

ADDITIONAL SERVICE AGREEMENT

Between **Client** and **Mackenzie**

This **ADDITIONAL SERVICE AGREEMENT** is made as of the 31st day of July in the year 2025, by and between the following parties, for services in connection with the Project identified below:

Client:	City of St. Helens John Walsh jwalsh@sthelensoregon.gov 265 Strand Street St. Helens, OR 97051
Mackenzie:	1515 SE Water Avenue, Suite 100 Portland, OR 97214
Project:	St Helens Police - 1771 Columbia: DD-Permit/CCA
Mackenzie Project Number:	2210310.11/.06

Client and **Mackenzie** agree as follows:

1. BASIS OF DESIGN

- 1.1** The following are updates to the original basis of design, as listed in our original proposal dated September 27, 2021, and as updated in our Additional Service Agreement dated June 5th, 2023 (Exhibit A). These updates are based on the St. Helens Public Safety Building Design Development Set, dated July 25, 2023.
- 1.2** This agreement quantifies the changes and new scope that will be required for the project. There are dollars in the current agreement to cover part of the cost for these new services. There is \$280,419 (fixed fee) remaining from the last additional service under 2210310.05 and \$320,000 (T&M) remaining from the last additional service under 2210310.06. Dollars remaining from those contracts will be applied to the cost of these professional services. All fixed fee dollars remaining under (.05) will be transferred to the (.11) sub-number. All (.06) T&M dollars will remain in the (.06) sub-number and that contract will be increased to accommodate updated billing rates since 2023. Additional dollars to perform the new work, under 2210310.11 and 2210310.06, are listed in the table summary herein.
- 1.3** The building designed as part of the last additional service and as shown in the Design Development set, dated July 25, 2023, will be utilized at a new site located at 1771 Columbia Street, St. Helens, OR, 97051. It is assumed that no alterations to the building design will need to be made except for the following:

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- 1.3.a VE Options listed as “approved” in the Howard S. Wright Budget Revision Tracker dated June 23, 2025 (Exhibit B).
- 1.3.b Relocation of the vestibule doors to accommodate public entry from the east side of the building.
- 1.3.c Updates to the exterior wall assemblies and detailing to meet the new Oregon Energy Efficiency Specialty code, which has been effective since January 1, 2025.
- 1.4 The building is assumed to be approximately positioned per the green box on the sanitary line mark-up provided to John Walsh via e-mail on July 14, 2025 (Exhibit C). The design team will explore a second option during the new Design Development phase that includes mirroring the building to try to avoid the sanitary easement all together. If the second option, to mirror the building, is selected for the final placement, the design team will perform those building updates for an additional fee under an additional service. Potential impacts of mirroring the building will include drawing updates to dimensions, views, sheets, and Revit modeling. Additional services for ROW vacation may also be needed.
- 1.5 The civil design and landscape design will need to be completely redeveloped as part of this effort. New site design will be provided in the new Design Development phase.
- 1.6 The Land Use Application process will need to start anew for the new site.
- 1.7 The City has retained a CM/GC (Howard S. Wright), who will be providing cost estimating and pre-construction services. It is our understanding that the Construction Document set will be utilized for bidding and the GMP establishment.
- 1.8 Right-of-way improvements will be required on all four (4) rights-of-way surrounding the block (Columbia Boulevard, S 17th Street, S 18th Street, and Cowlitz Street). Right-of-way improvement requirements are assumed to be as listed in an e-mail from Jacob Graichen on July 24, 2024 (Exhibit D). If additional improvements are required as part of this project, they will be performed as an additional service.
- 1.9 The new project budget is understood to be \$12,600,000, inclusive of soft costs. The City has accepted VE items as listed in Exhibit B to bring the project into the new budget. Any changes to the identified VE strategies or additions will be assessed and performed as an additional service.
- 1.10 In accordance with your request, we will perform the tasks outlined below for subject project. It is agreed that these tasks will be provided as Additional Services in accordance with our original agreement for this project, dated October 13, 2021. All terms and conditions, including assumptions and exclusions, of the original agreement remain in effect unless modified in this Additional Service.

2. SCOPE OF SERVICES

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- 2.1** Scope of Services as listed in the 2210310.05/.06 additional services agreement dated June 5, 2023, and revised June 29, 2023, and July 11, 2023 (Exhibit A), with the following modifications:

2.1.a Design Development (DD):

2.1.a.1 Update "Time Duration" to "six (6) weeks plus three (3) weeks of Cost Estimating".

