

City of St. Helens

AMENDMENT OF PERSONAL SERVICES AGREEMENT

This Amendment is made on May 3, 2023, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Mayer/Reed, Inc.** (“Contractor”).

RECITALS

A. WHEREAS, on or about March 4, 2021, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to 1) prepare full plans, specifications, estimates, permitting, and bid assistance for the Riverwalk Project Phase I and the Columbia View Park Amphitheater, 2) prepare plans, specifications, and estimates for Riverwalk Project Phase II at 30 percent design, and 3) bid assistance and construction management services for Riverwalk Project Phase I and Columbia View Park Improvements; and

B. WHEREAS, Section 2 and Section 4 of the Agreement provides that additional Work Orders may be added to complete the Scope of Work; and

C. WHEREAS, St. Helens and Contractor are mutually preparing for the next phase of the project, which is bidding and construction for the Riverwalk Phase I and Columbia View Park Improvements. The Scope of Work and terms of compensation for the additional rendering is included as **Attachment A**.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The Agreement signed on or about March 4, 2021 shall be amended to include the additional rendering, unless terminated according to the terms of the Agreement.

2. All other terms and conditions of the Agreement shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

CONTRACTOR:

CITY OF ST. HELENS, an Oregon
municipal corporation

MAYER/REED, INC

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

ATTACHMENT A

St. Helens Riverwalk

Work Order 2, Amendment 8 Scope of Work

Task 8: Bid Documents and Bid Assistance

The purpose of this task is to support the city's procurement of a contractor for the Riverwalk construction project. This includes preparation of bid tabulations, attendance at pre-bid meeting, answering questions during bidding, preparing for and attending project groundbreaking, and on-boarding the construction manager.

Task 8.1 Bid Tabulations (All)

- Design Team Project Manager (DPM) will prepare & distribute a bid tabulation template for the project Bid Schedule A (Buy America items) and Bid Schedule B (non-Buy America items).
- Design team will itemize and quantify items within each discipline scope.
- Construction Manager (CM) will review and quality control bid tabulations.

Task 8.2 Pre-Bid Meeting (M/R & Otak)

- Prepare for and facilitate pre-bid meeting and site tour (including agenda and sign-in sheet) and provide meeting notes. (CM will lead, DPM to support review of design)

Task 8.3 Bid Assistance (All)

- Assist with bid inquires and questions. DPM to distribute bid questions to design team and provide responses to the city.
- Assist with development of addenda as needed, up to 3 total addenda. DPM will manage with input from design team.
- The CM will review received bids, prepare comparative bid tabulation, and provide recommendation to award and assist City with award of contract.
- Prepared Conformed Plans and Specifications, incorporating addenda items (if any). The DPM will provide the City with one PDF and three (3) hard copies of the Conformed Plans and Specifications to include any changes to plans and specifications as a result of the written form narrative addenda.

Task 8.4 Groundbreaking Ceremony (All)

- Prepare design posters and construction fencing banners (Mayer/Reed)
 - Includes design for one 4' x 8' construction banner; printed on durable material for outdoor use
 - Includes design for one poster displaying renderings and project information; 3 printed copies of poster on durable material for outdoor use
- Attend groundbreaking ceremony (DPM, PIC, CM, Design Discipline Leads)

Task 8.5 Construction Manager Pre-Construction Activities (Otak)

- Review final contract documents. This activity allows the CM team to familiarize itself with the 100% plans, specifications, and supporting design reports.
- Review any preliminary contractor procedural submittals prior to start of construction phase
- The CM team will review the baseline schedule and determine whether the construction contractor is proceeding in a manner that will result in timely project completion.

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St. Helens Riverwalk

Work Order 2, Amendment 8 Scope of Work

Task 8 Deliverables:

- Bid Tabulations
- Responses to bid inquiries
- Bid addenda, up to 3
- Conformed Plans and Specifications: 1 PDF, 1 half size hard copy, 2 full size hard copies
- Design Posters, 3 copies
- Construction Fence Banner

Task 8 Assumptions & Exclusions:

- City PM organizes pre-bid meeting and distributes meeting notes. CM will provide meeting notes for review and distribution.
- City PM prepares and posts bid package with design team provided plans, specifications (Div 1 & tech specs), and bid tabulations.
- City PM maintains planholders list.

