

Amendment No. 1 to the  
Professional Services Agreement between the  
City of Lake Forest Park and Consor North America, Inc.  
Dated September 27, 2024

This first Amendment to the Professional Services Agreement between the City of Lake Forest Park and Consor North America, Inc., AG 24-044 (hereafter the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 16 of the Agreement.

1. Exhibit A (Scope of Work) of the Agreement is amended to include the attached "Exhibit A – Addendum 1".
2. Section 2 of the Agreement is hereby amended as follows:

**Compensation.**

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed ~~two hundred and twenty-five thousand, seventy-four Dollars (\$225,074)~~ **two-hundred and fifty-five thousand, eight-hundred and fifteen Dollars (\$255,815)** as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

3. Exhibit B of the Agreement is hereby amended to include the attached "Exhibit B – Addendum 1".
4. Exhibit C of the Agreement is hereby replaced with the attached "Exhibit C".

All other terms and conditions remain as provided in the original Agreement.

CITY OF LAKE FOREST PARK

CONSOR NORTH AMERICA, INC.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

# **EXHIBIT A – Addendum 1**

## **SCOPE OF SERVICES BEACH DRIVE LIFT STATION, 30 PERCENT DESIGN CITY OF LAKE FOREST PARK**

### **Introduction/General/Background**

Conсор North America Inc. (Conсор) has developed this Addendum 1 Scope of Services and accompanying fee estimate to provide supplemental 30 percent design engineering services for the Beach Drive Lift Station project (Project) for the City of Lake Forest Park (City). The scope and fee have been developed based on Conсор’s understanding of the amended project. The addendum includes two site visits to gather information on the residential side sewers impacted by the project, 30% side sewer design, topographic surveying and mapping by DHA, and an update to the design criteria development, Preliminary Design Report, 30 percent level drawings, specifications table of contents, opinion of probable project cost, and permitting requirements matrix.

### **Project Understanding and Assumptions**

The project assumed that the topographic survey developed as part of the park project would be used for project design purposes. It was determined that a supplemental survey was needed and so DHA was brought onto the team to perform topographic surveying and basemapping.

At a public meeting at City Hall, homeowners mentioned the complexity of rerouting the side sewers from the beach line to the new sewer in Beach Drive. This prompted the City to request that Conсор perform a site visit at each impacted residence to determine if a new side sewer route was feasible from visual inspection of surface features only, i.e. no subsurface investigation was carried out to locate the existing side sewers or to determine subsurface items on the potential routing of the new side sewers. From visual inspection, it appears that routing side sewers to Beach Drive is feasible and so the amendment includes a second site visit to visually observe residential plumbing where easily accessible. The site visit information will then be used to determine the 30% design side sewer routing and additional data needs.

### **Scope of Services**

To maximize the available information and consequently to minimize costs associated with the Project, all tasks include the following four (4) components:

- Objective: Summary of the goals that will be achieved by each task.
- Activities: Specific project elements and efforts that will be completed by the Conсор project team.
- Deliverables: The finished product that will be delivered to the City.
- Assumptions: Assumptions used to develop each task.

# Task 1 - Project Management

## *Objective*

The additional time to complete the project requires additional budget to perform Tasks 1.1, 1.3, and 1.4 work.

## *Activities*

### *1.1 Invoices/Status Reports*

Prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports to accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task, and sub-consultant participation. Monthly status reports to include schedule updates, when applicable.

### *1.2 Project Kickoff Meeting (NOT USED)*

### *1.3 Coordination with City Staff*

Coordinate with City staff through bi-weekly status reports, monthly status meetings, weekly telephone communication, and email during the project. City PM to be copied on all email communications with City staff.

### *1.4 Coordination with Subconsultants*

Coordinate with subconsultants on specific tasks, scope, and budget.

### *1.5 Decision Log (NOT USED)*

### *1.6 Quality Management (NOT USED)*

## *Task Deliverables*

- Monthly invoice and status report covering:
  - Work on the project performed during the previous month.
  - Meetings attended.
  - Problems encountered and actions taken for their resolution.
  - Potential impacts to submittal dates, budget shortfalls or optional services.
  - Updated monthly schedule, when applicable.
  - Issues requiring project team action.
- Kickoff meeting agenda and minutes.
- Decision log form.

## *Assumptions*

- Project duration is anticipated to be extended to an additional nine (9) months.
- Assume nine (9) additional progress payments/status reports.

## Task 2 – Preliminary Design

### *Objective*

The addition of the side sewer site visits and 30% design inclusion requires additional Task 2.1, and new tasks 2.3 and 2.4.

