

**FIRST AMENDMENT TO
Consor Personal Service Agreement
Wastewater Collection System Capacity Improvements Professional Engineering Design Services
Project No. S-679**

This agreement is entered into this _____ day of September 2024, by and between the City, (hereinafter "City"), and Consor North America, Inc. (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Service Agreement on February 21, 2024, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The City has determined a need for the capacity upgrades to Sewer Pump Station No. 7, identified in the current Wastewater Master Plan (WWMP), to be added to the Wastewater Collection System Capacity Improvements project.
- C. The Contractor has provided a Scope of Work, Amendment No. 1, which has been reviewed and accepted by the City's Technical Advisory Committee.

NOW, THEREFORE, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Additional compensation for Amendment No. 1 shall be a not to exceed amount of \$208,653.00.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this _____ day of September 2024.

Contractor

City



Rick Scholl, Mayor
Date: _____

Date: August 29, 2024

Attest:

By: _____
Kathy Payne, City Recorder

AMENDMENT 1

SCOPE OF WORK

Wastewater Collection System Capacity Improvements Engineering Design Services Price Proposal The City of St. Helens

This amendment updates the previously approved Scope of Work included in the original Personal Services Agreement (Agreement).

Introduction

Amendment 1 includes additional work associated with the following items:

- Supplemental survey for Basins 4 and 5 based on the preferred pipeline alignments.
- Survey existing Pump Station 7 site.
- Perform a visual geotechnical site evaluation.
- Identify possible permit requirements associated with pump station upgrades.
- Prepare a Basis of Design Memorandum for upgrades to Pump Station 7.
- Prepare for and hold a Land Use Pre-application Meeting with the City.

Background

As part of the City's project to improve wastewater collection capacity, the City desires to design upgrades to Pump Station 7. The capacity upgrade was recommended in the City's 2021 Wastewater Master Plan (WWMP) to accommodate future growth in the basin. The pump station was most recently upgraded in 2015, and has a current firm capacity of 310 gpm. The WWMP recommends increasing the capacity of the facility to 1,400 gpm.

The existing pump station sits next to a creek and may be within the floodplain and riparian area. Land use and environmental permitting requirements need to be identified.

General Assumptions

The following assumptions apply to the scope of work and fee estimate. Specific task-related assumptions are included below.

- Amendment 1 addresses Pump Station 7 work through the preliminary design phase only. Additional tasks for final design, bidding and construction will be added through future amendments.

- Pump Station 7 will be publicly bid through the City’s standard construction procurement process and will be a separate construction contract from the larger wastewater system improvements project.

Scope of Services

The Consultant will perform the following services.

Task 3 – Survey and Easement Acquisition

Objective

Survey existing conditions and develop a base map for use in design.

Activities

3.1 Supplemental Survey for Basins 4 and 5

Conduct additional field survey to fill in missing data in Basins 4 and 5 resulting from changes to the pipeline alignments from what was identified in the WWMP to the preferred alignments following preliminary design analysis. Supplemental survey will be performed in accordance with the Task 3 Scope of Work that was included in the original Agreement. The limits of the supplemental survey added by this amendment include the following:

- Basin 4: Tualatin Street from 12th Street to 13th Street.
- Basin 5: Cowlitz Street from 4th Street to the unimproved 5th Street right-of-way, and the unimproved 5th Street right-of-way to the existing trunk sewer at manhole I-3. Supplemental survey will require a City right-of-way permit, which will be obtained by AKS.

Task Deliverables

- Deliverables will be in accordance with the Task 3 deliverables included in the original Agreement.

Task 11 – Pump Station 7 Improvements

Objective

Perform preliminary and final design engineering tasks and prepare construction documents for capacity improvements to Pump Station 7, along with ancillary services including surveying, geotechnical investigations, land use permitting and environmental permitting.

Activities

11.1 Project Management and Coordination

11.1.1 Project Administration

- Manage and coordinate with design team, including subconsultants, through bi-weekly virtual meetings.
- Monitor and manage the activities of the Pump Station 7 Improvements task with respect to budget, schedule, and contractual obligations.