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St. Helens Riverwalk

Work Order 2, Amendment 8 Scope of Work

Task 9: Construction Management & DSDC

The purpose of this task is to provide construction management and inspection services through the duration of the project construction phase. The duration of the on-site construction work is assumed to be 12 months, starting in fall 2023.

This scope of work assumes the roles and responsibilities during construction are as follows:

Role	Responsibilities	Lead
Contract Manager	Signs pay requests Authorizes change orders	City (John)
City Project Manager	Main point of contact Maintains submittal & RFI logs Coordinates bi-weekly OAC meetings Prevailing wage monitoring	City (Jenny)
Construction Manager & Lead Inspector	Attends all bi-weekly OAC meetings (Lead Inspect to attend in person, CM to attend virtually); prepares and distributes meeting notes Coordinates with Secondary Inspector Included on all RFIs & Submittals	Otak
Erosion Control Inspector		City (Alex)
Secondary Inspector	Attends all bi-weekly OAC meetings (in person) Included on all RFIs & Submittals	City (Tim)
Design Team Project Manager	Attends all bi-weekly OAC meetings (virtually) Manages design team invoicing	Mayer/Reed
Design Services During Construction	Reviews & responds to all RFIs & Submittals Attends site visits as needed Prepare as-built drawings	Design Team
Communications	Attends all bi-weekly meetings Site photography	City (Crystal)

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Work included with this task is as follows:

Task 9.1 Project Management (M/R)

- Monthly invoicing
- DPM monthly client progress check-in meetings (up to 12), to confer on project status, consultant budget, and address scope/contracting modifications as needed
- DPM attendance at pre-construction meeting & site walk, in person, to provide overview of project design.
- DPM attendance at bi-weekly OAC meetings, virtually (up to 24).

Task 9.2 Construction Management (Otak)

- The CM will prepare for and attend pre-construction meeting, on site with contractor (including agenda and sign-in sheet) and provide meeting notes.
 - Attendance to include: CM and inspector attend in person; Civil, Architect, and Structural virtual and assumes this will be a one (1) hour meeting with a one (1) hour walk.
- Prepare for and attend Owner/Architect/Contractor (OAC) meetings, in person, 1-hr length (up to 24). The purpose of the OAC meetings is to review project schedule, status of submittals and requests for information (RFIs), review of pending change orders, and construction issues at resolution. The CM will prepare and distribute meeting notes.
 - Regular attendance: Lead Inspector (in person); CM (virtual)
 - Intermittent attendance (virtual): Otak civil (2 meetings), Otak architect (4 meetings), Otak structural (3 meetings)
- Respond to daily construction issues and research with appropriate parties to resolve issues with Contractor.
- Authorize minor variations in the work which do not involve an adjustment in the contractor's contract price nor time for construction.
- Document materials as they are installed and track quantities throughout each month to verify and confirm construction contractor invoices. Provide information to city to use for their estimation of quantities for payment.
- Support the city on contractor-initiated change order requests, up to 12.
- The CM will provide consultation for construction contract administration issues (up to 20 hours).
- The CM will coordinate the interpretation of the construction contract plans and specifications as requested by the city (up to 20 hours).

Task 9.3 Design Services During Construction (All)

- The City PM will manage and coordinate RFI and submittals with support by the CM. Design team will provide responses to RFIs and submittals within the specified time.
- Design team members will attend site visits for construction observation (CO) specific to their discipline. As needed, they will prepare CO reports to capture issues identified and resolutions discussed during site visits. CO reports will be submitted to the CM for distribution to the city and contractor.

