

**CONTRACT PAYMENTS**

City Council Meeting  
December 15, 2021

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**Otak**

Project: S.1<sup>st</sup>/Strand St, Road & Utility Extension (Inv#000112100393)    \$    **79,476.84**

**Edge Development**

Project: Campbell Park Sport Courts (PR#3)    \$    **130,476.88**



November 23, 2021

Approved for Processing  
12/6/2021  
M. Zaher

Mouhamad Zaher  
Public Works Director  
265 Strand Street  
St. Helens, OR 97051

RE: **Otak Project No. 019823.000**  
**S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**  
**Design, Construction, and Permit Documents**  
**Invoice No. 000112100393**

Dear Mouhamad:

Enclosed is Otak's invoice for the **S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**, for the period starting October 15, 2021 and ending November 12, 2021. Invoices from Leeway, Grayling, and DKS include work from September and October. The total fee for work completed during this time period is \$79,476.84.

The following is a summary of the activities performed under each phase activities:

Phase 110 Project Management and Administration

- Day-to-day project management and coordination.
- Prepared Invoice and progress reporting.

Phase 120 Project Coordination, Meetings, Schedule

- Coordination of meeting agendas and setup.

Phase 210 Topographic Survey

- Additional survey for the Plaza/Strand corner to support the Strand one-way street improvement design.

Phase 220 Geotechnical

- None.

Phase 230 Environmental Investigation

- None

Phase 310 Planning Code-Zoning Requirements

- None.

Phase 320 Alignment Alternatives

- None.

Phase 330 Concept Development Plan

- None.

Phase 340 Scoring Criteria/Worksession

- None.

Phase 410 30% Roll-Map Plans

- Utilized remaining DKS portion of budget for developing lighting/signing portion of Cowlitz/Strand 30% improvements.

Phase 420 Stormwater Management

- None.

Phase 430 Lift Station Relocation Analysis

- None.

Phase 440 30% Cost Est/Construct Review

- Utilized remaining DKS portion of budget for estimating of Cowlitz/Strand improvements.

Phase 450 30% Plans – Strand/Cowlitz

- 30% plan and estimate submittal.

Phase 510 90% and Final PS&E

- Refine design for the five intersection improvements (S. 1st/Cowlitz, Cowlitz/Strand, S. 1st/Strand, S. 1st/Street A, Strand/Street A) and existing S. 1st Street Improvement south of Cowlitz intersection.
- Develop roadway and storm conveyance plan and profile sheets (10).
- Prepare final sheets for overall plan set and general roadway improvements including a title sheet (1), index sheet (1), existing conditions (3), curb returns/ADA ramps (12), and mid-block crossings (2), standard roadway details (3), storm details (3).
- Develop combined water and gravity sanitary sewer plan and profile drawings, including Tualatin Street waterline connection.
- Develop force main plan and profile drawings.
- Develop streetscape Plans and Details.
- Development of 60% AACE Level 2 cost estimate.

Phase 520 Stormwater Management

- Update hydraulics and stormwater management calculations to account for Cowlitz/Strand improvements.

Phase 530 Lift Station Design Documents

- Advance lift station design documents.

Phase 610 Lift Station – DEQ

- None.

Phase 620 1200-C Erosion Control DEQ

- None.

Phase 630 Grading Permit – City

- None.

Phase 640 Building Permit – City

- None.

Issues that may affect the schedule:

- *None at this time.*

If you have any questions, please do not hesitate to call me at 503.415.2337.

Sincerely,

Otak, Inc.

Keith Buisman, PE  
Senior Project Manager



**INVOICE**

Remit Payment to:  
Otak Inc  
P.O. Box 894448  
Los Angeles, CA 90189-4448

Mouhamad Zaher  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

November 23, 2021  
Project No: 019823.000  
Invoice No: 000112100393

Project 019823.000 City of St. Helens - 1st and Strand Streets

**For Professional Services Ending November 12, 2021**

Phase 110 Project Management and Admin  
Task 110 Project Management and Admin CIVIL

**Professional Personnel**

	Hours	Rate	Amount	
Civil Engineer IX				
Buisman, Keith	4.75	193.00	916.75	
Project Administrative Assistant				
Gutierrez, Kayla	2.00	83.00	166.00	
Totals	6.75		1,082.75	
<b>Total Labor</b>				<b>1,082.75</b>
				<b>Total this Task \$1,082.75</b>

Task 114 Project Management and Admin CMI

**Professional Personnel**

	Hours	Rate	Amount	
Construction Manager VI				
Williams, Michael	.50	202.00	101.00	
CM Documentation Specialist III				
Flett, Amanda	9.50	120.00	1,140.00	
Totals	10.00		1,241.00	
<b>Total Labor</b>				<b>1,241.00</b>
				<b>Total this Task \$1,241.00</b>
				<b>Total this Phase \$2,323.75</b>

Phase 120 Project Coord, Mtgs, Schedule

Task 120 Project Coord, Mtgs, Schedule CIVIL

**Professional Personnel**

	Hours	Rate	Amount	
Civil Engineer IX				
Buisman, Keith	9.25	193.00	1,785.25	
Totals	9.25		1,785.25	
<b>Total Labor</b>				<b>1,785.25</b>

A finance charge will be assessed to all overdue accounts.