11.1.2 Kick-Off Meeting

Consultant shall initiate the project kickoff meeting, prepare an agenda for the kickoff, and invite the necessary attendees. The project kickoff meeting will be held in person at the St. Helens City Hall followed by a site visit to the Pump Station 7 site.

Kickoff meeting will develop project goals, vision, objectives, and criteria. The meeting will identify roles and responsibilities and confirm project scope and schedule. The Consultant shall prepare and distribute meeting summary notes following kickoff.

11.1.3 Project Meetings

Consultant shall attend the currently scheduled virtual bi-weekly project check-in meetings.

The purpose of project meetings will be to review major comments, discuss important design considerations, review the schedule, discuss permitting status, and set action items. In general, design review workshops are expected to take place virtually.

Consultant shall lead a preliminary design review workshop with the City following the preliminary design submittal. The design workshop will be scheduled following review comments submitted by the City.

Consultant shall prepare all project related agendas and meeting summary notes with other supporting information. Meeting agendas shall be emailed to the City's Project Manager at least two (2) business days prior to a meeting. Meeting summary notes shall be provided within three (3) business days following a meeting.

11.1.4 Quality Assurance and Quality Control

Consultant shall conduct internal Quality Assurance and Quality Control and follow-up with technical experts during the course of the project to maintain a high level of service. Consultant shall amend the previously prepared QA/QC plan for the project to include QA/QC related to the Pump Station 7 improvements.

Commitment to design quality includes:

- Completeness, accuracy, and integrity of contract documents assured by a thorough constructability quality assurance program. Documents must be comprehensive, clearly detailed, and well-coordinated across trades.
- Design must reflect a clear understanding of City facility operations, maintenance practices and project goals.
- Design must reflect a cost-effective design approach incorporating life-cycle analysis in the selection of materials and systems.

Task Deliverables

- Meeting agendas, presentation, and review materials.
- Project schedule updates.

- Meeting minutes.
- Consultant shall deliver to the City a monthly invoice and project 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.
 - Budget expenditure summary.
 - Issues requiring project team action.
- Updated QA/QC Plan.

Assumptions

- Consultant assumes a Notice to Proceed date in September 2024.
- Consultant assumes attendance at up to eight one-hour virtual meetings through the preliminary design phase with the Consultant's Project Manager, Lead Design Engineer, environmental permitting consultant (as needed), and the City Project Manager.
- Consultant assumes one (1) virtual preliminary design review meetings with the Consultant's Project Manager, Lead Design Engineer, City Project Manager, and other City staff.
- Project duration for preliminary design phase will be 4 months.
- The Kickoff meeting will be attended by the Consultant's Principal-in-Charge (PIC), Project Manager, Lead Design Engineer, and the lead survey, geotechnical, and environmental subconsultants.

11.2 Survey

- The limits of survey described in this amendment include the following:
 - Old Portland Road 50' each side of the existing pump station site
 - Driveway into the site and everything within the existing fence
 - Mapping limits 25' beyond existing fence on all sides
 - Limits of surrounding wetlands and/or waters as determined during fieldwork
- Establish survey control and field locate existing property/right-of-way monuments within the limits of survey, review existing right-of-way records (i.e., surveys, plats, deeds and right-of-way maps) and determine right-of-way locations from the above information. Lot lines along right-of-way will not be resolved. The above work shall be performed by or under the direct supervision of a Professional Land Surveyor registered in the State of Oregon.