2.1.a.2 Provide Design Development documents based on approved Design Development documents dated July 25, 2023, on the new 1771 Columbia Boulevard site. Design documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size, and appearance of the project by means of plans, sections, elevations, and typical construction/finish details and may include interior equipment and/or furniture layouts. The DD documents shall include the approved Value Engineering options (VE) as shown in Exhibit B.

2.1.a.3 Change "Conditional Use Permit" to "Site Development Review".

2.1.a.4 Delete scope item: 8.F, 8.G., 8.I., and 8.J.

2.1.a.5 In deliverable item 1.B.IV., update to "Public right-of-way drawings for four (4) frontages".

2.1.a.6 In deliverable item 2, delete "and Sensitive Lands Permit".

2.1.a.7 Add "Acoustic Site Noise Report" to list of deliverables.

2.1.a.8 Add "Updated DD Acoustic Report" to list of deliverables.

2.1.b Construction Documents (CD):

2.1.b.1 Update "Time Duration" to "10 weeks plus three (3) weeks of Cost Estimating".

2.1.b.2 Update deliverable item 1.B.VI. to "Public right-of-way improvement drawings for four (4) frontages".

2.1.b.3 Add "CD Acoustic Report" to list of deliverables.

- 2.1.c** See attached PAE and SSA Acoustics, LLP proposals (Exhibit E and F) for additional information. All other scope listed in proposal identified above is still included as part of this additional service.

- 2.2** If services include submittal review, Mackenzie shall make a limited review and take appropriate action on specified Contractor's submittals. Such review shall be only for general conformance with the design concept and general compliance with the requirements of the Contract Documents. The limited review shall not include, for example, review of quantities, dimensions, weights, metal gauges, fabrication

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processes, construction methods, coordination of the Work, performance of equipment or systems designed by the Contractor, or construction safety precautions, all of which are the sole responsibility of the Contractor. Mackenzie's review of the specified submittals shall be limited solely to those specific substitutions to or deviations from the Contract Documents which the Contractor has clearly called to Mackenzie's attention and which are followed by Mackenzie's acceptance in writing. Mackenzie's review shall be conducted with reasonable promptness consistent with sound professional practices. Review of a specific item shall not indicate acceptance of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, Mackenzie shall be entitled to rely upon such certification to establish that materials, systems or equipment will meet the performance criteria required by the Contract Documents.

- 2.3** If services include construction contract administration, Mackenzie may visit the site at intervals Mackenzie deems appropriate to the stages of construction to become generally familiar with the progress and quality of the Work completed and to determine, in general, if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with plans and specifications and other Contract documents. However, Mackenzie shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations, Mackenzie shall keep Client informed of the progress and quality of the Work, and shall endeavor to guard company against defects and deficiencies in the Work.
- 2.4** Mackenzie shall not have control over, be in charge of, or be responsible for construction means, methods, techniques, sequence or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. Mackenzie shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the plans and specifications. Mackenzie shall not have control over or charge of acts or omissions of any contractor, subcontractor, or agents or employees of Contractor and Subcontractors, or of any other persons performing portions of the Work.

3. EXCLUSIONS

- 3.1** No services are included in this agreement other than those specifically set forth in the Scope of Services. In addition to any Exclusions outlined within the project proposal (if attached), items which are specifically excluded from the Scope of Services include, but are not limited to the following: None at this time.
- 3.2** For additional exclusions related to the Scope of Services of our retained consultant(s), refer to their attached proposals.

4. TERMS AND CONDITIONS

- 4.1** Mackenzie may have consultants perform such portions of its services as it feels advisable in its professional opinion and discretion.

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4.2 The Scope of Services includes Mackenzie's assistance in applying for and obtaining permits and approvals normally required by law. The Scope of Services does not include, however, the fees for permits and approvals or Mackenzie's services for the preparation of research studies, special documentation, or special tests necessary for obtaining permits and approvals. Client is responsible for payment of all governmental fees (Building Permit fees, Design Review fees, or any other fees paid to public agencies having jurisdiction over the project). In some instances, in order to expedite the project, Mackenzie may pay such fees on behalf of the Client. In such cases, Client agrees to pay Mackenzie for such fees at cost plus 10%.