**Total this Task                    \$1,785.25**

Task                    124                    Project Coord, Mtgs, Schedule CMI

**Professional Personnel**

	Hours	Rate	Amount	
CM Documentation Specialist III				
Flett, Amanda	4.00	120.00	480.00	
Totals	4.00		480.00	
<b>Total Labor</b>				<b>480.00</b>

**Total this Task                    \$480.00**

**Total this Phase                    \$2,265.25**

Phase                    210                    Topographic Survey

Task                    212                    Topographic Survey SURV

**Professional Personnel**

	Hours	Rate	Amount	
Professional Land Surveyor III				
Conklin, David	4.00	150.00	600.00	
Survey Field Technician II				
Autrey, Kora	24.00	78.00	1,872.00	
Totals	28.00		2,472.00	
<b>Total Labor</b>				<b>2,472.00</b>

**Total this Task                    \$2,472.00**

**Total this Phase                    \$2,472.00**

Phase                    330                    Concept Development Plan

Task                    335                    Concept Development Plan sub M/R

**Consultants**

Direct Cost Subconsultants			95.08	
<b>Total Consultants</b>		<b>1.05 times</b>	<b>95.08</b>	<b>99.83</b>

**Total this Task                    \$99.83**

**Total this Phase                    \$99.83**

Phase                    410                    30% Roll-map Plans

Task                    415                    30% Roll-map Plans sub M/R

**Consultants**

Direct Cost Subconsultants			58.92	
<b>Total Consultants</b>		<b>1.05 times</b>	<b>58.92</b>	<b>61.87</b>

**Total this Task                    \$61.87**

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000112100393
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Task	417	30% Roll-map Plans sub LWE		
<b>Consultants</b>				
		Direct Cost Subconsultants	2,663.00	
		<b>Total Consultants</b>	<b>1.05 times</b>	<b>2,663.00</b>
				<b>2,796.15</b>
			<b>Total this Task</b>	<b>\$2,796.15</b>

Task	418	30% Roll-map Plans sub DKS		
<b>Consultants</b>				
		Traffic Consultants	8,892.02	
		<b>Total Consultants</b>	<b>1.05 times</b>	<b>8,892.02</b>
				<b>9,336.62</b>
			<b>Total this Task</b>	<b>\$9,336.62</b>
			<b>Total this Phase</b>	<b>\$12,194.64</b>

Phase	420	Stormwater Management		
Task	425	Stormwater Management sub M/R		
<b>Consultants</b>				
		Direct Cost Subconsultants	2,120.00	
		<b>Total Consultants</b>	<b>1.05 times</b>	<b>2,120.00</b>
				<b>2,226.00</b>
			<b>Total this Task</b>	<b>\$2,226.00</b>
			<b>Total this Phase</b>	<b>\$2,226.00</b>

Phase	430	Lift Station Relocation Analysis		
Task	437	Lift Station Relocation Analysis sub LWE		
<b>Consultants</b>				
		Direct Cost Subconsultants	585.00	
		<b>Total Consultants</b>	<b>1.05 times</b>	<b>585.00</b>
				<b>614.25</b>
			<b>Total this Task</b>	<b>\$614.25</b>
			<b>Total this Phase</b>	<b>\$614.25</b>

Phase	440	30% Cost Est/Construct Review		
Task	448	30% Cost Est/Construct Review sub DKS		
<b>Consultants</b>				
		Traffic Consultants	260.00	
		<b>Total Consultants</b>	<b>1.05 times</b>	<b>260.00</b>
				<b>273.00</b>
			<b>Total this Task</b>	<b>\$273.00</b>
			<b>Total this Phase</b>	<b>\$273.00</b>

Phase	450	30% Plans - Strand/Cowlitz		
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Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000112100393
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Task	450	30% Plans - Strand/Cowlitz CIVIL			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Civil Engineer IV					
Hollen, Daniel			42.00	128.00	5,376.00
Civil Engineer IX					
Ballou, Kristen			4.00	193.00	772.00
Buisman, Keith			18.00	193.00	3,474.00
Totals			64.00		9,622.00
<b>Total Labor</b>					<b>9,622.00</b>
				<b>Total this Task</b>	<b>\$9,622.00</b>

Task	455	30% Plans - Strand/Cowlitz sub M/R			
<b>Consultants</b>					
Direct Cost Subconsultants					4,748.75
<b>Total Consultants</b>			<b>1.05 times</b>	<b>4,748.75</b>	<b>4,986.19</b>
				<b>Total this Task</b>	<b>\$4,986.19</b>

Task	458	30% Plans - Strand/Cowlitz sub DKS			
<b>Consultants</b>					
Traffic Consultants					2,350.48
<b>Total Consultants</b>			<b>1.05 times</b>	<b>2,350.48</b>	<b>2,468.00</b>
				<b>Total this Task</b>	<b>\$2,468.00</b>
				<b>Total this Phase</b>	<b>\$17,076.19</b>

Phase	510	90% and Final PS&E			
Task	510	90% and Final PS&E CIVIL			
<b>Professional Personnel</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Civil Engineer IV					
Hollen, Daniel			66.25	128.00	8,480.00
Civil Engineer IX					
Buisman, Keith			36.75	193.00	7,092.75
Engineering Designer III					
Sanghani, Rasik			8.50	98.00	833.00
Tiffany, Roger			10.00	98.00	980.00
Engineering Designer IV					
Sibert, Hailey			39.50	112.00	4,424.00
Engineering Technician IV					
Bornsheuer, Jeff			68.25	101.00	6,893.25

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000112100393
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Studio Leader				
Ewoldt, Steven	3.50	203.00	710.50	
Totals	232.75		29,413.50	
<b>Total Labor</b>				<b>29,413.50</b>
			<b>Total this Task</b>	<b>\$29,413.50</b>