### *Activities*

#### *2.1 Preliminary Design Criteria and Drawings*

Coordinate with City staff on key design elements, design criteria, and development of two (2) preliminary drawings of the side sewers to the approximate 30 percent design completion level for approximately 21 of 54 estimated final design plan sheets (the full preliminary drawing list is included as amended **Exhibit C**), including:

- General Sheets, including the Design Criteria (three sheets).
- Side Sewers (two sheets).
- Site and Yard Piping Plans (one sheet).
- Influent Sewer and Force Main Plans and Profiles (three sheets).
- Structural plans and sections (four sheets).
- Mechanical plans and sections (four sheets).
- Electrical plans (four sheets).

#### *2.2 Preliminary Design Report (NOT USED)*

#### *2.3 Side Sewer Site Visit (NEW TASK)*

Perform a site visit at each impacted residence to determine if a new side sewer route is feasible from visual inspection of surface features only, i.e. no subsurface investigation was carried out to locate the existing side sewers or to determine subsurface items on the potential routing of the new side sewers. The site visit to be attended by two (2) Consor team members.

#### *2.4 Homeowner Data Collection (NEW TASK)*

Perform a site visit to visually observe residential plumbing where easily accessible. The site visit information to inform the 30% design side sewer routing and additional data needs. The site visit to be attended by one (1) Consor team member.

## *Task Deliverables*

- Two additional 30% design drawings of the side sewer routing.
- Site visit notes.

## *Assumptions*

- City Involvement:
  - Provide supporting information pertinent to the project.
  - Attend site visits.

## Task 3 – Subconsultants

### *Objective*

Provide for the specialty survey and topographic mapping services provided by a Consor subconsultant for the project as new Task 3.6.

### *Activities*

*3.1 Structural Engineering Services (NOT USED)*

*3.2 Electrical, Instrumentation, and Controls Engineering Services (NOT USED)*

*3.3 Environmental and Permitting Services (NOT USED)*

*3.4 Geotechnical Services (NOT USED)*

*3.5 Cultural Resources Services (NOT USED)*

*3.6 Survey and Topographic Mapping (NEW TASK)*

See attached **Exhibit A** for surveying and basemapping scope of services.

### *Deliverables*

- See attached subconsultant Scopes of Services.

### *Assumptions*

- See attached subconsultant Scopes of Services.

## Task 4 – Unanticipated Services (NOT USED)

### Project Schedule

Conсор will begin work on the project upon receiving Notice to Proceed. A preliminary project schedule is shown in the following table.

Item	Date
30% Design	Complete by December 31, 2025
Closeout	December 2025

## Budget

Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's Hourly Rates, plus Direct Expenses incurred. Billing rates are as shown in the following table. Subconsultants will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Direct expenses will be paid at the rates shown in the table below. The detailed Fee Estimate is included as **Exhibit B**.

Labor will be invoiced by staff classification at the following hourly rates, which are valid from January 1, 2025 through December 31, 2025. After this period, the rates are subject to adjustment.

<b><u>Billing Classifications</u></b>	<b><u>Rates</u></b>	<b><u>Billing Classifications</u></b>	<b><u>Rates</u></b>
Principal Engineer VI	\$373	Construction Manager X	\$330
Principal Engineer V	\$351	Construction Manager IX	\$307
Principal Engineer IV	\$332	Construction Manager VIII	\$290
Principal Engineer III	\$313	Construction Manager VII	\$279
Principal Engineer II	\$295	Construction Manager VI	\$259
Principal Engineer I	\$280	Construction Manager V	\$239
Professional Engineer IX	\$270	Construction Manager IV	\$227
Engineering Designer IX	\$260	Construction Manager III	\$207
Professional Engineer VIII	\$256	Construction Manager II	\$191
Engineering Designer VIII	\$249	Construction Manager I	\$162
Professional Engineer VII	\$245	Construction Coordinator V	\$221
Engineering Designer VII	\$236	Construction Coordinator IV	\$200
Professional Engineer VI	\$233	Construction Coordinator III	\$185
Engineering Designer VI	\$225	Construction Coordinator II	\$164
Professional Engineer V	\$221	Construction Coordinator I	\$149
Engineering Designer V	\$213	Construction Admin Specialist IV	\$201
Professional Engineer IV	\$208	Construction Admin Specialist III	\$183
Engineering Designer IV	\$204	Construction Admin Specialist II	\$159
Professional Engineer III	\$201	Construction Admin Specialist I	\$140
Engineering Designer III	\$201	Inspector VII	\$239
Engineering Designer II	\$189	Inspector VI	\$221
Engineering Designer I	\$176	Inspector V	\$200
Principal III	\$379	Inspector IV	\$185
Principal II	\$339	Inspector III	\$164
Principal I	\$301	Inspector II	\$149
Project Manager V	\$295	Inspector I	\$128
Project Manager IV	\$285	Technician IV	\$201
Project Manager III	\$267	Technician III	\$183
Project Manager II	\$237	Technician II	\$159
Project Manager I	\$208	Technician I	\$140
Cost Estimator III	\$316	Project Coordinator IV	\$194
Cost Estimator II	\$256	Project Coordinator III	\$176
Cost Estimator I	\$194	Project Coordinator II	\$159
Quality Control Compliance Specialist	\$200	Project Coordinator I	\$146
Climate Scientist VI	\$292	Administrative III	\$146
Climate Scientist V	\$257	Administrative II	\$134
Climate Scientist IV	\$232	Administrative I	\$120
Climate Scientist III	\$207		
Climate Scientist II	\$190		
Climate Scientist I	\$161		