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Work Order 2, Amendment 8 Scope of Work

- Assumed quantities of RFIs, submittals and site visits per design discipline are as follows:

Discipline	RFIs	Submittals	Site Visits
Landscape Architecture	35	20	8
Signage	2	4	1
Civil	12	12	2
Structures	12	12	2
Architecture	20	20	5
Lighting	25	7	2

Task 9.4 Interpretive Signage (M/R)

- Develop interpretive content and prepare artwork for pedestrian signage:
 - Includes 1 interpretive pylon panels
 - Includes 2 guardrail mounted interpretive panels
 - Includes 1 volunteer plaque, 1 canoe plaque, 1 dog plaque
- Prepare for and attend meetings to review content with client and other stakeholders.
- Prepare for and attend meetings to coordinate sign fabrication with contractor.

Task 9.5 Construction Inspection (Otak)

- The CM Team will mobilize an inspector on site for the duration of construction to provide site coordination and monitor the performance of the Construction Contractor. The on-site inspector will utilize his/her vehicle but at times may need a place inside city offices to complete necessary paperwork. The CM Team will have inspection staff onsite during all active construction. The CM Team will monitor the Construction Contractor’s quality control process for compliance with the construction contract requirements. The CM Team will prepare daily progress reports of construction for each day consultant team staff are onsite. Photos will be taken daily and kept for review at Otak’s office and placed on the project SharePoint Site or program of the city’s choosing. The CM Team will determine, and document pay quantities for work and materials incorporated into the project to confirm Construction Contractor monthly invoices.
- Should the CM Team discover or believe that any work by the Contractor is not in accordance with the contract for construction, or is otherwise defective, or not conforming to requirements of the contract or applicable rules and regulations, the CM Team will bring this to the attention of the Contractor and the City. The CM Team will there upon monitor the Contractor’s corrective actions and shall advise the City as to the acceptability of the corrective actions.
- This task is on-going throughout the duration of the construction contract. One inspector will be assigned to the project and is assumed two (2) full days/week with ten (10) hours/day and one hour (1) for reporting for the full duration of the project (12 months). The CM Team has included twelve (12) additional inspection days to cover sick leave/holidays/and vacations for city inspectors.
 - The CM Team is assuming that this work will overlap with the 1st/Strand Streets project which is currently using the inspector for two (2) day/week. It is anticipated that the three inspection days on Riverwalk would be on non 1st/Strand inspection days (Tuesdays and Thursdays).
 - It is assumed that one inspector can cover both project inspection duties concurrently.

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Task 9.6 Geotechnical Inspection (NV5)

This task includes geotechnical inspection services to confirm that subsurface conditions are consistent with site explorations and that earthwork activities are conducted in accordance with the intents of the project plans and specifications. Observation will be performed by our qualified geotechnical or geological engineering staff. Specific scope of services is presented as follows:

- Evaluate site stripping of topsoil/root zones.
- Evaluate subgrade preparation before fill is placed.
- Evaluate the placement and compaction of fill materials by performing in situ density testing and/or by observing the contractor's procedures and response of the soil to construction equipment.
- Observe and evaluate on-site trench backfill compaction (if needed).
- Observe subgrade for foundations for the overlook structures.
- Perform the following laboratory tests:
 - Up to two compaction tests on fill material supplied by the contractor.
 - Up to two grain-size analyses on fill material supplied by the contractor.
 - Evaluate footing subgrades and backfill compaction for retaining walls.
- Maintain documentation of the construction activities and provide field reports to members of the design and construction teams.
- Project management services, including review of field reports, phone consultations with field staff and contractors, and correspondence with the design and construction teams.
- Submit a final letter of completion regarding geotechnical-related activities.

The fee estimate for the geotechnical investigation is based on the following assumptions:

- Up to 20 part-time site visits will be required to observe stripping, prepared subgrade, structural fill compaction, foundation subgrade preparation, and retaining wall backfill. We estimate each part-time observation event will take an average of approximately four hours.
- Laboratory testing will include up to two compaction tests on fill material supplied by the contractor and up to two percent fines on fill material supplied by the contractor.
- Project management will be required to schedule and review field reports, have telephone discussions with the project team members, and evaluate special site conditions. Assume eight weeks of active project management will be required.
- Preparation of one final summary letter will be required.