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Task	515	90% and Final PS&E sub M/R		
<b>Consultants</b>				
Direct Cost Subconsultants			1,959.50	
<b>Total Consultants</b>		<b>1.05 times</b>	<b>1,959.50</b>	<b>2,057.48</b>
			<b>Total this Task</b>	<b>\$2,057.48</b>

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Task	519	90% and Final PS&E sub GRE		
<b>Consultants</b>				
Direct Cost Subconsultants			2,924.64	
<b>Total Consultants</b>		<b>1.0 times</b>	<b>2,924.64</b>	<b>2,924.64</b>
			<b>Total this Task</b>	<b>\$2,924.64</b>
			<b>Total this Phase</b>	<b>\$34,395.62</b>

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Phase	520	Stormwater Mgmt Design and Report		
Task	521	Stormwater Mgmt Design and Report WNR		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Civil Engineer VI				
Horton, Rose	4.25	149.00	633.25	
Civil Engineer VII				
Horton, Rose	1.75	157.00	274.75	
Engineering Designer III				
Tiffany, Roger	36.25	98.00	3,552.50	
Totals	42.25		4,460.50	
<b>Total Labor</b>				<b>4,460.50</b>
			<b>Total this Task</b>	<b>\$4,460.50</b>
			<b>Total this Phase</b>	<b>\$4,460.50</b>

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Phase	530	Lift Station Design Documents		
Task	530	Lift Station Design Documents CIVIL		

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000112100393
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**Professional Personnel**

	Hours	Rate	Amount	
Project Manager - Design				
Salvey, Daniel	1.00	135.00	135.00	
Totals	1.00		135.00	
<b>Total Labor</b>				<b>135.00</b>
			<b>Total this Task</b>	<b>\$135.00</b>

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Task 539 Lift Station Design Documents sub GRE

**Consultants**

Direct Cost Subconsultants			887.30	
<b>Total Consultants</b>	<b>1.0 times</b>		<b>887.30</b>	<b>887.30</b>
			<b>Total this Task</b>	<b>\$887.30</b>
			<b>Total this Phase</b>	<b>\$1,022.30</b>

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Phase 900 Direct Expenses

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Task 917 Direct Expenses sub LWE

**Consultants**

Direct Cost Subconsultants			50.96	
<b>Total Consultants</b>	<b>1.05 times</b>		<b>50.96</b>	<b>53.51</b>
			<b>Total this Task</b>	<b>\$53.51</b>
			<b>Total this Phase</b>	<b>\$53.51</b>
			<b>Total this Invoice</b>	<b>\$79,476.84</b>

**Invoice Summary**

Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Project Management and Admin	55,262.00	20,349.25	2,323.75	22,673.00	32,589.00
Project Coord, Mtgs, Schedule	33,535.00	18,334.00	2,265.25	20,599.25	12,935.75
Topographic Survey	74,787.20	71,427.86	2,472.00	73,899.86	887.34
Geotechnical	22,049.50	21,806.39	0.00	21,806.39	243.11
Environmental Investigation	21,023.10	13,711.71	0.00	13,711.71	7,311.39
Planning Code-Zoning Requiremnts	2,652.75	2,527.50	0.00	2,527.50	125.25
Alignment Alternatives	53,333.15	53,703.26	0.00	53,703.26	-370.11
Concept Development Plan	29,942.00	29,060.28	99.83	29,160.11	781.89
Scoring Criteria / Worksession	16,213.75	9,777.00	0.00	9,777.00	6,436.75
30% Roll-map Plans	172,464.00	151,350.02	12,194.64	163,544.66	8,919.34
Stormwater Management	17,370.00	15,097.25	2,226.00	17,323.25	46.75
Lift Station Relocation Analysis	18,732.00	13,241.32	614.25	13,855.57	4,876.43

Project	019823.000	City of St. Helens - 1st and Strand Sts.			Invoice	000112100393
30% Cost Est/Construct Review	14,283.65	12,867.76	273.00	13,140.76	1,142.89	
30% Plans - Strand/Cowlitz	52,720.50	14,549.39	17,076.19	31,625.58	21,094.92	
90% and Final PS&E	465,131.60	32,986.78	34,395.62	67,382.40	397,749.20	
Stormwater Mgmt Design and Report	30,428.00	7,314.00	4,460.50	11,774.50	18,653.50	
Lift Station Design Documents	48,177.25	3,851.60	1,022.30	4,873.90	43,303.35	
Lift Station - DEQ	10,450.65	0.00	0.00	0.00	10,450.65	
1200-C Erosion Control - DEQ	12,082.70	0.00	0.00	0.00	12,082.70	
Grading Permit - City	7,940.00	0.00	0.00	0.00	7,940.00	
Building Permit - City	3,500.70	0.00	0.00	0.00	3,500.70	
Direct Expenses	110,211.70	43,826.14	53.51	43,879.65	66,332.05	
	Total	1,272,291.20	535,781.51	79,476.84	615,258.35	657,032.85



**INVOICE**

720 SW Washington St., Suite 500  
Portland, OR 97205  
503.243.3500  
www.dksassociates.com

Mike Peebles  
OTAK, Inc  
Attn: Accounts Payable  
808 SW 3rd Avenue, Suite 800  
Portland, OR 97204

November 9, 2021  
Project No: 21058-000  
Invoice No: 0079180

Project 21058-000 City of St Helens 1st and Strand Streets Road and Utility Extensions  
City of St. Helens: 1st and Strand Streets: **Otak Project 019823.000**, NTP Effective 3-23-21; Prime agreement expiration 12/31/2023.