- Topographic survey work will include field survey of existing above ground features (i.e., edge of pavement, buildings, improvements, trees, utilities, etc.) as well as elevations with one-foot contour intervals. Survey the below ground utilities from one-call locate paint marks and existing as-built maps, manhole dips, etc. Prepare traffic control plans and obtain right-of-way permits for survey activities from the City. Prepare an existing conditions base map using the above data, more specifically described below:
 - Locating existing property corner monuments of record.
 - Establishing property lines, right-of-way lines, and easements.
 - Elevating site to City approved vertical datum (NAVD88).
 - Establishing NAD 83 2011 State Plane Coordinates.
 - Coordinating public and private utility locates.
 - Providing notice to adjoining property owners.
 - Map FEMA determined Base Flood Elevation (Floodplain line) within the survey limits
 - Field tying:
 - Above ground located utilities (e.g., sanitary, storm, water, gas, power, communications).
 - Hard surfaces (e.g., curb, sidewalk, concrete, asphalt, driveway drops, ramps).
 - Utility poles, light poles, and signs.
 - Trees 6-inch diameter at breast height and greater.
 - Fences, buildings, eaves, walls, and significant landscaping.
 - Wetland and/or water flagging.

11.3 *Geotechnical Investigations*

- Conduct geotechnical investigations at the pump station site to support the preliminary design of proposed improvements. Services shall include the following items:
- Perform a site reconnaissance at the pump station to observe current conditions and evaluate access to the site for future exploration equipment.
- Review available site documentation and existing literature, including publicly available USDA county soil maps, USGS geologic maps, and/or available drillers well logs to provide initial background data collection.
- Prepare a geotechnical memorandum to summarize the geologic review, site reconnaissance, relevant historical explorations, and anticipated subsurface conditions to support the preliminary design. The memorandum will include recommendations for subsurface investigations to support the final design and construction of the pump station. An electronic copy of the draft

memorandum will be prepared and submitted for review and comment. A final report will be prepared following receipt of comments for the draft memorandum.

11.4 Environmental and Land Use Compliance and Permitting

11.4.1 Wetland and Waters Delineation Fieldwork

The consultant shall complete a wetland field determination and ordinary high-water demarcation within 75-feet of the existing pump station facility. Consultant shall:

- Determine wetland boundaries within the study area in accordance with the criteria and methods described in the 1987 Corps of Engineers Wetland Delineation Manual (Environmental Laboratory Technical Report Y-87-1) and appropriate Regional Supplements.
- Place flags in the field to show wetland and upland sample plot locations, and the wetland and waters boundaries.
- Ensure that field methods used, and data collected meet the U.S. Army Corps of Engineers (“USACE”) and DSL technical requirements for wetland delineations and ordinary high-water demarcations.
- Collect and record wetland delineation data on approved wetland determination data sheets.

This scope does not include the preparation of a memorandum or Wetland and Waters Delineation Report.

11.4.2 Agency Coordination and Research

Consultant shall coordinate with applicable regulatory agencies and stakeholders to help document the permitting implications for the proposed pump station improvements, and to confirm the additional documentation and sequencing that will be required to meet the requirements of the DEQ State Environmental Review Process (SERP). This will include a cultural resources desktop review inclusive of a review of Oregon State Historic Preservation Office (SHPO) records, a literature review on environmental history, prehistory, Native peoples, and historic development of the project area. This review will help determine the probability of cultural resources being present on-site and to determine the potential need for any additional studies such as a pedestrian survey and subsurface probing.

The Consultant shall prepare a matrix during the preliminary design that identifies all the needed permits, their fees, and their approval timelines. The Consultant shall prepare a schedule of permits with the required timelines to ensure each permit is obtained prior to the start of construction. This scope does not include the preparation of any environmental permit or SERP documentation.

11.4.3 Local Land Use Research and Pre-Application

Set up and prepare for a Pre-Application Meeting with the City’s Planning Department. Services include:

- Complete preliminary Code research
- Preparation of a letter addressed to City staff, including a list of questions regarding applicable approval criteria and procedures, a pre-application form, and the required fee for the meeting (provided by Client)

- Submit the pre-application meeting request package to the City
- Participation in the pre-application meeting
- Follow-up on various matters with the City

11.5 Preliminary Design

This task will encompass the work associated with developing key project concepts, design criteria and project requirements for use in accomplishing the design and permitting.

