

N. Vernonia Rd. Sidewalks Construction Engineering Services

Statement of Work for Professional Services

PROJECT DESCRIPTION

The City of St. Helens is adding separated sidewalks to both sides of N. Vernonia Road to connect residential developments, from Oakwood Dr. to the north and MacArthur St. to the east to Campbell Park. The length of project is approximately 2200 feet. A storm drain system is not part of this project. Currently pedestrians walk along the side of the road and cut through a vacant lot to access the park. This project will provide a pedestrian safe place to walk along N. Vernonia Road and provide access to the Campbell Park.

1. WORK DELINEATION

Tasks Provided by City:

- Project management of overall project
- Approving requests for overrun or increase in project authorization
- Providing access to City-owned property and easements
- Review and comment on submittals
- Provide Consultant with existing project information
- Providing Consultant with Rights of Entry
- Oversee traffic control work

Consultant shall provide all labor, equipment, and materials to provide the Services as outlined in this SOW.

2. WORK TASKS

Task CE1 Project Management and Coordination

Task CE1.1 Project Management

Consultant shall provide project management throughout the duration of the project. This includes the work necessary to guide and direct Consultant's overall processes and Consultant's project team. Consultant shall manage the Consultant's production efforts including administering the contract, monitoring progress, and directing Consultant's quality control activities.

The level of effort for this contract is assumed to be 4 months.

Production Management

Consultant shall provide leadership, direction, and control of the Consultant's production efforts. Consultant shall:

- Program, coordinate, and supervise Consultant's project work.

- Direct Consultant's project team with regard to overall project activities and team meetings.
- Maintain liaison and coordination between Consultant, City, and staff.

Contract Administration

Consultant shall provide day-to-day administration of Consultant's project contract. Consultant shall:

- Monitor Consultant's project budgets and costs.
- Prepare invoices and backup data.

Task CE1.1 Consultant Deliverables

- Monthly invoice and back up data
- Monthly progress report

Task CE2 Construction and Work Zone Monitoring and Inspection

Task CE2.1 Construction Inspection

Consultant shall observe construction activities related to sidewalk construction and require compliance with the construction contract documents. Consultant shall provide inspection concurrent with Construction Contractor's operation. Consultant shall coordinate as needed with the Construction Contractor to ensure on-site inspections are coordinated with the construction schedule. Consultant shall prepare Daily Progress Report of Construction Contractor's project activity for each day the Consultant is on-site and take digital photos of the Construction Contractor's work throughout the project duration. Consultant shall submit Daily Progress Reports and digital photos on a schedule agreed upon by the Consultant and City.

Onsite construction activities, including travel time will require up to 8-hours/week for one inspector.

The City has an inspection supervisor assigned to the project who is available to the consultant inspector for questions and consultation. The consultant inspector is expected to have weekly contact with the inspection supervisor to keep the consultant inspector advised on the progress of the project construction. The consultant inspector will inform the inspection supervisor of any deviation from the plans or problems that arise during the construction of the bridge.

Task CE2.1 Consultant Deliverables

- One (1) electronic copy of complete "as-constructed" contract drawings to the City. Within 90 days after all contract related work and final inspection of the project.
- Daily Inspection Summary (email form) for each week on site

3. DELIVERABLES

Project Deliverables:

The following table lists deliverables and anticipated submittal dates for this project. The numbers of copies and submittal dates are only an estimate and shall be confirmed by Contractor in coordination with City.

TASK	DELIVERABLE	DUE DATE	FORMAT
CE1.1	Monthly Invoice and Backup Data	Monthly	.pdf

TASK	DELIVERABLE	DUE DATE	FORMAT
CE2.1	"As-Constructed" drawings	Within 90 days of final inspection	.pdf
CE2.1	Weekly Inspection Summary	Weekly, as on site	email

CONTRACTOR:
DAVID EVANS AND ASSOCIATES, INC.