**Professional Services for Period October 1, 2021 Through October 31, 2021**

Phase 002 4.1 Development of 40% Roll-map Plans  
Task 003 4.1.3 Lighting Design

**Professional Personnel**

	Hours	Rate	Amount	
Grade 11				
Drake, Kiara	.25	105.00	26.25	
Ralis-Zazueta, Maria	1.00	105.00	105.00	
Grade 15				
Shelton, Jacob	19.75	125.00	2,468.75	
Grade 16				
Anganis, George	11.50	130.00	1,495.00	
Grade 21				
Vadaei, Sina	2.00	155.00	310.00	
Grade 30				
Boice, Steven	2.50	200.00	500.00	
Tech T				
Norwood, Eva	2.00	130.00	260.00	
Totals	39.00		5,165.00	
<b>Total Labor</b>				<b>5,165.00</b>
				<b>Total this Task \$5,165.00</b>

Task 004 4.1.4 Signing & Striping Design

**Professional Personnel**

	Hours	Rate	Amount	
Grade 11				
Drake, Kiara	1.25	105.00	131.25	
Ralis-Zazueta, Maria	.75	105.00	78.75	
Grade 15				
Shelton, Jacob	8.00	125.00	1,000.00	
Grade 16				
Anganis, George	8.50	130.00	1,105.00	
Grade 21				
Vadaei, Sina	3.00	155.00	465.00	
Grade 30				
Boice, Steven	2.50	200.00	500.00	

TERMS: Net 30 Days  
Remit To: 720 SW Washington St. #500  
Portland, OR 97205

Project	21058-000	St Helens 1st and Strand Streets	Invoice	0079180
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Tech J				
Iranshad, Jordan	3.75	80.00	300.00	
Totals	27.75		3,580.00	
<b>Total Labor</b>				<b>3,580.00</b>
			<b>Total this Task</b>	<b>\$3,580.00</b>
			<b>Total this Phase</b>	<b>\$8,745.00</b>

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Phase                    003                    4.4 30% Cost Estimate/Constructability Review  
**Professional Personnel**

	Hours	Rate	Amount	
Grade 16				
Anganis, George	2.00	130.00	260.00	
Totals	2.00		260.00	
<b>Total Labor</b>				<b>260.00</b>
			<b>Total this Phase</b>	<b>\$260.00</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	9,005.00	43,455.00	52,460.00
Limit			107,411.00
Remaining			54,951.00
			<b>Total this Invoice</b>
			<u><u>\$9,005.00</u></u>

**Outstanding Invoices**

Number	Date	Balance
0078679	9/15/2021	9,450.00
0078904	10/14/2021	2,497.50
<b>Total</b>		<b>11,947.50</b>

## PROGRESS REPORT

City of St Helens 1st and Strand Streets Road and Utility Extensions  
 Otak Project 019823.000, subconsultant agreement NTP effective 3-23-21  
 Contract Begin (NTP) 3/23/31; Expires: 3/15/2023

DKS Inv #: 0079180  
 Period: 10/1/21 through 10/31/21  
 DKS Project #: 21058-000  
 DKS PM: Steve Boice



Task Number / Name	Budget	Invoiced This Period	Previously Billed	Billed to Date	Remaining Budget	Est. % Complete	Percent Billed
3.2 Alignment Alternatives (10%)	\$ 4,310.00	\$ -	\$ 4,280.00	\$ 4,280.00	\$ 30.00	100%	99%
4.1 Development of 40% Roll-map Plans	\$ 42,435.00	\$ 8,745.00	\$ 37,842.50	\$ 46,587.50	\$ (4,152.50)	100%	110%
4.4 30% Cost Estimate/Constructability Review	\$ 1,610.00	\$ 260.00	\$ 1,332.50	\$ 1,592.50	\$ 17.50	100%	99%
5.1 90% and Final PS&E	\$ 50,720.00	\$ -	\$ -	\$ -	\$ 50,720.00	0%	0%
Direct Expenses	\$ 1,746.00	\$ -	\$ -	\$ -	\$ 1,746.00	0%	0%
4.5 30% Cowlitz Ext-Illumination	\$ 6,590.00	\$ -	\$ -	\$ -	\$ 6,590.00	0%	0%
<b>PROJECT TOTAL:</b>	<b>\$107,411.00</b>	<b>\$9,005.00</b>	<b>\$43,455.00</b>	<b>\$52,460.00</b>	<b>\$54,951.00</b>	<b>47%</b>	<b>49%</b>

Authorized Budget: \$ 107,411.00  
 Authorized Amount Remaining: \$ 54,951.00

Amount This Invoice: \$ 9,005.00  
 Amount Previously Invoiced: \$ 43,455.00  
 Total Billed to Date: \$ 52,460.00

Activity This Period	
<b>Task 4:</b>	Prepare lighting analysis for Cowlitz extension, Prepare 40% lighting, signing, and striping plans for Cowlitz extension. Prepare cost estimate



**INVOICE**

720 SW Washington St., Suite 500  
Portland, OR 97205  
503.243.3500  
www.dksassociates.com

Mike Peebles  
OTAK, Inc  
Attn: Accounts Payable  
808 SW 3rd Avenue, Suite 800  
Portland, OR 97204

October 14, 2021  
Project No: 21058-000  
Invoice No: 0078904

Project 21058-000 City of St Helens 1st and Strand Streets Road and Utility Extensions  
City of St. Helens: 1st and Strand Streets: **Otak Project 019823.000**, NTP Effective 3-23-21; Prime agreement expiration 12/31/2023.

