe HOA
 - Lacamas Shores Residents
 - Camas Washougal Fire Dept
 - Up to Four Impacted property owners
 - Prepare for, conduct and document up to four one-on-one conversations with impacted property owners.
 - Attend one in person open house.
- Outreach Material Support
 - Review and provide feedback for JLA prepared draft:
 - Mailers
 - Engage website content and survey materials.
 - Social media content
 - Project fact sheet
 - Open house poster
 - Prepare draft open house slides and submit to city staff for review. Update and finalize slides incorporating city staff comments.

Assumptions

- City staff will lead a single up to two hour long open house with support from the consultant team.
- Two rounds of open house slide review comments from the city
- Up to six one hour long virtual stakeholder interviews
- All technical information for outreach materials will lean heavily on materials prepared during the alternatives analysis phase. No additional renderings or graphics are included in this scope.

2.2. Public Outreach Support (JLA)

Please refer to Appendix 1 for public outreach scope of work.

2.3. Public Outreach Support (DKS)

Please refer to Appendix 2 for public outreach scope of work.

EXHIBIT "B"
AMENDED COSTS FOR SCOPE OF SERVICES

Project Name: NW Lake Rd at NW Sierra St Intersection Improvements Project Manager: Jason Irving MSi Job No.: 18190 Date: 02/26/24		MacKay Sposito, Inc.							
		ESTIMATED HOURS AND EXPENSES					SUBCONSULTANTS		Total Budget Amount
		Project Accountant	Senior Project Manager/PIC	Project Engineer	Public Involvement Coordinator	Expenses	Total	JLA	
1.0 - Project Management	1.1 - Project Administration	8.00	3.00	8.00		\$3,646.00			\$3,646.00
	1.2 - Project Scheduling		3.00			\$846.00			\$846.00
	1.3 - Project Team Meetings		12.00	13.00		\$6,010.00			\$6,010.00
	1.4 - Subconsultant Coordination		6.00	4.00		\$2,500.00			\$2,500.00
	Subtotal					\$13,002.00			\$13,002.00
2.0 - Public Outreach	2.1 - Public Outreach Support (Mackay Sposito)		21.00	9.00	4.00	\$8,180.00			\$8,180.00
	Subtotal					\$8,180.00			\$8,180.00
	2.2 - Public Outreach (JLA)*						\$26,834.11		\$26,834.11
	Markup						\$2,683.41		\$2,683.41
	JLA Subtotal						\$29,517.52		\$29,517.52
	2.3 - Public Outreach (DKS)*							\$10,440.00	\$10,440.00
	Markup							\$1,044.00	\$1,044.00
DKS Subtotal							\$11,484.00	\$11,484.00	
HOURS	8.00	45.00	34.00	4.00					
RATE	\$148.00	\$282.00	\$202.00	\$110.00					
TOTAL	\$1,184.00	\$12,690.00	\$6,868.00	\$440.00	\$0.00	\$21,182.00	\$29,517.52	\$11,484.00	\$62,183.52