Consultant will complete the following subtasks:

11.5.1 Data Collection and Review

- Compile and review currently available data and information relative to the pump station and local sanitary sewer system. Anticipated information items include relevant planning from City’s current Wastewater Master Plan; prior City of St. Helens studies; available planning guidance documents; design standards; operation and maintenance reports; inspection records; pump station data and flow monitoring data; construction drawings; mapping and GIS information; land use information and other pertinent information.
- Review previous evaluations of relevant sanitary sewer system elements in the study area.
- Review wastewater flow forecasts previously performed for the pump station basin, through the 20-year planning period and “build-out” as presented in the City’s current Wastewater Master Plan. Flow forecasts will include average daily and maximum hourly flow rates for both wet- and dry-weather flow conditions.
- Perform a visit of the pump station with City staff to review the following: current conditions of the site, condition of existing pump station equipment; access for operations and maintenance and construction; and other pertinent information regarding use of the existing site and immediate surroundings.

11.5.2 Pump System Evaluations

- Conduct evaluations and perform hydraulic calculations for the pump and force main system. This work effort will include evaluating the system under existing peak flow, existing average dry-weather flow, and buildout flow conditions. The evaluations will include:
 - System curves for the two existing force mains under existing and buildout conditions and considering new and degraded force main conditions.
 - Preliminary pump selection (type, capacity, head conditions, number of pumps, pump efficiency, etc.) considering the performance requirements, design flow conditions, and station configuration.
 - Review of existing pump system equipment including wet well, on-site piping, vaults and other to accommodate the design conditions.
 - Review of existing force main locations, configuration, appurtenances, discharge manhole condition, and air release valve stations if applicable.

- Cursory evaluation of odor control needs.
- Preliminary review of risks associated with transient flow caused by pump operations during normal starting and stopping and during power failure.

11.5.3 Electrical and Instrumentation and Control Considerations

- Conduct an evaluation of electrical and instrumentation and controls needs and provide recommendations. Consultant tasks will include:
 - Prepare preliminary calculations for utility service, generator sizing and electrical distribution based on pump station design criteria.
 - Provide input to the design team regarding electrical service, control system and backup power system.
 - Coordinate requirements with the power company for electrical power to the pump station.
 - Prepare preliminary one-line diagram drawing.
 - Prepare cost estimate for the electrical and control system.

11.5.4 Pump Station Layout and Drawings

- Develop recommended pump station layout, considering:
 - Pump station and support equipment location.
 - Vehicle access and maneuvering for operation and maintenance activities.
 - Site setback, aesthetics, screening, buffers and landscaping development standards for underlying zone.
 - Natural hazards.
 - Protection of natural resources, i.e. wetlands and wildlife.
 - Noise and odor control.
- Prepare draft drawings adequate for use in City Development Review pre-application meeting (pre-application process performed under a separate task). The following drawings will be prepared:
 - Pump Station Site Plan
 - Pump Station Mechanical Plan
 - Pump Station Mechanical Section
- Prepare for and attend a meeting with City staff to present draft site layout and receive comment. Revise based on City feedback.

11.5.5 Pump Station Improvement Plan

- Develop an improvement plan for the facility, considering the need for the City to provide continuous operation of the existing pump station during construction. Consider:
 - Recommended geotechnical improvements;
 - Bypass pumping during construction;
 - Construction access and staging needs;
 - Changes in electrical utility service and/or other services;
 - Required permits and approvals;
 - Protection of natural resources;
 - Traffic, noise, odor control.
- Prepare engineer's estimate of probable construction costs, to a Class 3 level.
- Prepare a proposed schedule for improvement of the facility, including final design, permitting, construction and start-up. Consider project phasing where desired by the City.

11.5.6 Basis of Design Report (BDR)

- Prepare a draft BDR describing the proposed facilities, site design issues and constraints, and results of evaluations performed for the pump, electrical and control systems. Describe the recommended pump station improvements.
- The site design portion of the BDR will be prepared with intent for incorporation into a City development review application (to be prepared under separate authorization). Provide draft BDR to City for review and comment.
- Receive and respond to City comments, prepare final BDR and submit to City.