**Professional Services for Period September 1, 2021 Through September 30, 2021**

Phase 002 4.1 Development of 40% Roll-map Plans

Task 001 4.1.1 Lighting Analysis & Memo

**Professional Personnel**

	Hours	Rate	Amount	
Grade 30				
Boice, Steven	.50	200.00	100.00	
Totals	.50		100.00	
<b>Total Labor</b>				<b>100.00</b>
				<b>Total this Task</b>
				<b>\$100.00</b>

Task 003 4.1.3 Lighting Design

**Professional Personnel**

	Hours	Rate	Amount	
Grade 15				
Shelton, Jacob	2.50	125.00	312.50	
Grade 16				
Anganis, George	1.50	130.00	195.00	
Grade 21				
Vadaei, Sina	4.00	155.00	620.00	
Grade 30				
Boice, Steven	1.50	200.00	300.00	
Grade 40				
Copeland, Brian	.50	250.00	125.00	
Tech T				
Norwood, Eva	1.00	130.00	130.00	
Totals	11.00		1,682.50	
<b>Total Labor</b>				<b>1,682.50</b>
				<b>Total this Task</b>
				<b>\$1,682.50</b>

Task 004 4.1.4 Signing & Striping Design

TERMS: Net 30 Days  
Remit To: 720 SW Washington St. #500  
Portland, OR 97205

**Professional Personnel**

	Hours	Rate	Amount	
Grade 16				
Anganis, George	5.50	130.00	715.00	
Totals	5.50		715.00	
<b>Total Labor</b>				<b>715.00</b>
		<b>Total this Task</b>		<b>\$715.00</b>
		<b>Total this Phase</b>		<b>\$2,497.50</b>

<b>Billing Limits</b>	Current	Prior	To-Date	
Total Billings	2,497.50	40,957.50	43,455.00	
Limit			91,751.00	
Remaining			48,296.00	
		<b>Total this Invoice</b>		<b><u><u>\$2,497.50</u></u></b>

**Outstanding Invoices**

Number	Date	Balance
0078310	8/12/2021	23,810.00
0078679	9/15/2021	9,450.00
<b>Total</b>		<b>33,260.00</b>

## PROGRESS REPORT

City of St Helens 1st and Strand Streets Road and Utility Extensions  
 Otak Project 019823.000, subconsultant agreement NTP effective 3-23-21  
 Contract Begin (NTP) 3/23/31; Expires: 3/15/2023

DKS Inv #: 0078904  
 Period: 9/1/21 through 9/30/21  
 DKS Project #: 21058-000  
 DKS PM: Steve Boice



Task Number / Name	Budget	Invoiced This Period	Previously Billed	Billed to Date	Remaining Budget	Est. % Complete	Percent Billed
3.2 Alignment Alternatives (10%)	\$ 4,310.00	\$ -	\$ 4,280.00	\$ 4,280.00	\$ 30.00	100%	99%
4.1 Development of 40% Roll-map Plans	\$ 42,435.00	\$ 2,497.50	\$ 35,345.00	\$ 37,842.50	\$ 4,592.50	100%	89%
4.4 30% Cost Estimate/Constructability Review	\$ 1,610.00	\$ -	\$ 1,332.50	\$ 1,332.50	\$ 277.50	100%	83%
5.1 90% and Final PS&E	\$ 41,650.00	\$ -	\$ -	\$ -	\$ 41,650.00	0%	0%
Direct Expenses	\$ 1,746.00	\$ -	\$ -	\$ -	\$ 1,746.00	0%	0%
<b>PROJECT TOTAL:</b>	<b>\$91,751.00</b>	<b>\$2,497.50</b>	<b>\$40,957.50</b>	<b>\$43,455.00</b>	<b>\$48,296.00</b>	<b>47%</b>	<b>47%</b>

Authorized Budget: \$ 91,751.00  
 Authorized Amount Remaining: \$ 48,296.00

Amount This Invoice: \$ 2,497.50  
 Amount Previously Invoiced: \$ 40,957.50  
 Total Billed to Date: \$ 43,455.00

Activity This Period	
<b>Task 4:</b>	Attendance at comment review meeting, discuss alternative options for project phasing and constructability, prepare scope of services for Cowlitz extension, revise 40% plans to account for changes in project limits



"Providing the freedom to act and change"

**Leeway Engineering Solutions LLC**  
12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

## INVOICE

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 419  
**Project Invoice:** 5  
**Invoice Date:** 10/7/2021

**Mr Mike Peebles, PE**  
OTAK, Inc.  
808 SW Third Avenue  
Portland, OR 97204-2426

**Invoice for activity between 8/28/2021 through 10/1/2021**

Leeway Project Manager: Robert Lee      rob.lee@leewayengineeringsolutions.com

**Labor, Subconsultants and Other Expenses Summary (per attached Billing Support Schedule)**

Labor	\$3,248.00
Subconsultants and Other Expenses	\$3,862.90
<b>Invoice Total</b>	<b>\$7,110.90</b>

**Summary of Account**

Previous Balance	\$45,064.34	Invoiced to Date	\$60,676.27
Payments Since Last Invoice	\$0.00	Payments to Date	\$8,501.03
<b>Balance Forward</b>	<b>\$45,064.34</b>	<b>Total Balance Due*</b>	<b>\$52,175.24</b>
		Total Project Budget	\$233,214.00
		<b>Remaining Budget</b>	<b>\$172,537.73</b>