*NOTE FOR SUBCONSULTANT BREAKDOWN SEE APPENDICES 1 AND 2

**EXHIBIT “C”
CONSULTANT BILLING RATES**

	<u>Regular</u>		<u>Regular</u>
Senior Principal	\$346.00	Administrative Assistant	\$106.00
Principal	\$282.00	Clerical	\$94.00
Engineering Manager	\$240.00	Survey Manager	\$220.00
Project Engineer	\$202.00	Project Manager – Survey	\$198.00
Engineer IV	\$186.00	Land Surveyor IV	\$178.00
Engineer III	\$168.00	Land Surveyor III	\$164.00
Engineer II	\$156.00	Land Surveyor II	\$156.00
Engineer I	\$136.00	Land Surveyor I	\$144.00
Project Manager – Design	\$216.00	Survey Technician IV	\$144.00
Project Controls Manager	\$244.00	Survey Technician III	\$126.00
Contract Administrator	\$182.00	Survey Technician II	\$118.00
Project Coordinator II	\$144.00	Survey Technician I	\$106.00
Project Coordinator I	\$132.00	Survey Aid	\$84.00
Design Technician IV	\$160.00	Survey Party Chief	\$156.00
Design Technician III	\$148.00	Survey Party Chief – Out of Town	\$161.00
Design Technician II	\$140.00	Survey Instrument Person	\$110.00
Design Technician I	\$118.00	Survey Instrument Person – Out of Town	\$115.00
Landscape Manager	\$206.00	GIS Mapping Specialist	\$156.00
Project Manager – Landscape	\$178.00	GIS Mapping Specialist II	\$164.00
Landscape Architect II	\$160.00	Public Involvement Associate/Mgr.	\$164.00
Landscape Architect I	\$140.00	Public Involvement Coordinator	\$110.00
Landscape Designer III	\$132.00	Creative Designer	\$106.00
Landscape Designer II	\$122.00	Stormwater Analyst	\$144.00
Landscape Designer I	\$110.00	Environmental Manager II	\$196.00
Land Development Manager	\$252.00	Environmental Manager I	\$174.00
Planning Manager	\$228.00	Environmental Principal	\$155.00
Project Manager – Planning	\$200.00	Environmental Supervisor	\$125.00
Senior Planner	\$182.00	Environmental Stormwater Vac Operator	\$125.00
Planner IV	\$176.00	Environmental Stormwater Vac Crew	\$115.00
Planner III	\$168.00	Environmental Crew Lead	\$105.00
Planner II	\$146.00	Environmental Maintenance Technician	\$95.00
Planner I	\$132.00	Environmental Administrative	\$100.00
Planning Technician	\$126.00	Natural Resource Specialist IV	\$156.00
Land Development Assistant	\$106.00	Natural Resource Specialist III	\$142.00
Accounting Manager	\$216.00	Natural Resource Specialist II	\$126.00
Project Accountant	\$148.00	Natural Resource Specialist I	\$116.00
Administrative Manager	\$148.00	UAV Pilot	\$160.00

The above rates cover salaries, overhead and profit. All other materials and expenses will be billed on an actual cost plus 10% basis. Overtime rates will be 1.5 times unless otherwise negotiated. These rates will be adjusted annually or as necessary to reflect market conditions. Sub-Consultants costs will be on actual cost plus 10% to compensate MacKay Sposito for Business Occupation Tax and administrative costs.

Per diem rates for travel within the continental United States will be billed in accordance with the rates published by the Office of Governmentwide Policy, General Services Administration (GSA) for the applicable fiscal year. Mileage will be billed in accordance with standard mileage rates published by the Internal Revenue Service. Engineering categories are in accordance with ASCE Classifications. Rates detailed above do not apply to Federal or State contracts with specific Wage Determinations or mandated prevailing wage/fringe benefits minimum.



APPENDIX 1

PUBLIC ENGAGEMENT

JLA

City of Camas

Lake Road/Sierra Street Intersection Improvements

JLA Scope of Work

February 24, 2024

Purpose and Goals: This project entails the development of design alternatives for an intersection improvement project at Lake Road and Sierra Street. The design alternatives will be developed with community outreach, along with review and approval by City Council. The major objectives of the public involvement program are to:

- Raise awareness and understanding of the project and engage local residents, road users and community partners through meaningful public outreach to inform design alternatives.
- Follow a phased process that engages the stakeholders at the right time, identifying when particular stakeholder groups will be interested in the project and/or be able to provide input to inform the project.

Scope of Work: Public Involvement will be overseen by Adrienne DeDona with assistance from JLA support staff. JLA will work collaboratively with the City and the consultant team to coordinate and deliver outreach and communication tasks.

The following tasks represent work to be completed by JLA.

Task 1: Project Initiation & Management

JLA will participate in periodic project coordination meetings, in-person or via video/phone conference, with City staff and the consultant team to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies. In addition, JLA will attend one open house planning meeting with the project team. This meeting is assumed to be virtual.

JLA will prepare for and present at one in-person Council workshop to share the outreach results.

JLA will produce monthly progress reports and invoices for submittal to the prime consultant.

Deliverables:

- Monthly invoices and progress reports
- Participation in up to four project check in meetings (virtual)
- Participation in one open house planning meeting (virtual)
- Participation in one in person Council workshop

Task 2: Community Engagement

The overall engagement program will focus on broad general awareness and understanding of the project purpose and need for the general public (“City-wide”). In addition, there will be focused engagement with key stakeholder groups. JLA will work with the City and the consultant team to reach out to a broad spectrum of residents and community partners to share information and gather input. The project team will work collaboratively with the City to craft the public involvement program to ensure a successful project for the City that garners broad community understanding. The following

tasks will be focused on both engagement with a broad, city-wide audience, and with impacted stakeholders.