Task 9.7 As-Build Drawings (All)

- The CM will coordinate with the contractor to maintain drawing redlines during construction.
- Design team will use contractor redlines to develop final as-built drawings.
- DPM will coordinate and provide electronic copies of as-builts in AutoCAD and PDF formats, and one hard copy printed on opaque white mylars.

Task 9.8 Final Completion (Otak)

- The CM Team will conduct a final compliance inspection (final walk-through) of the project with city and contractor.
- Create and monitor punch list for construction contractor.
- Deliver project documentation to the city.

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Task 9 Deliverables:

- OAC meeting notes
- RFI and submittal responses
- Geotechnical inspection field reports and test results
- CO reports
- Draft and final interpretive signage artwork
- Final punch list
- As-built drawings: electronic and (1) mylar copy

Task 9 Assumptions & Exclusions:

- The design team assumes the city will:
 - Review construction contractor's subcontracts for conformance to the contract.
 - Perform labor compliance monitoring as required, tracking subcontracts, certified payroll, subcontractor payments, and performing intermittent on-site employee interviews for wage verifications.
- Excludes public outreach events
- City will provide day-to-day management of construction contract
- Excludes energy incentive program assistance.
- Excludes LEED Tracking and Documentation.
- Excludes on-site observation performed at the end of the warranty period.
- City Secondary Inspector will perform utility trench backfill inspection.

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Task 10: Design & Permitting Additional Services

The purpose of this task is to provide design and permitting services for items not covered by the previous amendments but pertain to project needs and client direction to prepare the Riverwalk project for bid.

Task 10.1 Engineering Additional Services (Otak)

- Below is a brief summary of tasks and items that support this request for additional funds to complete the St. Helens Riverwalk Project:
 - Project management: additional meetings and staff coordination due to project extended duration.
 - North Side Gangway: The retaining system on the north side of the gangway that added concrete CIP retaining wall design and drawing modifications for approximately 41-feet in length. This included modifying the surrounding existing structures (adding the micropiles).
 - Overlook Modifications: The modification of the overlook design due to the modification of the assumed OHW, changing it from an eastern cantilever to a southern one. This modified drawings and calculations, and included several virtual meetings.
 - DEQ Updated 1200-C Requirements: Any work within the 50' natural buffer zone of a water of the state requires proposed BMPs be based on calculations of sediment removal efficiency using a predictive model (e.g., RUSLE2). This exercise will include discussions with the DEQ reviewer on results/findings of the model.
 - Manhole Evaluation: Design review to determine if the manholes located in the walkway along the river could be relocated.

Task 10.2 Electrical Engineering Additional Services (PAE)

- The City of St. Helens has requested PAE to document additional audio-visual conduit needs for their stage and remote sound system components at the Riverwalk project. Anticipated PAE scope includes:
 - Additional conduit for AV systems (size and quantity as requested by City's AV vendor).
 - Modifying floorbox size and specifications to accommodate AV provisions (AV vendor to provide all terminations and cabling).
 - Additional AV junction boxes as required to support cord and plug AV devices.
- These changes will be documented with the Permit/Construction set of documents issued in for the project in May 2023.

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St. Helens Riverwalk - Work Order 2, Amendment 8 Fee Proposal