*\* Note that the total balance due does not reflect payments received after invoice date.*

Please remit to Leeway Engineering Solutions LLC  
12597 NW Majestic Sequoia Way Portland, Oregon 97229



"Providing the freedom to act and change"

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**INVOICE**

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**Billing Support Schedule**

**Task 4 - Road and Utility Extensions: Preliminary Design (30%)**

**Subtask 4.1 Development of 30% Roll-Map Plans**

**Labor**

Staff	Role	Rate	Hours	Cost
Lul Kidane	Staff Engineer	\$109.00	0.5	\$54.50
Robert Lee	Principal Engineer	\$234.00	10	\$2,340.00
Yarrow Murphy	Senior Engineer	\$179.00	1.5	\$268.50
<b>Labor Subtotal</b>			<b>12</b>	<b>\$2,663.00</b>

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Mileage for Site Visit (R. Lee, 9/22/21)	\$0.56	91	miles	\$50.96

**Subconsultants and Expenses Subtotal** \$50.96

**Subtask 4.1 Subtotal** \$2,713.96

**Subtask 4.3 Lift Station Relocation Analysis**

**Labor**

Staff	Role	Rate	Hours	Cost
Robert Lee	Principal Engineer	\$234.00	2.5	\$585.00
<b>Labor Subtotal</b>			<b>2.5</b>	<b>\$585.00</b>

**Subtask 4.3 Subtotal** \$585.00

**Task 4 Subtotal** \$3,298.96



*"Providing the freedom to act and change"*

**Leeway Engineering Solutions LLC**  
12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 419  
**Project Invoice:** 5  
**Invoice Date:** 10/7/2021

**Billing Support Schedule**

**Task 5 - Road and Utility Extensions: Final Design (90% and Final PS&E)**

**Subtask 5.1 90% and Final PS&E**

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Grayling Inv#365 work in Sept - 90% Final PS&E	\$2,785.37	1.05	multiplier	\$2,924.64
<b>Subconsultants and Expenses Subtotal</b>				<b>\$2,924.64</b>
<b>Subtask 5.1 Subtotal</b>				<b>\$2,924.64</b>

**Subtask 5.3 Lift Station Design Documents**

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Grayling Inv#365 work in Sept - 90% Final PS&E	\$845.05	1.05	multiplier	\$887.30
<b>Subconsultants and Expenses Subtotal</b>				<b>\$887.30</b>
<b>Subtask 5.3 Subtotal</b>				<b>\$887.30</b>
<b>Task 5 Subtotal</b>				<b>\$3,811.94</b>

Invoice Total Labor Hours	14.5
Invoice Labor Total	\$3,248.00
Invoice Expenses Total	\$3,862.90
<b>Invoice Total</b>	<b>\$7,110.90</b>