4.3 All other provisions of our original agreement for this project apply to these services.

5. PAYMENT

5.1 2210310.11: Lump Sum Fixed Fee of \$603,550.

5.1.a Design Development (including Land Use), Construction Documents, Permitting, and Bid Assistance Services.

5.1.b Any services performed beyond the scope of services set forth above shall be for additional fees.

5.2 2210310.06: Time and Materials Estimate of \$355,100.

5.2.a Construction Contract Administration (CCA) will be performed on an hourly basis in accordance with the attached Hourly Billing Rate Schedule.

5.2.b It is understood that this estimate for CCA is neither a minimum nor a maximum, but simply an estimate of the level of effort we anticipate will be required for the scope of services described.

5.2.c Any services performed beyond the scope of services set forth above shall be for additional fees.

5.3 The total fee for DD through CCA is \$958,650.

5.4 There is \$280,419 left in project number 2210310.05 that will be transferred to new project number 2210310.11. Project number 2210310.05 will be closed out as part of this additional services contract.

5.5 There is \$320,000 left in project number 2210310.06 for Construction Contract Administration, that will be applied to the new T&M estimate provided above.

5.6 After the amounts above are transferred from previous contract, the new funds requested as part of this additional service shall be \$358,231.

5.7 Please see attached fee table (Exhibit G) for additional fee breakdown.

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- 5.8** Reimbursable costs are excluded in the Contract Fee above. Reimbursable costs for services accomplished by in-house personnel (printing, faxing, copying, mileage, etc.) will be billed at standard rates. Other reimbursable costs (outside printing, outside delivery services, rideshare vehicles, application-based transportation, photography, Federal Express, Express Mail, etc.) will be billed at cost plus 10%.
- 5.9** Mackenzie has estimated the reimbursable total expenses at \$6,000 and will not exceed this amount without prior authorization.
- 5.10** Consultants' fees are included in the Contract Fee. Consultants' fees will be billed at cost plus 10%.
- 5.11** All fees and costs are due 30 days after they are billed, and accrue service charges of 1.5% per month beginning 45 days from date of invoice. It is specifically understood that Mackenzie may cease providing services if accounts remain unpaid 45 days from date of invoice. It is agreed that Mackenzie will not be responsible for damages which arise from such cessation or termination of services. If payment is not timely made, Client will reimburse Mackenzie for all costs or expenses reasonably incurred by Mackenzie in collecting sums due Mackenzie, including, without limitation, attorneys' fees.

This **ADDITIONAL SERVICE AGREEMENT** is entered into as of the day and year first written above between **Client** and **Mackenzie**.

CLIENT(Signature)

(Printed Name)

(Title)

(Date Executed)

MACKENZIE(Signature)

Jeff Rhys Humphreys, Architect
(Printed Name)

Principal in Charge
(Title)

(Date Executed)

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Exhibit(s): Exhibit A – Executed Mackenzie additional services agreement dated June 5, 2023 and revised June 29, 2023 and July 11, 2023
 Exhibit B – Howard S. Wright Budget Revision Tracker dated June 23, 2025
 Exhibit C – Sanitary Line Mark-up by Mackenzie dated July 14, 2025
 Exhibit D – E-mail from Jacob Graichen dated July 24, 2024
 Exhibit E – PAE Proposal Dated August 4, 2025
 Exhibit F – SSA Acoustics, LLP Proposal Dated August 4, 2025
 Exhibit G – Fee Table
 Exhibit H – Reimbursable Billing Rates Schedule
 Exhibit I – Hourly Billing Rate Schedule

c: Accounting Department
 Adrienne Linton, David Linton – Mackenzie

MACKENZIE.

ADDITIONAL SERVICE AGREEMENT

Between **Client** and **Mackenzie**

This **ADDITIONAL SERVICE AGREEMENT** is made as of the 5th day of June in the year 2023, by and between the following parties, for services in connection with the Project identified below:

Client:	City of St. Helens John Walsh 265 Strand Street St Helens, OR 97051
Mackenzie:	1515 SE Water Avenue, Suite 100 Portland, OR 97214
Project:	St Helens Public Safety Building - Design Update DD-CCA
Mackenzie Project Number:	2210310.05/.06

Client and **Mackenzie** agree as follows:

1. BASIS OF DESIGN

- 1.1 Basis of design is as described in attached proposal, Exhibit A.
- 1.2 In accordance with your request, we will perform the tasks outlined below for subject project. It is agreed that these tasks will be provided as Additional Services in accordance with our original agreement for this project, dated October 13, 2021. All terms and conditions, including assumptions and exclusions, of the original agreement remain in effect unless modified in this Additional Service.