**Project Expenses:**

Expenses incurred that are directly attributable to the project will be invoiced at actual cost. These expenses include the following:

CADD Hardware/Software	\$18.00/hour
Modeling and GIS Hardware/Software	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging, and Subsistence	At Cost

**Outside Services:**

Outside technical, professional, and other services will be invoiced at actual cost-plus 10 percent to cover administration and overhead.



EXHIBIT B - ADDENDUM 1

BEACH DRIVE LIFT STATION 30% DESIGN  
CITY OF LAKE FOREST PARK  
PROPOSED FEE ESTIMATE AMENDMENT NO 1

	LABOR CLASSIFICATION (HOURS)											
	Principal Engineer VI	Engineering Designer III	Engineering Designer VII	Administrative II	Hours	Labor	Subconsultants	Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
							Survey					
Task 1 - Project Management												
Task 1.1 - Invoices/Status Reports	2	3		6	11	\$ 2,153		1.1	\$ -	\$ -	\$ -	\$ 2,153
Task 1.2 - Project Kickoff Meeting					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 1.3 - Coordination with City Staff	3	3			6	\$ 1,722		1.1	\$ -	\$ -	\$ -	\$ 1,722
Task 1.4 - Coordination with Subconsultants	1	2			3	\$ 775		1.1	\$ -	\$ -	\$ -	\$ 775
Task 1.5 - Decision Log					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 1.6 - Quality Management					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 1 Subtotal	6	8	0	6	20	\$ 4,650	\$ -		\$ -	\$ -	\$ -	\$ 4,650
Task 2 - Preliminary Design												
Task 2.1 - Preliminary Design Criteria and Drawings	4	16	12		32	\$ 7,540		1.1	\$ -	\$ -	\$ 216	\$ 7,756
Task 2.2 - Preliminary Design Report					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 2.3 - Side Sewer Site Visit	5	8			13	\$ 3,473		1.1	\$ -	\$ 66	\$ -	\$ 3,539
Task 2.4 - Homeowner Data Collection	1	8			9	\$ 1,981		1.1	\$ -	\$ 66	\$ -	\$ 2,047
Task 2 Subtotal	10	32	12	0	54	\$ 12,994	\$ -		\$ -	\$ 132	\$ 216	\$ 13,342
Task 3 - Subconsultants												
Task 3.1 - Structural Engineering Services					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 3.2 - Electrical, Instrumentation, and Controls Engineering Services					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 3.3 - Permitting and Critical Areas Services					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 3.4 - Geotechnical Services					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 3.5 - Cultural Resources Services					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 3.6 - Surveying and Topographic Mapping	1	4			5	\$ 1,177	\$ 10,520	1.1	\$ 11,572	\$ -	\$ -	\$ 12,749
Task 3 Subtotal	1	4	0	0	5	\$ 1,177	\$ 10,520		\$ 11,572	\$ -	\$ -	\$ 12,749
Task 4 - Unanticipated Services												
Task 4.1 - Unanticipated Services					0	\$ -		1.1	\$ -	\$ -	\$ -	\$ -
Task 4 Subtotal	0	0	0	0	0	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL - ALL TASKS	17	44	12	6	79	\$ 18,821	\$ 10,520		\$ 11,572	\$ 132	\$ 216	\$ 30,741

