

**FOURTH 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 15th day of April 2026, 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. On September 4, 2024, Amendment No.1 was added to the Contract to provide preliminary design for the capacity upgrades to Sewer Pump Station No. 7, identified in the current Wastewater Master Plan (WWMP).
- C. On December 17, 2025, Amendment No. 2 extended the contract expiration date to December 31, 2026.
- D. On January 21, 2026, Amendment No. 3 expanded the contract to advance the design of the Sewer Pump Station No. 7 capacity upgrades to the 60% design level.
- E. The City desires to retain the services of the Contractor to provide construction phase engineering services for the project and the Contract has provided Amendment No. 4 Scope of Work, which has been reviewed and accepted by the City staff.

**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. 4 shall be a not to exceed amount of \$405,776.00.
- 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 April 2026.

**Contractor**

  
\_\_\_\_\_  
Date: 4/2/2026

**City**

\_\_\_\_\_  
Jennifer Massey, Mayor  
Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Kathy Payne, City Recorder

## AMENDMENT 4

# 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) between the City of St. Helens (City) and Consor North America, Inc. (Consultant) and prior amendments.

### Introduction

Amendment 4 includes additional work associated with the following items:

- Perform construction phase engineering services for the Basin 4 and Basin 6 capacity improvements project.

### Background

As part of the City's project to improve wastewater collection capacity, improvements to Basins 4 and 6 have been designed by the Consultant and are anticipated to advertise for construction in Quarter 1 of 2026. Additional work under this contract includes improvements to Basin 5 and 60 percent design of Pump Station 7. Final design of the Basin 5 improvements will occur following the completion of Basin 4 and Basin 6 construction. Pump Station 7 final design and construction will occur as funding becomes available. This amendment only includes construction phase engineering services for Basin 4 and Basin 6 improvements.

### General Assumptions

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

- Amendment 4 includes construction phase engineering services for Basin 4 and Basin 6 improvements only.
- The City of St. Helens will serve as the Project Manager for the project and will be the primary point of contact with the Contractor. All communications between the Contractor and the Consultant will be coordinated through the City unless otherwise directed by the City.
- Daily construction inspection services will be provided by a third-party inspector under a separate contract with the City. The Consultant's services do not include full-time construction inspection, materials testing, or Contractor supervision.
- Construction staking and layout will be completed by the Contractor.

- Construction is assumed to last 24 months.

## Scope of Services

The Consultant will perform the following services.

### Task 9 – Construction Phase Services

#### Objective

To provide engineering services during construction of the project. It is assumed that the project will be designed and constructed through a design/bid/build process with a single construction contract.

#### Activities

##### *9.1 Project Management and Coordination During Construction*

###### *9.1.1 Progress Reports and Invoices*

- Monitor and manage the activities of the construction phase services task with respect to budget, schedule, and contractual obligations.
- Review and process subconsultant invoices and incorporate subconsultant fees into the Consultant's invoices.
- Prepare monthly invoices and progress reports during construction.

###### *9.1.2 Coordination and Consultation with Construction Management Team*

Consultant will coordinate with the City/construction management team regarding incoming RFIs, submittals, change orders, construction schedule, design intent, permit requirements, geotechnical clarification, and other information needs.

###### *9.1.3 Design Team Coordination*

Consultant will coordinate with staff and subconsultants on information requests from the construction management team and assign and monitor tasks to the appropriate team members. Conduct internal meetings as appropriate to monitor the progress of the work.

#### Task 9.1 Deliverables

- Monthly progress reports and invoices. Monthly progress report will include RFIs received and responded to; Submittals reviewed; Change order reviews; Design clarifications issued; and upcoming design issues requiring coordination.

#### Task 9.1 Assumptions

- Construction will last 24 months.
- City will provide construction contract administration/construction management.
- City will be the primary contact with the construction contractor. Consultant team will coordinate with the City.

- One hour per week of coordination and consultation with the construction management team is assumed for the duration of construction (104 weeks).

## 9.2 Pre-Construction Services and Meetings

### 9.2.1 Construction Contract Review

Assist the City with review of contract documents, bonds, and insurance prior to execution of the construction contract.

### 9.2.2 Pre-Construction Meeting

Consultant will attend the pre-construction meeting and present key design elements, critical constraints, and permitting requirements for the project.

### 9.2.3 Construction Meetings.

Key design team staff will attend weekly construction meetings as advised by the Construction Management team or City staff. Consultant will review Contractor's baseline construction schedule for general conformance with sequencing assumptions used in the design.

## Task 9.2 Deliverables

- Summary of contract document review findings in electronic format.