2. SCOPE OF SERVICES

- 2.1 The Scope of Services is as described in attached proposal, Exhibit A.
- 2.2 If services include submittal review, Mackenzie shall make a limited review and take appropriate action on specified Contractor's submittals. Such review shall be only for general conformance with the design concept and general compliance with the requirements of the Contract Documents. The limited review shall not include, for example, review of quantities, dimensions, weights, metal gauges, fabrication processes, construction methods, coordination of the Work, performance of equipment or systems designed by the Contractor, or construction safety precautions, all of which are the sole responsibility of the Contractor. Mackenzie's review of the specified submittals shall be limited solely to those specific



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substitutions to or deviations from the Contract Documents which the Contractor has clearly called to Mackenzie's attention and which are followed by Mackenzie's acceptance in writing. Mackenzie's review shall be conducted with reasonable promptness consistent with sound professional practices. Review of a specific item shall not indicate acceptance of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, Mackenzie shall be entitled to rely upon such certification to establish that materials, systems or equipment will meet the performance criteria required by the Contract Documents.

2.3 If services include construction contract administration, Mackenzie may visit the site at intervals Mackenzie deems appropriate to the stages of construction to become generally familiar with the progress and quality of the Work completed and to determine, in general, if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with plans and specifications and other Contract documents. However, Mackenzie shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations, Mackenzie shall keep Client informed of the progress and quality of the Work, and shall endeavor to guard company against defects and deficiencies in the Work.

2.4 Mackenzie shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequence or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. Mackenzie shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the plans and specifications. Mackenzie shall not have control over or charge of acts or omissions of any contractor, subcontractor, or agents or employees of Contractor and Subcontractors, or of any other persons performing portions of the Work.

3. EXCLUSIONS

3.1 No services are included in this agreement other than those specifically set forth in the Scope of Services. In addition to any Exclusions outlined within the project proposal (if attached), items which are specifically excluded from the Scope of Services include, but are not limited to the following: None at this time.

4. TERMS AND CONDITIONS

4.1 The Scope of Services includes Mackenzie's assistance in applying for and obtaining permits and approvals normally required by law. The Scope of Services does not include, however, the fees for permits and approvals or Mackenzie's services for the preparation of research studies, special documentation, or special tests necessary for obtaining permits and approvals. Client is responsible for payment of all governmental fees (Building Permit fees, Design Review fees, or any other fees paid to public agencies having jurisdiction over the project). In some instances, in order to expedite the project, Mackenzie may pay such fees on behalf of the Client. In such cases, Client agrees to pay Mackenzie for such fees at cost plus 10%.

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4.2 All other provisions of our original agreement for this project apply to these services.

5. PAYMENT

5.1 Contract Fee will be:

5.1.a 2210310.05: Lump Sum Fixed Fee of \$633,000
Design Development, Construction Documents, Permitting, and Bid Assistance Services.

5.1.b 2210310.06: Estimate of \$320,000
Construction Contract Administration (CCA) will be performed on an hourly basis in accordance with the attached Hourly Billing Rate Schedule.

5.1.c It is understood that this estimate for CCA is neither a minimum nor a maximum, but simply an estimate of the level of effort we anticipate will be required for the scope of services described. Any services performed beyond the scope of services set forth above shall be for additional fees.

5.1.d There is \$340,572 remaining from the original contract. The cost of part of these professional services will reallocate dollars from the remaining contract amount.

5.2 All fees and costs are due 30 days after they are billed, and accrue service charges of 1.5% per month beginning 45 days from date of invoice. It is specifically understood that Mackenzie may cease providing services and terminate Agreement if accounts remain unpaid 45 days from date of invoice. It is agreed that Mackenzie will not be responsible for damages which arise from such cessation or termination of services. If payment is not timely made, Client will reimburse Mackenzie for all costs or expenses reasonably incurred by Mackenzie in collecting sums due Mackenzie, including, without limitation, attorneys' fees.

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This **ADDITIONAL SERVICE AGREEMENT** is entered into as of the day and year first written above between **Client** and **Mackenzie**.