- **Task 2.1: Consultation with Key Stakeholders:** JLA will coordinate with the city to coordinate and conduct discussions with the following groups at the outset of the project to understand expectations, gather feedback on intersection alternatives and hear the needs and desires for the improved intersection. Key stakeholders to engage in focused, virtual conversations include:
 - *Camas School District*
 - *Bike and pedestrian groups, such as Ride Clark County, Vancouver Bike Club and Clark County Bike and Pedestrian Advisory Group*
 - *Lake Heights HOA*
 - *Lake Pointe HOA*
 - *Lacamas Shore Residents*
 - *Camas Washougal Fire Dept*
 - *Up to Four Impacted property owners*

Assumes the City will assist in providing contact information for key stakeholders. MSI and the City will coordinate and conduct meetings with impacted property owners regarding ROW.

Deliverables:

- Identify key contacts and schedule meetings.
 - Prepare for, conduct and document up to 6 stakeholder interviews (virtual).
- **Task 2.2: Open House and Online Open House/Survey:** With this project being on an arterial road all users will be impacted during construction. With this in mind, JLA will coordinate one open house with a corresponding online open house or online survey to engage a broad, city-wide audience. These events will provide the community with the opportunity to learn about the project and give feedback on the intersection design alternatives being considered by the City. A city-wide mailer will go out to all residents inviting them to participate, as well as social media posts.

JLA will compile comments and produce a summary report.

Deliverables:

- Prepare for and deliver one in-person open house, including informational displays, comment forms and sign-in sheets
 - Develop one complimentary city-wide online open house or survey.
 - Prepare public involvement summary.
- **Task 2.3: Communications Materials and Content:** JLA will work with City staff and the consultant team to prepare communications materials, such as web content for Engage, social media content, a project fact sheet, two project mailers to go out to city-wide, signage/poster and powerpoint template. Assumes the City will be responsible for production, printing and distribution of all communications, including web and social media content.

Deliverables:

- Web content for Engage (content to be provided to the City for posting)
- Up to three social media posts (content to be provided to the City for posting)
- One project fact sheet
- Two project mailers to be printed and distributed by the City (one to announce the open house and online open house and a second to announce the preferred alternative selection, next steps/timing and anticipated impacts)
- Posters to generate awareness of the project and invite people to participate in the open house or online open house. To be distributed by the City.
- Powerpoint template for use at community and Council presentations.