		Mayer/Reed							
		Principal in Charge Jeramie Shane	Project Manager Shannon Simms	Design Lead	Design Support	Visual Communications Kathy Fry	Design Lead	Writer	FIRM TOTAL
		\$228	\$158	\$120	\$95	\$228	\$158	\$85	
Task 8	BID DOCUMENTS & BID ASSISTANCE								
	8.1 Bid Tabulations	1.0	16.0	8.0			1.0		
	8.2 Pre-Bid Meeting		1.0				1.0		
	8.3 Bid Assistance		12.0	8.0	12.0	1.0	3.0		
	8.4 Groundbreaking Ceremony	3.0	6.0			3.0	10.0		
	8.5 CM Pre-Construction Activities								
	Subtotal Hours	4.0	35.0	16.0	12.0	4.0	15.0	0.0	
	Subtotal Fees	\$ 912	\$ 5,530	\$ 1,920	\$ 1,140	\$ 912	\$ 2,370	\$ -	
	Total TASK 8 Fees								\$ 12,784
Task 9	CONSTRUCTION MANAGEMENT								
	9.1 Project Management		75.0						
	9.2 Construction Management								
	9.3 Design Services During Construction	4.0	30.0	40.0	25.0	2.0	16.0		
	9.4 Interpretive Signage Development		2.0			12.0	92.0	40.0	
	9.5 Construction Inspection								
	9.6 Geotechnical Inspection								
	9.7 As-Built Drawings	1.0	4.0	8.0	16.0	1.0	16.0		
	9.8 Final Completion								
	Subtotal Hours	5.0	111.0	48.0	41.0	15.0	124.0	40.0	
	Subtotal Fees	\$ 1,140	\$ 17,538	\$ 5,760	\$ 3,895	\$ 3,420	\$ 19,592	\$ 3,400	
	Total TASK 9 Fees								\$ 54,745
Task 10	DESIGN & PERMIT ADDITIONAL SERVICES								
	10.1 Engineering Additional Services								
	10.2 Electrical Engineering Services								
	Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total TASK 10 Fees								\$ -
	Subtotal								\$ 67,529
	Expenses								\$ 2,500
	Total Fee								\$ 70,029

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		Otak											
		CM Doc Specialist III (Proejct Manager) Mandy Flett	Construction Manager VI Michael Williams	Field Representative V David Brodkey	Civil Engineer IX Keith Buisman	Engineering Designer IV Elizabeth Oberley	Civil Engineer IX Sean Clark	Studio Lead Architect VI Kurt Basford	Architect III Pittsenbarger	Engineering Tech V Jeff Bornsheuer	Engineering Designer IV	Civil Engineer IV	FIRM TOTAL
		\$142	\$220	\$140	\$210	\$125	\$210	\$243	\$146	\$124	\$112	\$145	
Task 8	BID DOCUMENTS & BID ASSISTANCE												
8.1	Bid Tabulations	2	1		2		2		4				
8.2	Pre-Bid Meeting	8.0	2.0		3.0		3.0		3.0				
8.3	Bid Assistance	12.0	1.0		12.0		12.0		12.0	4.0			
8.4	Groundbreaking Ceremony	3							3				
8.5	CM Pre-Construction Activities	8	8	12	2				4				
	Subtotal Hours	33.0	12.0	12.0	19.0	0.0	17.0	0.0	26.0	4.0	0.0	0.0	
	Subtotal Fees	\$ 4,686	\$ 2,640	\$ 1,680	\$ 3,990	\$ -	\$ 3,570	\$ -	\$ 3,796	\$ 496	\$ -	\$ -	
	Total TASK 8 Fees												\$ 20,858
Task 9	CONSTRUCTION MANAGEMENT												
9.1	Project Management												
9.2	Construction Management	160	20	100	9		11		11				
9.3	Design Services During Construction	184			34	64	58	2	115				
9.4	Interpretive Signage Development							2					
9.5	Construction Inspection	40	10	1340					50				
9.6	Geotechnical Inspection												
9.7	As-Built Drawings	6		4	8	20	6		40	32			
9.8	Final Completion	40		44	4		4		24				
	Subtotal Hours	430.0	30.0	1488.0	55.0	84.0	79.0	4.0	240.0	32.0	0.0	0.0	
	Subtotal Fees	\$ 61,060	\$ 6,600	\$ 208,320	\$ 11,550	\$ 10,500	\$ 16,590	\$ 972	\$ 35,040	\$ 3,968	\$ -	\$ -	
	Total TASK 9 Fees												\$ 354,600
Task 10	DESIGN & PERMIT ADDITIONAL SERVICES												
10.1	Engineering Additional Services	11			1		16				2	32	
10.2	Electrical Engineering Services												
	Subtotal Hours	11.0	0.0	0.0	1.0	0.0	16.0	0.0	0.0	0.0	2.0	32.0	
	Subtotal Fees	\$ 1,562	\$ -	\$ -	\$ 210	\$ -	\$ 3,360	\$ -	\$ -	\$ -	\$ 224	\$ 4,640	
	Total TASK 10 Fees												\$ 9,996
	Subtotal												\$ 385,454
	Expenses												\$ 1,000
	Total Fee												\$ 386,454