CLIENT(Signature)

Rick Scholl

(Printed Name)

Mayor

(Title)

7/19/23

(Date Executed)



MACKENZIE(Signature)

Jeff Rhys Humphreys, Architect

(Printed Name)

Principal in Charge

(Title)

July 11, 2023

(Date Executed)

Enclosure(s): Exhibit A – Mackenzie proposal dated June 6, 2023, revised June 29, 2023, revised July 11, 2023

c: Accounting Department
Adrienne Linton – Mackenzie

MACKENZIE.

June 6, 2023 (*Revised June 29, 2023*) (*Revised July 11, 2023*)

City of St. Helens
Attention: John Walsh
265 Strand Street
St. Helens, OR 97051

Re: **St. Helens Public Safety Building – Design Update DD-CCA**
Project Number 2210310.05/.06

Dear John:

Mackenzie appreciates this opportunity, and we are pleased to present to the City of St. Helens (“Client”) the following Additional Scope of Services and fee proposal for your Public Safety Building.

Per our conversations, Mackenzie’s integrated team of design professionals will provide architectural, interior design, structural engineering, civil engineering, landscape architecture, traffic engineering, and land use planning services for the above project. We believe an integrated strategy provides a unique capacity for creative problem solving: each discipline is informed by its neighbors, with an ongoing cross-pollination of ideas and processes. Working within a well-understood team framework, colleagues with widely variable areas of experience have the opportunity to form creative partnerships and tease out solutions that aren’t obvious within the bounds of a single discipline.

Our team has been chosen specifically for their technical knowledge and design expertise related to this project type, with a demonstrated ability to successfully deliver project with a high level of client service. Our team is composed of the following staff and roles:

- Jeff Humphreys – Principal in Charge, Architect of Record
- Adrienne Linton – Project Manager | Project Architect
- Iris Wu – Architectural Designer
- Thomas Peck – Design Lead
- David Linton – Structural Engineer of Record
- Alexis Bauer – Interior Designer
- Nicole Ferreira – Landscape Architect
- Bailey Currier – Civil Engineer
- Brian Varricchione – Land Use Planner
- Brent Ahrend – Traffic Engineer

In addition, Mackenzie will retain PAE Engineering (PAE) for mechanical, electrical, plumbing, and low-voltage engineering services, and SSA Acoustics for acoustical consulting. The services are described within the following scope. See Attachment A for the PAE proposal and Attachment B for SSA Acoustics proposal.



City of St. Helens

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- Dave Williams – PAE, Mechanical/Plumbing Engineer of Record
- Jeremy Galvin – PAE, Electrical /Lighting Engineer of Record
- Ryan Sennett – PAE, Technology Designer of Record
- Andrew Comstock – PAE, Mechanical/Plumbing
- Brent Medsker – PAE, Lighting
- David Koukel – PAE, Technology
- Alan Burt – SSA Acoustics

Our Basis of Design along with our detailed Scope of Services by phase is as follows:

BASIS OF DESIGN

The following describes in detail the elements that define the basis of our proposal.

1. The following are updates to the original basis of design, as listed in our original proposal dated September 27, 2021. These updates are based on the St. Helens Public Safety Building Schematic Design Document Set dated April 3, 2023.
2. This agreement quantifies the changes and new scope that will be required for the project. There are dollars in the current agreement to cover part of the cost for these new services. There is \$340,572 remaining from the original contract (inclusive of 2210310.00/.02/22103.04). Dollars remaining from the original contract amount will be applied to the cost of these professional services. Additional dollars required to perform the work are listed in the table summary herein.
3. The new building is approximately 11,600 square feet (SF), including the covered carport, and includes 2.1 acres of site area to be developed.
4. The project is pursuing a CM/GC process. It is our understanding that the Construction Document set will be utilized for bidding and the GMP establishment. CM/GC review of the contract documents will occur concurrent to the development of the documents and with any revisions/clarifications to the documents occurring before the conclusion of the CD phase. Any substitution requests after the construction documents are complete will need to be evaluated for the amount of time to review and implement the changes so the Client can evaluate the merits of the design team reviewing the substitution request.
5. It is our understanding that the project costs and soft costs will be tracked by the Owner's Representative (OTAK) for phases DD through CCA.
6. The City of St. Helens did not require right-of-way frontage improvements for the original design (Construction Document Set dated October 20, 2022); however, in the pre-application meeting for the design update held on May 1, 2023, the City of St. Helens added the right-of-way improvements for the eastern edge of Kaster Road, between the new building driveway and Fir Street. No frontage improvements will be required to Fir Street.
7. The project budget was noted to be approximately \$12,600,000 prior to the start of the design updates. Mackenzie's Cost Estimator (CFI) put together a construction cost estimate based on the Schematic Design Package dated April 3, 2023. The projected construction value of the design is between \$8,943,558 and \$9,664,257, including Alternates 1 (add), 2 (deduct), and 3 (deduct). After projected soft costs and contingencies, the design was estimated to be between \$12,310,890 and \$13,051,696. The Mackenzie Design Team presented Value Engineering Options to the Client on May 4, 2023. The Client approved an additional approximately \$191,069 in value engineered items to bring the project budget moving forward to between \$12,119,821 and \$12,860,627. This range was accepted by the Client in the 5/4/2023 meeting and formalized in meeting minutes.

