

March 15, 2023

Denise Conrad
Assistant Parks and Recreation Director
City of Oregon City
625 Center Street
Oregon City, Oregon 97045

RE: Addendum Proposal for Project Management Support
Project: WESGNA Project Continuation

Dear Denise,

Cumming Management Groups welcomes the opportunity to provide service for your projects. Our team would be pleased to continue to provide Project Management & Construction Representation services as directed by you. I look forward to our team supporting you in the construction of the WESGNA project.

Proposed Services

We will provide project management and construction representation, as requested.

- Provide peer review of the design documents to confirm they are completed for construction.
- Assist with contractor and vendor solicitation and contact execution.
- Review project scope and construction coordination to best meet budget and schedule requirements for work to be completed.
- Review budgets and estimates and assist with the construction contracts on behalf of the City.
- Attend OAC meetings on site on behalf of the City.
- Oversee quality of construction.
- Assist in permitting tasks and coordinate project inspections.
- Review contractor invoices and change orders. Provide recommendations.
- Manage the closeout of the contract for the project as requested.
- Perform final site walks with contractors or inspectors to monitor quality control.
- Provide additional services requested by the City.

Cost of Services

I have provided our hourly rates for services. Cumming will invoice using the hourly rates on the actual cost of services directed by the City. I propose a start date of 4/03/2023 and a duration of 6 months. Per your request, I propose a cap of 8-10 maximum hours per week unless directed by yourselves to increase this. Only Lilian's time will be invoiced, my time is shown for informational purposes.

We propose a NTE cost of \$35,000 for budgeting and tracking purposes and based upon the above.

Hourly Rates

Staff	Role	2023 Rate
Gerard Mulrooney	Senior Director Project Management	\$ 190
Lilian Duey	Project Manager	\$ 145

Hourly Rates: Cumming hourly rates may increase in 2024 by a maximum of 4% each year to provide a cost-of-living wage increase to staff. The actual hours will vary. Detailed timecards will be provided each month with the number of hours and description of services provided for that period.

Reimbursable Expenses

We do not expect to have any travel reimbursable costs on this project. Reimbursable expenses, such as permits, drawings, external printing and duplication, or other expenses for services taking place on-site, will be invoiced at cost with 5% mark up.

Terms and Conditions

Insurance: We provide General Liability Insurance, including Umbrella coverage, for \$2,000,000 and Professional Liability Insurance and errors and omissions coverage of \$2,000,000.

Invoicing and Payments: Cumming will invoice the project on a monthly basis. We will provide timesheets defining hours and tasks completed with our invoices. Payments are due within 30 days of receipt of invoice.

Hourly Rates: Cumming seeks and will be increasing hourly rates at the end of each calendar year to reflect market and COLA impacts. Cumming hourly rates may increase by a maximum of 4% each year to provide a cost-of-living wage increase to staff for each following year services are contracted.

Additional Services: Any services requested of Cumming that are outside of the defined scope will be invoiced separately at the current hourly rates. No additional work will be performed except by written agreement.

Sincerely,



Gerard Mulrooney
Senior Director Project Management
6000 Meadows Road, Suite #410
Lake Oswego, Oregon 97035
T 971-256-9112