## Task 9.2 Assumptions

- Consor will provide a general review of the contract documents, bonds, and insurance forms for compliance with the bid documents. The City's legal representative will review the documents for legal and insurance compliance.
- Construction management team will prepare agendas, coordinate meetings, and distribute meeting notes to attendees following the meetings.
- For budgeting purposes, the pre-construction meeting is assumed to held in-person in St. Helens.
- Two Consor Staff members will attend the pre-construction meeting (four (4) hours including travel time).
- Weekly construction meetings will be held virtually.
- One design team member will attend one-hour weekly construction meetings for the duration of construction (104 hours).
- Consultant will prepare design clarification sketches or Engineer's Supplemental Instructions as required to clarify the contract documents. (Assume up to seven (7) design changes as authorized by the City).

## 9.3 Design Team Site Visits

- Key members of the design team will make site visits during critical activities, as requested by the construction management team or City.

- Consultant's subconsultant, AKS, will provide arborist inspections during construction as requested by the City of as specified on the Tree Protection Plan.
- Consultant's subconsultant, Shannon & Wilson, will perform up to four (4) site visits during construction to observe subgrade preparation, earthwork operations, shoring systems, and/or backfill activities.

### Task 9.3 Deliverables

- Site visit observation report documenting conditions, activities, and summary of discussions and issues noted. Report shall include date and purpose of visit, work activities observed, observed deviations from contract documents, and recommendations or follow-up items.
- AKS will provide inspection reports following each inspection and a final report determining the severity of impacts to Tree #30074.

### Task 9.3 Assumptions

- Ten (10) Consultant site visits at six (6) hours per visit, including travel time.
- Three (3) arborist site visits for AKS.
- Four (4) geotechnical site visits for Shannon & Wilson.

### 9.4 Submittal Review

Review technical submittals and shop drawings for conformance with the contract documents and design intent.

### Task 9.4 Deliverables

- Technical submittal reviews with flysheet summarizing consultant comments sent to construction management team for routing and distribution.

### Task 9.4 Assumptions

- Submittal reviews will be completed within fourteen (14) calendar days of Consultant's receipt of submittals.
- For budgeting purposes, the Consultant assumes the Contractor will provide up to 70 individual submittals for review, each requiring an average of 2-4 hours for review. The Consultant further assumes approximately half of the original submittals will require a resubmittal and an additional 1-2 hours for each resubmittal review.
- The construction management team will maintain the project submittal log.

### 9.5 Requests For Information (RFI) Review

Review and respond to the Contractor's Requests for Information (RFIs), and issue necessary clarifications or interpretations of the Contract Documents.

### Task 9.5 Deliverables

- RFI responses with flysheet summarizing Consultant's response.

- For RFIs requiring design revisions of plan sheets, draft and full-size PDFs of the revised sheets will be provided.

### Task 9.5 Assumptions

- RFI responses will be completed within four (4) working days of Consultant's receipt of RFI. Additional response time may be necessary depending on the complexity of the required clarification.
- For budgeting purposes, the Consultant assumes the Contractor will submit up to 40 RFIs, each requiring up to 8 hours for review.
- The construction management team will maintain the project RFI log.
- If a RFI results in a required design modification, the Consultant will notify the City and provide recommendations for addressing the issue through a design clarification, supplemental sketch, or change order.

### 9.6 Change Order Review

The Consultant will review and provide recommendations for official response to the Contractor's requests for Contract Change Orders.

### Task 9.6 Deliverables

- Change Order review summaries with recommendations in electronic format.

### Task 9.6 Assumptions

- The Consultant will review up to 20 Change Order proposals, each requiring up to 10 hours for review.
- The Consultant will provide recommendations to the City for Change Order proposals and the City will make the final decision on acceptance of Change Order proposals.

### 9.7 Post-Construction Documentation

#### 9.7.1 Environmental Permitting Compliance Documentation

AKS will complete required construction documentation per US Army Corps of Engineers (USACE) Permit #NWP-2025-323 and Oregon Department of State Lands (DSL) Permit #65783-GA. This includes:

- One (1) post-construction site visit to document permit compliance.
- Preparation and submittal of the required Action Completion Form and Compliance Certification Form once construction is completed.
- Preparation and submittal of a Rectification Monitoring Report, as required by DSL, to demonstrate as-built conditions and discuss any variation from the approved plans. The report must be submitted to DSL within 90 days of construction completion. The report must include:
  - Cover sheet with required information
  - Description of any deviation in the temporary impact size or locations. Deviation will require submittal of a scaled drawing or map that illustrates the deviation area(s).

- Description of any deviation to the restoration of preconstruction grades or revegetation.
- Wetland data sheets to document that the wetland area temporarily impacted by the project meets wetland criteria.
- Representative photographs (with photo point locations illustrated) clearly showing conditions with the rectification areas.

### 9.7.2 *Substantial Completion Walkthrough*

Consultant will attend the substantial completion walkthrough to assist in identifying incomplete work or deficiencies.

### 9.7.3 *Record Drawings*

Develop contract record drawings in electronic format based on field changes documented over the course of construction.

#### Task 9.7 Deliverables

- Permit compliance documentation in electronic format.
- Notes from the Substantial Completion Walkthrough in electronic format.
- Draft Record Drawings in electronic PDF format.
- Final Contract Record Drawings in AutoCAD, full-size mylar, and electronic PDF formats.