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SCOPE OF SERVICES

Design Development

Time Duration: 8 weeks

Provide Design Development documents based on approved Schematic Design documents dated 4/3/2023. Design documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size, and appearance of the project by means of plans, sections, elevations, and typical construction/finish details and may include interior equipment and/or furniture layouts.

Design Development shall include:

1. Meet remotely via “Microsoft Teams” video conference with Client to kick off design development phase services.
2. Prepare for pre-application meeting with the City of St. Helens Planning Department.
3. Attendance at the pre-application meeting by Mackenzie architect, civil engineer, and land use planner. Mackenzie will develop meeting notes from the pre-application meeting.
4. Obtain written approval from Client to proceed with Conditional Use Permit, utilizing the Schematic Drawings dated April 3, 2023, as the basis for the submittal with other documents described herein.
5. Coordinate with Client and consultants to identify and prepare/assemble land use application and supporting documents as required by Client.
6. Prepare burden of proof materials including narrative addressing approval criteria/policies, maps, and other materials necessary to describe the design intent in accordance with City of St. Helens Community Development Code.
7. Review materials including Schematic Design drawings and other materials necessary to describe the design intent in accordance with City of St. Helens Community Development Code.
8. Compile materials for Conditional Use Permit:
 - A. Application Form.
 - B. Application Fee (by Client).
 - C. Burden of proof narrative.
 - D. Design Development Drawings
 - E. Vicinity Map.
 - F. Wetland delineation report (by others).
 - G. Natural resource analysis for wetland buffer impacts (by others).
 - H. Preliminary stormwater report.
 - I. Floodplain boundary and elevation documentation (by Client’s floodplain consultant).
 - J. Floodplain cut/fill analysis.
 - K. Geotechnical report (by others).
9. Submit narrative and required supporting materials to City.
10. Monitor application through completeness review (no more than 30 days per Oregon law); revise land use narrative and provide additional materials for up to one (1) response. If deemed incomplete, assumes completeness response can be prepared (including any items from Client) within three (3) weeks of receipt of incomplete notice.
11. Review draft Conditional Use Permit decision with Client and provide recommendations to address potential issues and conditions of approval.
12. Prepare for and attend one (1) Conditional Use Permit hearing with St. Helens Planning Commission. Present the project on behalf of Client. No continuances and/or appeals included at this time.

City of St. Helens

St. Helens Public Safety Building – Design Update DD-CCA

Project Number 2210310.05/.06

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13. Monitor appeal period.
14. Review final decision with Client.
15. Review details of the decision and conditions of approval with the design team for their use incorporating it into permit drawings.
16. Re-develop preliminary building code analysis to establish type of construction, use, occupancy, required separations, exiting, preliminary fire/life/safety review, vertical circulation, shafts, plumbing criteria, etc.
17. Outline of material/finish selection specifications.
18. Develop and refine Design Development documents.
19. Issue Design Development set for Client review and CM/GC use.
20. Coordinate with CM/GC, who will complete a cost estimate, utilizing the Design Development set as the basis for the cost estimate.
21. Obtain written approval from Client to proceed with Construction Documents.