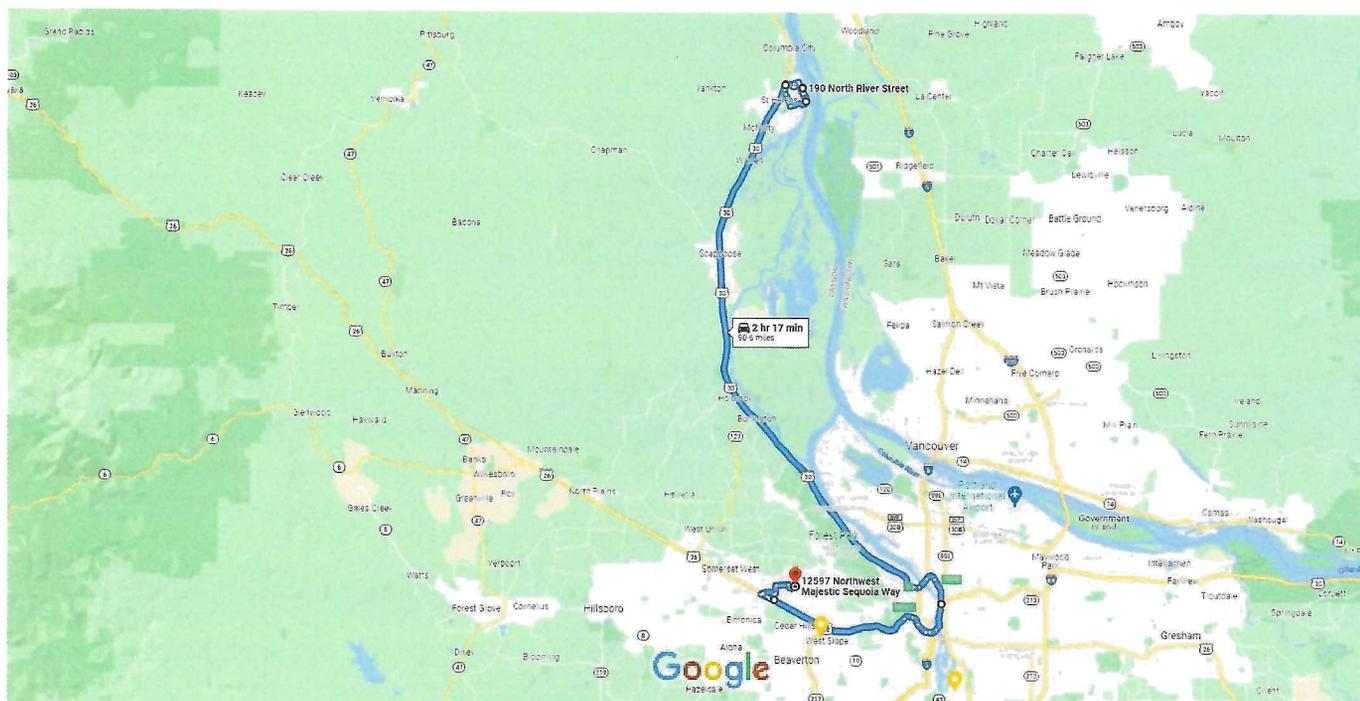
LEEWAY EMPLOYEE EXPENSES

Employee Name: Robert Lee  
 Pay Period: September 25, 2021 to October 08, 2021

ID	Project	Phase	Phase Description	Project Title	Date	Reimbursement Requested <sup>1</sup>	Expense Description <sup>2</sup>	Quantity /Markup	Unit	Unit Cost <sup>3</sup>	Total Cost	Receipt (link or attach to pdf)
2	#####	3	Alignment Alternatives	St Helens 1st/Strand Street (P-525 PSA)	9/22/2021	Yes	Site Visit to St. Helens	91.00	miles	\$ 0.56	\$ 50.96	
3											\$ -	
4											\$ -	
5											\$ -	
6											\$ -	
7											\$ -	
8											\$ -	
9											\$ -	
10											\$ -	
11											\$ -	
12											\$ -	
13											\$ -	
14											\$ -	
15											\$ -	
<b>Total Expenses for PP</b>											\$ 74.48	
<b>Total Reimbursement Request</b>											\$ 74.48	
<b>Total Project Expenses</b>											\$ 50.96	



12597 NW Majestic Sequoia Way to 12597 NW Majestic Sequoia Way Drive 90.6 miles, 2 hr 17 min



Map data ©2021 Google 2 mi



via US-30 W

2 hr 17 min

2 hr 17 min without traffic

90.6 miles

⚠ This route has restricted usage or private roads.

### Explore 12597 NW Majestic Sequoia Way

Restaurants Hotels Gas stations Parking Lots More

**Grayling Engineers**

654 Officers Row  
Vancouver, WA 98661 US  
360.347.6399  
billing@graylingeng.com  
www.graylingeng.com



# INVOICE

**BILL TO**

Leeway Engineering Solutions  
12597 NW Majestic Sequoia  
Way  
Portland, OR 97229

**INVOICE #** 365**DATE** 09/30/2021**DUE DATE** 10/30/2021**TERMS** Net 30

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CATEGORY	DESCRIPTION	QTY	RATE	AMOUNT
Service	5.1 90% and Final PS&E, Senior Engineer	2	204.76	409.52
Service	5.1 90% and Final PS&E, Design Engineer III	1.40	151.43	212.00
Service	5.1 90% and Final PS&E, Design Engineer I	0.20	104.76	20.95
Service	5.1 90% and Final PS&E, CAD / GIS	22.50	95.24	2,142.90
Service	5.3 90% and Final PS&E, Senior Engineer	2.50	204.76	511.90
Service	5.3 Lift Station Design Documents, Design Engineer III	2.20	151.43	333.15

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1st and Strand Streets, Road and Utility Extensions

BALANCE DUE

**\$3,630.42**

**I N V O I C E**OTAK  
808 SW Third Avenue, Suite 300  
Portland, OR 97204

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**INVOICE NUMBER:** 13083  
**INVOICE DATE:** 10/31/2021  
**PROJECT:** SHS-21014 City of St. Helens - 1st and Strand Street  
 Professional services through 10/25/2021
 

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	<b>HOURS/ UNITS</b>	<b>RATE</b>	<b>BILLED</b>
<b>Task 4 Preliminary Design</b>			
Landscape Architect	16.50	\$106.00	\$1,749.00
Principal	2.50	\$210.00	\$525.00
<b>Subtotal:</b>			<b>\$2,274.00</b>
<b>Task 5 Final Design</b>			
Landscape Architect	5.75	\$106.00	\$609.50
Landscape Designer	15.00	\$90.00	\$1,350.00
<b>Subtotal:</b>			<b>\$1,959.50</b>
<b>Task 4 Road &amp; Utility Ext - PD 30%</b>			
Principal	1.00	\$210.00	\$210.00
Principal	1.25	\$210.00	\$262.50
Landscape Designer	21.00	\$90.00	\$1,890.00
Project Manager	20.75	\$115.00	\$2,386.25
<b>Subtotal:</b>			<b>\$4,748.75</b>
<b>TOTAL THIS INVOICE:</b>			<b>\$8,982.25</b>

<b>MAXIMUM FEE:</b>	<b>AMOUNT BILLED TO DATE:</b>
\$138,415.00	\$60,743.00



**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO OWNER: **City of Saint Helens**  
 Address 264 Strand Street, St. Helens, OR 97051  
 FROM CONTRACTOR: **Edge Development**  
 2233 NW 23rd Ave., Suite100, Portland, OR 97210  
 PROJECT: **Campbell Park**  
 Address 150 McMichael Street

C/O	Brief Description	Date	Amount
1	CO #01: Fencing around Tennis and Pickelball courts	1/0/1900	104,580.00
2	CO #02:	1/0/1900	-
3	CO #03:	1/0/1900	-
4	CO #04:	1/0/1900	-
5	CO #05:	1/0/1900	-
6	CO #06:		
7	CO #07:		
8	CO #08:		
9	CO #09:		
10	CO #10:		
11	CO #11:		
12	CO #12:		
Total			\$104,580.00
Net			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Edge Development**

By: Dave Didier Date: 12-03-2021  
 Dave Didier, Dir. Of Construction

**AIA G702**

Continuation Sheet, G703, is attached.