Signature Paul Tappana
Name Paul Tappana, P.E.
Title Associate
Date 12/10/2020

AGENCY:
CITY OF ST. HELENS

Signature _____
Name _____
Title _____
Date _____

Schedule A Engineering Services

DAVID EVANS AND ASSOCIATES												City of St. Helens					
Fee Estimate												N. Vernonia Rd. Sidewalks					
Construction Engineering Services												(See bottom right for classification descriptions)					
		Name	Tapanna	Bortvedt	Imamura			Berger			Reynoldo		Labor	Non-Labor		Task	
Task No.	Task Description	Classifi	PM	PJEN	PJEN	PJEN	PJEN	DRFT	SPEC	OFFC	OFFC	Total Hrs	Total	Expenses	Sub-Consultants	Total	
Task CE1	Project Management & Coordination		6								24	30	\$3,496			\$3,496	
CE1.1	Project Management		6								24	30	\$3,496			\$3,496	
Task CE2	Construction and Work Zone Monitoring and Inspection		18	128	16			24				186	\$22,097	\$632		\$22,729	
CE2.1	Consultation Inspection		18	128	16			24				186	\$22,097	\$632		\$22,729	
TOTAL - NON-CONTINGENCY TASKS			24	128	16			24			24	216	\$25,593	\$632		\$26,225	
Total Hours			24	128	16			24			24	216	PIC - Principal In-Charge PM - Project Manager OENG - Ofc Eng/Planner/Environmental Spec. PJEN - Project Engineer/Planner/Environmentalist DENG - Design Eng/Planner/Environmentalist SCPJM - Senior Construction Project Manager SPEC - Specification Writer PSVR - Project Surveyor 2PER - 2-Person Survey Crew STECH - Sr. Technician/Draftsman DRFT - Technician/Draftsman OFFC - Office Administration				
Billing Rate			\$173.48	\$110.48	\$129.52			\$115.01			\$102.30						
Labor Totals			\$4,163.	\$14,142.	\$2,072.			\$2,760.			\$2,455.						
												Total Labor					\$25,593
												Direct Non-Labor					\$632
												Sub-Consultants					
Subconsultants												Total Non-Labor	\$632				
NA												Total Estimate:	\$26,225				
Expenses																	
Mileage (60 miles / round trip, Portland to St. Helens): 18 trips x 60 miles x \$0.585 / mile = \$632																	
TOTAL NOT TO EXCEED												\$26,225					



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/1/2021

11/20/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME: PHONE (A/C. No. Ext): E-MAIL ADDRESS:		FAX (A/C. No):
	INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Company INSURER B: The Cincinnati Insurance Company INSURER C: Continental Casualty Company INSURER D: American Guarantee and Liab. Ins. Co. INSURER E: American Zurich Insurance Company INSURER F:		NAIC # 16535 10677 20443 26247 40142
INSURED 1330770 DAVID EVANS AND ASSOCIATES, INC. 2100 S RIVER PARKWAY, SUITE 100 PORTLAND OR 97201			

COVERAGES DEAIN01 - MAIN **CERTIFICATE NUMBER:** 16621116

REVISION NUMBER: XXXXXXXX

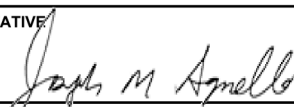
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	GLO9830389	12/1/2020	12/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	BAP9830390	12/1/2020	12/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	EXS0596384	12/1/2020	12/1/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ XXXXXXXX
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC9336626	12/1/2020	12/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	PROFESSIONAL LIABILITY	N	N	AEH591924704	12/1/2020	12/1/2021	PER CLAIM \$1,000,000 ANNUAL AGGREGATE \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

R-769; CITY OF ST. HELENS, COLUMBIA BOULEVARD SIDEWALK AND SAFETY IMPROVEMENTS. CITY OF ST. HELENS, ITS OFFICERS, AGENTS AND EMPLOYEES, AND OREGON DEPARTMENT OF TRANSPORTATION ARE ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY AND AUTO LIABILITY, AND THESE COVERAGES ARE PRIMARY, AS REQUIRED BY WRITTEN CONTRACT. THE ADDITIONAL INSURED'S OWN COVERAGE IS EXCESS OF AND NON-DAVID EVANS AND ASSOCIATES, INC. IF REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER
CANCELLATION

16621116 CITY OF ST. HELENS ATTN: CITY ADMINISTRATOR PO BOX 278 ST. HELENS OR 97301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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