

**THIRD AMENDMENT TO
Kittelson & Associates, Inc. Personal Service Agreement
S 1st Street & St. Helens Street Intersection Improvements, Project No. R-685A**

This agreement is entered into this 15th day of May 2024, by and between the City, (hereinafter "City"), and Kittelson & Associates, Inc., (hereinafter "Contractor").

RECITALS

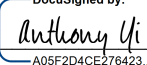
- A. City and Contractor entered into a Personal Service Agreement on March 16, 2022, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. Contract was amended on July 19, 2023 for additional construction services and compensation for the joint utility trench design and incorporating gateway features at the intersection.
- C. On September 6, 2023 the contract was amended for the additional design services and compensation required to address the undergrounding of utilities and services in the project limits.
- D. Additional compensation is required for construction support services for the franchise utility undergrounding work.

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 construction support services shall be a not to exceed amount of \$16,824.00
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 15th day of May 2024.

Contractor

DocuSigned by:

 A05F2D4CE278423...
 Date: 5/7/2024

City

 Rick Scholl, Mayor
 Date: _____

Attest:

By: _____
 Kathy Payne, City Recorder



851 SW 6th Avenue, Suite 600
Portland, OR 97204
P 503.228.5230 F 503.273.8169

April 15, 2024

City Project #: R-685

Sharon Darroux, Alex Bird
City of St. Helens
265 Strand Street
St. Helens, OR 97051

RE: S. 1st Street & St. Helens Street Intersection Improvements

Dear Sharon & Alex:

This letter formally requests your authorization of an additional \$16,824 in fees and reimbursable expenses for services associated with our firms' continued involvement in the S. 1st Street & St. Helens Street Intersection Improvements project. Specifically, to provide construction support services for the Franchise Utility Undergrounding work.

Please review the attached AMENDMENT #3 to the Professional Services Agreement. If AMENDMENT #3 is satisfactory, please return a signed copy electronically. One executed original will be returned for your records. If you have any comments or questions, please do not hesitate to call.

Sincerely,
KITTELSON & ASSOCIATES, INC.

Project Manager
Caleb Cox, PE
Senior Engineer

Project Principal
Tony Roos, PE
Principal Engineer

AMENDMENT #3 TO PROFESSIONAL SERVICES AGREEMENT

PROJECT #: City Project #R-685, KAI Project #23544
PROJECT NAME: S. 1st Street & St. Helens Street Intersection Improvements
PROJECT BUDGET: April 15, 2024

Current Authorized Amount	\$64,558
Amendment	\$16,824
Total Authorized Amount	\$81,382

AUTHORIZATION:

This Amendment #3 (“AMENDMENT #3”) hereby amends that certain Professional Services Agreement with an EFFECTIVE DATE of 3/16/2022 (the “AGREEMENT”), and any prior amendments, by (1) authorizing KITTELSON & ASSOCIATES, INC. to perform services in addition to those services described in **Part “A”** of the AGREEMENT (See attached Amendments to Part “A”) and (2) increasing the **Current Authorized Amount** (shown above) to an amount not to exceed the **Total Authorized Amount** shown above. Except as otherwise stated in this AMENDMENT #3, the terms, conditions and provisions of the AGREEMENT remain in full force and effect. All capitalized terms not otherwise defined in this AMENDMENT #3 shall have the meanings set forth in the AGREEMENT.

Accepted for:
City of St. Helens

Approved for:
Kittelson & Associates, Inc.

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

AMENDMENTS TO PART “A” SCOPE OF WORK

Amend Task 1.0 Project Management as follows:

1.1 Project Management

- Prepare monthly invoices and progress reports associated with construction support services for the Franchise Utility undergrounding work. Consultant assumes a 4-month timeframe for construction to be complete.

Amend Task 3.0 Bidding and Construction Support as follows:

Provide Construction support services for the Franchise Undergrounding work as detailed below. The scope of construction support is limited to the hours shown in the attached budget and does not include full-time inspection services.