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		P&E					
		PM-Engineer of Record / Robert Smith	Electrical Lead / Marcus Korotkih	Electrical Support Engineer/ Andrew Yamada	Project Coordinator / Valerie Gonzalez	BIM+CAD Coordinator/Jacqueline Ruiz	FIRM TOTAL
		\$275	\$180	\$160	\$140	\$140	
Task 8	BID DOCUMENTS & BID ASSISTANCE						
8.1	Bid Tabulations	2.0	2.0		2.0		
8.2	Pre-Bid Meeting						
8.3	Bid Assistance	3.0	9.0	3.0	3.0	1.0	
8.4	Groundbreaking Ceremony	2.0					
8.5	CM Pre-Construction Activities						
	Subtotal Hours	7.0	11.0	3.0	5.0	1.0	
	Subtotal Fees	\$ 1,925	\$ 1,980	\$ 480	\$ 700	\$ 140	
	Total TASK 8 Fees						\$ 5,225
Task 9	CONSTRUCTION MANAGEMENT						
9.1	Project Management						
9.2	Construction Management						
9.3	Design Services During Construction	4	47	64	34		
9.4	Interpretive Signage Development						
9.5	Construction Inspection						
9.6	Geotechnical Inspection						
9.7	As-Built Drawings		2	4	4	8	
9.8	Final Completion						
	Subtotal Hours	4.0	49.0	68.0	38.0	8.0	
	Subtotal Fees	\$ 1,100	\$ 8,820	\$ 10,880	\$ 5,320	\$ 1,120	
	Total TASK 9 Fees						\$ 27,240
Task 10	DESIGN & PERMIT ADDITIONAL SERVICES						
10.1	Engineering Additional Services						
10.2	Electrical Engineering Services	1	8				
	Subtotal Hours	1.0	8.0	0.0	0.0	0.0	
	Subtotal Fees	\$ 275	\$ 1,440	\$ -	\$ -	\$ -	
	Total TASK 10 Fees						\$ 1,715
	Subtotal						\$ 32,465
	Expenses						\$ 100
	Total Fee						\$ 32,565

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		NV5					
		Staff Engineer	Project Engineer	Principal Engineer	Admin	Lab and Equipment	FIRM TOTAL
		\$121	\$164	\$224	\$77	\$1,114	
Task 8	BID DOCUMENTS & BID ASSISTANCE						
8.1	Bid Tabulations						
8.2	Pre-Bid Meeting						
8.3	Bid Assistance						
8.4	Groundbreaking Ceremony						
8.5	CM Pre-Construction Activities						
	Subtotal Hours	0.0	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total TASK 8 Fees					\$ -	
Task 9	CONSTRUCTION MANAGEMENT						
9.1	Project Management						
9.2	Construction Management						
9.3	Design Services During Construction						
9.4	Interpretive Signage Development						
9.5	Construction Inspection						
9.6	Geotechnical Inspection	80	9	3	4	1	
9.7	As-Built Drawings						
9.8	Final Completion						
	Subtotal Hours	80.0	9.0	3.0	4.0	1.0	
	Subtotal Fees	\$ 9,680	\$ 1,476	\$ 672	\$ 308	\$ 1,114	
	Total TASK 9 Fees					\$ 13,250	
Task 10	DESIGN & PERMIT ADDITIONAL SERVICES						
10.1	Engineering Additional Services						
10.2	Electrical Engineering Services						
	Subtotal Hours	0.0	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total TASK 10 Fees					\$ -	
	Subtotal					\$ 13,250	
	Expenses					\$ 1,000	
	Total Fee					\$ 14,250	