City of Camas Lake Road/Sierra Street Intersection Improvements

Prepared by: JLA Public Involvement
Date: February 2024

Task #	Task/Subtasks	Adrienne DeDona, Senior Associate 1 (oversight)		PI Spec. 3 (communications and web)		PI Spec. 2 (Support)		PI Specialist 4 (Graphics)		Admin 4		Totals				EXPENSE DETAIL							
		Hours/Ea	Cost	Hours/Ea	Cost	Hours/Ea	Cost	Hours/Ea	Cost	Hours/Ea	Cost	Hours	Labor	Expenses	Cost	Task/Subtasks	Communications	Printing & Copies	Mileage & Parking	Graphics	Other	Total Expenses	
1.0 Project Initiation and Management																							
1.0 Project Initiation and Management																							
	Invoices & Progress Reports <i>Assumes monthly invoices will be sent to MSI along with progress reports</i>	3	\$642		\$0		\$0	0	\$0	5	\$581	8	\$1,222	\$0	\$1,222	0.0 Invoices & Progress Reports	\$0			\$0	\$0	\$0	
	Project Team Coordination <i>Assumes participation in up to 4 project team meetings from July through December, plus one open house planning meeting and one Council workshop presentation. All meetings are assumed to be virtual with the exception of the Council workshop presentation.</i>	12	\$2,566	14	\$1,518		\$0	0	\$0		\$0	26	\$4,085	\$0	\$4,085	0.0 Project Team Coordination	\$0			\$0	\$0	\$0	
		15	\$3,207.75	14	\$1,518.44	0	\$0.00	0	\$0.00	5	\$580.80	34	\$5,306.99	\$0	\$5,306.99		\$0	\$0	\$0	\$0	\$0	\$0	
2.0 Community Engagement																							
2.0 Community Engagement																							
2.1 Stakeholder Consultation																							
	JLA will coordinate, conduct and document up to 6 one-on-one meetings with key stakeholders, such as the School District, EMS providers and neighborhood association. <i>Assumes the city will assist with stakeholder identification and contact information. Assumes virtual meetings. MSI and the City will coordinate and conduct meetings with impacted property owners regarding ROW.</i>	8	\$1,711	12	\$1,302		\$0		\$0		\$0	20	\$3,012	\$50	\$3,062	0.0 JLA will coordinate, conduct and document up to 6 one-on-one meetings with key stakeholders, such as the School District, EMS providers and neighborhood association.	\$0		\$50			\$50	
2.2 Open House and Online Open House/Survey																							
	JLA will develop and summarize an open house and corresponding online event to engage the public and share intersection alternatives, pros and cons to consider from each and gather feedback.	16	\$3,422	35	\$3,796	15	\$1,627	6	\$865		\$0	72	\$9,710	\$300	\$10,010	0.0 JLA will develop and summarize an open house and corresponding online event to engage the public and share		\$150	\$50		\$100	\$300	
2.4 Communications Materials Content																							
	JLA will develop content and communications materials to include social media content, web content, one fact sheet, two mailers, one powerpoint template and one sign/poster) to be produced and distributed by the City <i>Assumes the City will post social media and web content as well as distribute mailers and posters.</i>	10	\$2,139	25	\$2,712		\$0	25	\$3,605		\$0	60	\$8,455	\$0	\$8,455	0.0 JLA will develop content and communications materials to include social media content, web content, one fact sheet, two mailers, one powerpoint template and one					\$0	\$0	
		34	\$7,270.90	72	\$7,809.12	15	\$1,626.90	31	\$4,470.20	0	\$0.00	152	\$21,177.12	\$350	\$21,527.12		\$0	\$150	\$100	\$0	\$100	\$350	
Sum of all subtotals:																							
		49	\$10,478.65	86	\$9,327.56	15	\$1,626.90	31	\$4,470.20	5	\$580.80	186	\$26,484.11	\$350	\$26,834.11	Check	Totals	\$0	\$150	\$100	\$0	\$100	\$350
												186	\$26,484.11	\$350	\$26,834.11	Check							
															\$26,834.11	Check							

Sum of all subtotals: \$26,834.11

APPENDIX 2

TRAFFIC ENGINEERING

DKS



CAMAS LAKE AND SIERRA – PUBLIC ENGAGEMENT

DATE: February 26, 2024

TO: Jason Irving | MacKay Sposito

FROM: Justin Sheets | DKS Associates

SUBJECT: Camas NW Lake Rd and NW Sierra St Public Engagement
Scope of Services

Project #A21x06-744

SCOPE OF SERVICES

TASK 1 – PROJECT COORDINATION AND MEETINGS

DKS shall coordinate with the project team and attend the following meetings:

- One open house planning meeting
- Two team check-in meetings
- One city council meeting to present results of the public engagement

DKS shall prepare monthly invoices and progress reports in a format acceptable to the City.

TASK 2 – PUBLIC ENGAGEMENT SUPPORT

DKS shall support the project team and city throughout the public engagement process related to items such as traffic analysis and engineering. This includes preparing for and attending one open house, meetings with stakeholders, and providing support in communicating with the public and responding to comments and questions. DKS will also support the project team in providing information related to mailers, posters, and other content.

PUBLIC ENGAGEMENT MEETINGS

DKS will attend the following stakeholder meetings/interviews:

- Camas School District (one meeting)
- Bike and pedestrian groups such as Ride Clark County, Vancouver Bike Club, and Clark County Bike and Pedestrian Advisory Group (up to two meetings)
- Camas Washougal Fire Department (one meeting)
- One open house up to two hours long

Camas Lake Road and Sierra Street Public Engagement

Proposed budget by task - DKS Associates

2/26/2024

	PIC	QA/QC	PM	DE	CAD	Admin	DKS Labor	Expenses*	Total
	\$300	\$260	\$245	\$170	\$125	\$150			
Task 1: Project Coordination and Meetings	1		7	8		2	\$3,675	\$0	\$3,675
Task 2: Public Engagement Support	1		19	8		1	\$6,465	\$300	\$6,765
Total	2	0	26	16	0	3	\$10,140	\$300	\$10,440

Legend:

PIC = Principal-in-Charge (Grade 50)

QA/QC = Quality Engineer (Grade 42)

PM = Project Manager (Grade 39)

DE= Design Engineer (Grade 24)

CAD = Drafter (Grade 15)

Admin = Project Administrator (Tech X)