3.2 Construction Support

- Attend the Pre-construction meeting with the City and Contractor
- Attend twice-monthly construction meetings. (Assume half virtual, and half in-person)
- Review and respond to RFI's by the Contractor and prepare plan revisions as needed. (Assume up to four (4) RFIs)
- Review submittals and/or shop drawings (assume 6 submittals)
- Visit the site periodically and as requested by City staff and/or contractor to review construction progress, answer questions, and help resolve in-field design decisions. (Assume up to two (2) site visits)
- Attend a final construction walk-through prior to final acceptance of the completed construction by the City.

3.3 As-Built Plans

- Prepare as-built drawings for the Franchise Utility Undergrounding project (one full size set on opaque Mylar, PDF, and .dwg CAD files). As-built drawings will be based on the redline set provided by the contractor and will incorporate changes to the design by work change directive or RFI. The as-built drawings will not be stamped.

Task 3 Deliverables:

- Submittal Review Responses
- RFI Responses
- As-built plans (.pdf)

Project Budget Form

Project Name: 1st & St. Helens Intersection Improvements - Phase 3 Amendment 3
 Project Manager: Caleb Cox
 KAI Project Number: 235440.000
 Date: Apr 15, 2024

LABOR ESTIMATE - 1st & St. Helens Intersection Improver

Kittelson

Task	Notes	Staff	Kittelson				SUBTASK/ TASK HOURS	SUBTASK/ TASK COST
			Roos, Tony AMR	Cox, Caleb CEC	Cullimore, Brad BSC	Shadrin, Dimitryan DZS		
001 Project Management								
	Invoices and Progress Reports			4			4	\$651
	Reimbursable Expense							\$0
Task #001 - Subtotal			0	4	0	0	0	\$651
003 Bidding and Construction Support								
	Pre-construction Meeting			6			6	\$976
	Bi-weekly Construction Meetings			24			24	\$3,905
	Review and Respond to RFIs		4	8		4	16	\$2,891
	Review Submittals		2	12			14	\$2,480
	Site Visits			12			12	\$1,953
	Final Construction Walk-through			8			8	\$1,302
	As-built Plans		2	4	8	2	16	\$2,425
	Reimbursable Expense							\$241
Task #003 - Subtotal			8	74	8	6	0	\$16,173
TOTAL HOURS			8	78	8	6	0	
LABOR RATE			\$263.79	\$162.71	\$122.45	\$133.50		
LABOR COST			\$2,110	\$12,691	\$980	\$801		
							TOTAL HOURS	TOTAL LABOR
							100	\$16,582

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

TOTAL REIMBURSABLES	\$241
TOTAL KAI FEES	\$16,824
TOTAL SUB FEES	\$0
TOTAL PROJECT BUDGET	\$16,824



City of St. Helens
Rate Schedule
As of April 2024

Classification	Hourly Rate	Overhead @ 209.29%	Profit @ 12%	Hourly Billing Rate*
Senior Principal Engineer/Planner	\$85.88	\$179.75	\$31.88	\$297.51
Principal Engineer/Planner	\$72.99	\$152.76	\$27.09	\$252.84
Roos, Tony	\$76.15	\$159.37	\$28.26	\$263.79
Associate Engineer/Planner	\$65.48	\$137.04	\$24.30	\$226.83
Senior Engineer/Planner	\$53.20	\$111.34	\$19.75	\$184.29
Cox, Caleb	\$46.97	\$98.30	\$17.43	\$162.71
Engineer/Planner	\$43.00	\$90.00	\$15.96	\$148.96
Shadrin, Dimitryan	\$38.54	\$80.66	\$14.30	\$133.50
Transportation Analyst	\$36.86	\$77.14	\$13.68	\$127.68
Technician I	\$31.01	\$64.91	\$11.51	\$107.43
Technician II	\$34.86	\$72.95	\$12.94	\$120.75
Senior Technician	\$42.07	\$88.05	\$15.62	\$145.74
Cullimore, Brad	\$35.35	\$73.98	\$13.12	\$122.45
Associate Technician	\$50.86	\$106.44	\$18.88	\$176.17
Office Support	\$28.21	\$59.04	\$10.47	\$97.72
Data Analyst / Software Technician	\$45.08	\$94.35	\$16.73	\$156.16
Senior Data Scientist/Developer	\$67.05	\$140.33	\$24.89	\$232.26

**Average classification rates are shown above along with actual rates for key personnel. Actual wage rates will be invoiced, overhead and profit will be locked for the duration of the contract.*