# EXHIBIT C - PRELIMINARY DRAWING LIST

SHEET NO.	SHEET	GENERAL	30% Design	60% Design	90% Design	100% Design	Bid Documents
			21	54	54	54	54
1	G-001	COVER SHEET	X	X	X	X	X
2	G-002	SHEET INDEX AND AREA DESIGNATIONS		X	X	X	X
3	G-003	SYMBOLS AND LEGEND		X	X	X	X
4	G-004	ABBREVIATIONS		X	X	X	X
5	G-005	GENERAL NOTES AND DESIGN CRITERIA	X	X	X	X	X
6	G-006	EXISTING SITE PLAN	X	X	X	X	X
<b>EROSION CONTROL</b>							
7	E-001	TESC NOTES AND PLAN		X	X	X	X
8	E-002	TESC DETAILS		X	X	X	X
<b>CIVIL</b>							
9	C-001	CIVIL NOTES		X	X	X	X
10	C-002	SIDE SEWERS - 1	X	X	X	X	X
11	C-003	SIDE SEWERS - 2	X	X	X	X	X
12	C-004	SITE AND YARD PIPING PLAN - 1	X	X	X	X	X
13	C-005	SITE AND YARD PIPING PLAN - 2		X	X	X	X
14	C-006	INFLUENT SEWER PLAN AND PROFILE - 1	X	X	X	X	X
15	C-007	INFLUENT SEWER PLAN AND PROFILE - 2	X	X	X	X	X
16	C-008	FORCE MAIN PLAN AND PROFILE - 1	X	X	X	X	X
17	C-009	FORCE MAIN PLAN AND PROFILE - 2		X	X	X	X
18	C-010	CIVIL DETAILS - 1		X	X	X	X
19	C-011	CIVIL DETAILS - 2		X	X	X	X
<b>STRUCTURAL</b>							
20	S-001	ABBREVIATIONS, GENERAL NOTES & SYMBOLS		X	X	X	X
21	S-002	STRUCTURAL NOTES	X	X	X	X	X
22	S-003	STRUCTURAL PLAN - 1	X	X	X	X	X
23	S-004	STRUCTURAL PLAN - 2		X	X	X	X
24	S-005	STRUCTURAL SECTIONS - 1	X	X	X	X	X
25	S-006	STRUCTURAL SECTIONS - 2	X	X	X	X	X
26	S-007	STRUCTURAL DETAILS - 1		X	X	X	X
27	S-008	STRUCTURAL DETAILS - 2		X	X	X	X
<b>PROCESS</b>							
28	D-001	ABBREVIATIONS, GENERAL NOTES & SYMBOLS	X	X	X	X	X
29	D-002	MECHANICAL EQUIPMENT SCHEDULES	X	X	X	X	X
30	D-003	MECHANICAL PLAN - 1	X	X	X	X	X
31	D-004	MECHANICAL PLAN - 2		X	X	X	X
32	D-005	MECHANICAL SECTIONS	X	X	X	X	X
33	D-006	MECHANICAL DETAILS - 1		X	X	X	X
34	D-007	MECHANICAL DETAILS - 2		X	X	X	X
<b>ELECTRICAL</b>							
35	E-001	ELECTRICAL SYMBOLS AND ABBREVIATIONS	X	X	X	X	X
36	E-002	EI&C NOTES	X	X	X	X	X
37	E-003	ONE-LINE DIAGRAM	X	X	X	X	X
38	E-004	ELECTRICAL PLAN	X	X	X	X	X
39	E-005	CABLE SCHEDULE		X	X	X	X
40	E-006	LIFT STATION ELEVATION		X	X	X	X
41	E-007	DISCONNECT PANEL		X	X	X	X
42	E-008	ELECTRICAL DETAILS - 1		X	X	X	X
43	E-009	ELECTRICAL DETAILS - 2		X	X	X	X
44	E-010	MCC DIAGRAM		X	X	X	X
<b>INSTRUMENTATION</b>							
45	I-001	SYMBOLS AND ABBREVIATIONS		X	X	X	X
46	I-002	P&ID		X	X	X	X
47	I-003	CONTROL PANEL LAYOUT - 1		X	X	X	X
48	I-004	CONTROL PANEL LAYOUT - 2		X	X	X	X
49	I-005	CONTROL PANEL WIRING AND NETWORK DIAGRAM		X	X	X	X
50	I-006	DISCRETE INPUT 1 WIRING DIAGRAM		X	X	X	X
51	I-007	DISCRETE INPUT 2 WIRING DIAGRAM		X	X	X	X
52	I-008	DISCRETE OUTPUT WIRING DIAGRAM		X	X	X	X
53	I-009	ANALOG INPUT WIRING DIAGRAM		X	X	X	X
54	I-010	ANALOG OUTPUT WIRING DIAGRAM		X	X	X	X