#### Task 9.7 Assumptions

- Record Drawings will be prepared based on red-line mark-ups developed by the construction contractor and inspector, and as-built survey provided by the Contractor.
- The Substantial Completion Walkthrough will take up to two days. The City will compile notes from the Substantial Completion Walkthrough and will prepare the Punch List.
- As-constructed survey is not included in the Consultant's scope of work.
- City will provide comments on the draft record drawings.

## 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 **\$405,776**, as shown in the attached fee estimate.

WASTEWATER COLLECTION SYSTEM CAPACITY IMPROVEMENTS  
CITY OF ST HELENS  
PROPOSED FEE ESTIMATE - AMENDMENT 4

Staff Name	LABOR CLASSIFICATION (HOURS)								Labor	Subconsultants		Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	Principal Engineer IV	Principal Engineer III	Professional Engineer IX	Professional Engineer VII	Professional Engineer V	Engineering Designer II	Engineering Designer IX	Hours		Geotech	Permitting					
	\$330	\$309	\$273	\$250	\$225	\$187	\$268									
	O'SullivanBre	EvonukWil	SteppBar	MercureBra	ReevesJus	BuonaratiNic	EstepMat									
<b>Task 9 - Construction Phase Services</b>																
<b>Task 9.1 - Project Management and Coordination During Construction</b>								0	\$ -			1.1	\$ -	\$ -	\$ -	\$ -
<b>9.1.1 Progress Reports and Invoices</b>		48						48	\$ 15,203			1.1	\$ -	\$ -	\$ -	\$ 15,203
Coordination and Consultation with Construction Management																
<b>9.1.2 Team</b>		52		52				104	\$ 29,789	\$ 2,020		1.1	\$ 2,222	\$ -	\$ -	\$ 32,011
<b>9.1.3 Design Team Coordination</b>	8	52						60	\$ 19,176	\$ 2,040		1.1	\$ 2,244	\$ -	\$ -	\$ 21,420
<b>Task 9.2 - Pre-Construction Services and Meetings</b>								0	\$ -			1.1	\$ -	\$ -	\$ -	\$ -
<b>9.2.1 Construction Contract Review</b>		1	4					5	\$ 1,436			1.1	\$ -	\$ -	\$ -	\$ 1,436
<b>9.2.2 Pre-Construction Meeting</b>		4		4				8	\$ 2,291			1.1	\$ -	\$ 145	\$ -	\$ 2,436
<b>9.2.3 Construction Meetings</b>		12	40	108			24	184	\$ 49,244			1.1	\$ -	\$ -	\$ 432	\$ 49,676
<b>Task 9.3 - Design Team Site Visits</b>		6	12	30	12			60	\$ 15,706	\$ 6,815	\$ 5,070	1.1	\$ 13,074	\$ 725	\$ -	\$ 29,505
<b>Task 9.4 - Submittal Review</b>		28	28	56	28	140		280	\$ 64,331	\$ 4,150		1.1	\$ 4,565	\$ -	\$ -	\$ 68,896
<b>Task 9.5 - Requests for Information (RFI) Review</b>		40	40	120		120		320	\$ 77,601	\$ 4,150		1.1	\$ 4,565	\$ -	\$ -	\$ 82,166
<b>Task 9.6 - Change Order Review</b>		40	80	80				200	\$ 55,547			1.1	\$ -	\$ -	\$ -	\$ 55,547
<b>9.7.1 Environmental Permitting Compliance Documentation</b>		4						4	\$ 1,267	\$ 4,720		1.1	\$ 5,192	\$ -	\$ -	\$ 6,459
<b>9.7.2 Substantial Completion Walkthrough</b>		4		24				28	\$ 7,414			1.1	\$ -	\$ 145	\$ -	\$ 7,559
<b>9.7.3 Record Drawings</b>		8		30		30	48	116	\$ 29,142			1.1	\$ -	\$ 3,600	\$ 720	\$ 33,462
<b>Task 9 Subtotal</b>	<b>8</b>	<b>299</b>	<b>204</b>	<b>504</b>	<b>40</b>	<b>290</b>	<b>72</b>	<b>1417</b>	<b>\$ 368,148</b>	<b>\$ 15,115</b>	<b>\$ 13,850</b>		<b>\$ 31,862</b>	<b>\$ 4,615</b>	<b>\$ 1,152</b>	<b>\$ 405,776</b>
<b>TOTAL - ALL TASKS</b>	<b>8</b>	<b>299</b>	<b>204</b>	<b>504</b>	<b>40</b>	<b>290</b>	<b>72</b>	<b>1417</b>	<b>\$ 368,148</b>	<b>\$ 15,115</b>	<b>\$ 13,850</b>		<b>\$ 31,862</b>	<b>\$ 4,615</b>	<b>\$ 1,152</b>	<b>\$ 405,776</b>