APPLICATION NO.: **3**  
 FOR THE PERIOD ENDING: 11/30/2021  
 CONTRACT DATE: 6/17/2021

Distribution to:  
 OWNER  
 CONTRACTOR

1. ORIGINAL CONTRACT SUM.....	\$	291,535.00
2. Net change by CHANGE ORDERS.....	\$	\$104,580.00
<b>3. Contingency</b> .....	\$	20,121.00
<b>CONTRACT SUM TO DATE (Line 1 + 2).....</b>	\$	<b>416,236.00</b>
4. TOTAL COMPLETED AND STORE TO DATE.....	\$	358,917.66
5. RETAINAGE.....	\$	17,612.40
6. TOTAL EARNED LESS RETAINAGE.....	\$	341,305.26
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT....	\$	221,609.54
8. CURRENT PAYMENT DUE.....	\$	137,308.13
8a. CURRENT RETAINAGE.....	\$	6,831.25
<b>8b. CURRENT PAYMENT DUE LESS RETAINAGE.....</b>	\$	<b>130,476.88</b>
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$	74,930.74

**APPROVED FOR PAYMENT**

INIT DATE  
 \_\_\_\_\_ ACCOUNTS PAYABLE \_\_\_\_\_  
 \_\_\_\_\_ FINANCE \_\_\_\_\_  
MZ SUPERVISOR 12/7/2021

704-000-53027

**CONTINUATION SHEET**

AIA G703

Exhibit D

Project: Campbell Park

APPLICATION NO:

3



APPLICATION DATE: 12/1/2021

PERIOD TO: 11/30/2021

BUILDING AREA:                     

A ITEM NO.	B DESCRIPTION OF WORK Campbell Park APP# 3	C SCHEDULED VALUE REVISED (AUTO CALC)	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE TO DATE (G x K)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
<b>01 General Conditions</b>									
01.100	01 General Conditions	\$ 4,751	4,376.00	375.00		4,751.00	100%	-	237.55
01.120	BOND/LIABILITY INSURANCE	\$ 4,884	4,884.00			4,884.00	100%	-	-
<b>Sub Section TOTAL:</b>		<b>9,635.00</b>	<b>9,260.00</b>	<b>375.00</b>	<b>-</b>	<b>9,635.00</b>		<b>-</b>	<b>237.55</b>
<b>01 General Conditions (Services)</b>									
01.711	PROJECT MANAGEMENT	\$ 6,375	5,375.00	1,000.00		6,375.00	100%	-	318.75
01.712	ON-SITE SUPERVISION	\$ 9,946	7,750.00	1,000.00		8,750.00	88%	1,196.00	437.50
01.713	OFFICE SUPPORT	\$ 1,913	1,413.00	250.00		1,663.00	87%	250.00	83.15
<b>Sub Section TOTAL:</b>		<b>18,234.00</b>	<b>14,538.00</b>	<b>2,250.00</b>		<b>16,788.00</b>		<b>1,446.00</b>	<b>839.40</b>
<b>02 Sitework</b>									
02.100	02 Sitework	\$ 48,050.00	48,050.00			48,050.00	100%	-	2,402.50
02.200	COURT SURFACE	\$ 118,747.00		73,370.00		73,370.00	62%	45,377.00	3,668.50
02.300	FENCING AND GATES	\$ 104,580.00	43,950.00	60,630.00		104,580.00	100%	-	5,229.00
<b>SECTION TOTAL:</b>		<b>271,377.00</b>	<b>92,000.00</b>	<b>134,000.00</b>	<b>-</b>	<b>226,000.00</b>		<b>45,377.00</b>	<b>11,300.00</b>
<b>03 Concrete</b>									
03.100	03 Concrete	104,709.00	104,709.00			104,709.00	100%	-	5,235.45
<b>SECTION TOTAL:</b>		<b>104,709.00</b>	<b>104,709.00</b>	<b>-</b>	<b>-</b>	<b>104,709.00</b>		<b>-</b>	<b>5,235.45</b>
<b>SECTION TOTAL:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>CONSTRUCTION SUB-TOTAL:</b>		<b>403,955.00</b>	<b>220,507.00</b>	<b>136,625.00</b>	<b>-</b>	<b>357,132.00</b>	<b>88%</b>	<b>46,823.00</b>	<b>17,612.40</b>
00.170	GC OVERHEAD:	\$ -				-	0%	-	-
990.000	CAT TAX @ .50%	2,019.78	1,102.54	683.13	-	1,785.66		234.12	
<b>CONSTRUCTION TOTAL (CARRY TO G702):</b>		<b>405,974.78</b>	<b>221,609.54</b>	<b>137,308.13</b>	<b>-</b>	<b>358,917.66</b>	<b>88%</b>	<b>47,057.12</b>	<b>17,612.40</b>
00.000	CONTINGENCY: Available to Move to Item Codes Above	12,281.00	-			-	0%	12,281.00	
<b>CONSTRUCTION TOTAL</b>		<b>418,255.78</b>	<b>221,609.54</b>	<b>137,308.13</b>	<b>-</b>	<b>358,917.66</b>	<b>86%</b>	<b>59,338.11</b>	