11.6 30% Design

- To Follow

11.7 60% Design

- To Follow

11.8 90% Design

- To Follow

11.9 Final Design

- To Follow.

11.10 Bid Phase Services

- To Follow.

Task Deliverables

- Topographic survey.
- One electronic (PDF) copy of the draft and final preliminary geotechnical memorandum.
- One electronic (PDF) copy of the draft BDR.
- One electronic (PDF) copy of the final BDR.

Assumptions

- Pump Station 7 improvements will be constructed under a separate construction contract from the larger wastewater system upgrades.
- Provided geotechnical recommendations will be conceptual to evaluate the basis of design. Geotechnical engineering analysis and design parameters will not be provided.
- A discrete pre-application meeting for pump station improvements will be performed separate from the pre-application meeting for the larger wastewater system upgrades.
- Subsurface exploration services (i.e., potholing) are not included in this scope of work.

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 as defined in the original Personal Services Agreement for Wastewater Collection System Capacity Improvements. Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of **\$2,134,873**, as described below.

- \$1,926,220 original Agreement
- **\$208,653 for this Amendment 1 in accordance with the attached Fee Estimate.**

WASTEWATER COLLECTION SYSTEM CAPACITY IMPROVEMENTS - AMENDMENT 1
CITY OF ST HELENS
PROPOSED FEE ESTIMATE

Staff Name	LABOR CLASSIFICATION (HOURS)									Labor	Subconsultants				Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	Principal Engineer III	Principal Engineer IV	Principal Engineer III	Professional Engineer VI	Professional Engineer VII	Technician II	Technician III	Cost Estimator III	Hours		EI&C IS	Geotech S&W	Survey AKS	Permits AKS					
	\$293 EvonukWil	\$312 CarrMic	\$293 CraftsAda	\$216 MercureBra	\$227 FlockEmi	\$144 CloudDer	\$166 McFaddinNic	\$290 GriesingerRob											
Task 3 - Survey and Easement Acquisition																			
Task 3.1 - Supplemental Survey for Basins 4 and 5	2			4			8		14	\$ 2,778			\$ 51,250		1.1	\$ 56,375	\$ -	\$ -	\$ 59,153
Task 3 Subtotal	2	0	0	4	0	0	8	0	14	\$ 2,778	\$ -	\$ -	\$ 51,250	\$ -	\$ 56,375	\$ -	\$ -	\$ 59,153	
Task 11 - Pump Station 7																			
Task 11.1 - Project Management & Coordination	12	28		16	8				64	\$ 17,524					1.1	\$ -	\$ 40	\$ -	\$ 17,564
Task 11.2 - Survey		6		8			4		18	\$ 4,264			\$ 16,865		1.1	\$ 18,552	\$ 40	\$ 36	\$ 22,892
Task 11.3 - Geotechnical Investigations		12		8					20	\$ 5,472	\$ 7,261				1.1	\$ 7,987	\$ -	\$ -	\$ 13,459
Task 11.4 - Environmental and Land Use Compliance and Permitting		16		24			12		52	\$ 12,168			\$ 23,040		1.1	\$ 25,344	\$ -	\$ -	\$ 37,512
Task 11.5 - Preliminary Design	4	48	6	104	12	8	24	4	210	\$ 49,390	\$ 7,210				1.1	\$ 7,931	\$ 140	\$ 612	\$ 58,073
Task 11 Subtotal	16	110	6	160	20	8	40	4	364	\$ 88,818	\$ 7,210	\$ 7,261	\$ 16,865	\$ 23,040	\$ 59,814	\$ 220	\$ 648	\$ 149,500	
TOTAL - ALL TASKS	18	110	6	164	20	8	48	4	378	\$ 91,596	\$ 7,210	\$ 7,261	\$ 68,115	\$ 23,040	\$ 116,189	\$ 220	\$ 648	\$ 208,653	