Deliverables

1. Design Development set to include the following:
 - A. Drawings identified in the 100% Schematic Design set, further developed.
 - B. Civil/Landscape Drawings:
 - I. Civil general notes.
 - II. Site and landscape details.
 - III. Landscape planting plan for the building.
 - IV. Public right-of-way drawings for three (3) frontages and a new connection to 15th (developed to 30%).
 - a. Right-of-way general notes.
 - b. Right-of-way photometrics.
 - c. Right-of-way detailing.
 - V. Further developed exterior Master Plan of the property.
 - C. Architecture/Interior Design Drawings:
 - I. Slab plans.
 - II. Exterior and interior architectural details.
 - III. Design for Stairs including sections, and details (stairs construction to be design build).
 - IV. Interior finish details and schedules.
 - V. Interior elevations.
 - VI. Casework plans and elevations.
 - VII. Window, door, and hardware schedules.
 - VIII. Interior furnishing layouts.
 - D. Structural Drawings:
 - I. Structural general notes.
 - II. Foundation Plan.
 - III. Framing Plan.
 - IV. Lateral system elevations.
 - E. Other Reference Documents:
 - I. Specifications.
 - II. Design Development Cost Estimate.

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2. Burden of proof application, including supporting documents noted above, submitted for Conditional Use Permit and Sensitive Lands Permit decision by City.

Construction Documents

Time Duration: 14 Weeks

Provide Construction Documents (CD) based on the approved Design Development documents. The Construction Documents shall set forth in detail the requirements for construction of the project.

1. Meet remotely via “Microsoft Teams” video conference with Client to kick off Construction Documents phase services.
2. Provide Construction Documents consisting of drawings and specifications: landscape, civil, architectural, interiors, structural, mechanical, electrical, plumbing, and technology plans and details. The CD set will be used for bidding and GMP establishment.
3. Update and finalize building code analysis and incorporate into Construction Documents.
4. Develop and refine Construction Document phase documents.
5. Issue Construction Documents for Client to review and CM/GC use.
6. Coordinate with CM/GC, who will complete a cost estimate, utilizing the Construction Document set as the basis for the cost estimate and GMP.
7. Obtain written approval from Client to submit for permit.

Deliverables

1. Final Construction Document sets to include the following:
 - A. Drawings identified in the Design Development set, further developed.
 - B. Civil/Landscape Drawings:
 - I. Civil general notes.
 - II. Erosion control plan and details.
 - III. Civil Details.
 - IV. Irrigation plan and details.
 - V. Site and landscape details.
 - VI. Public right-of-way half-street improvements drawings for the east edge of Kaster Road, from the new driveway to Fir Street.
 - C. Architecture/Interior Design Drawings:
 - I. Slab plans.
 - II. Casework plans and elevations.
 - III. Window, door, and hardware schedules.
 - IV. Listed UL details and assemblies.
 - D. Structural Drawings:
 - I. Structural general notes.
 - II. Foundation Plan.
 - III. Framing Plan.
 - IV. Lateral system elevations.
 - V. Structural Details.
 - E. Other Reference Documents:
 - I. Specifications.
 - II. Storm water calculations.

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- III. Structural engineering calculations.
- 2. Transportation deliverables:
 - A. Driveway Approach Permits.

Permitting Assistance

Time Duration: 14 weeks

Mackenzie's involvement in permitting of the project includes submitting for and resolving (to the extent defined below) plan review comments for the following permits:

1. Prepare permit applications and associated forms for the following permits:
 - A. Grade Permit through the City.
 - B. Right-of-way/Construction permit through the City.
 - C. Building Permit through the City.
 - D. Plumbing Permit through the City.
 - E. Mechanical Permit through the City.
 - F. Electrical Permit through Columbia County.
 - G. 1200C Permit through State of Oregon Department of Environmental Quality (DEQ).
2. Submit the permit applications listed above to the City and County, electronically for the following permits: Structural (Building), Plumbing, and Mechanical. All other permits to be submitted in-person unless electronic submittals are made available by the AHJ; applications will be made electronically.
3. Update plans/respond to plan check comments at City (up to two (2) trips/submittals) or online. Respond to comments from the following bureaus for each permit, with responses by others unless noted below:
 - A. Oregon DEQ for 1200C permit.
 - B. Columbia County Building Division for electrical permit.
 - C. Engineering Department for Right-of-Way/Construction permit.
 - D. Building Department – For all remaining City permits listed above.
4. Monitor building permit review (track City staff approval timelines weekly and follow up with reviewers) and work with City reviewers and permit technicians to encourage the permit to be issued efficiently and fees assessed accurately. Distribute updates to Client, design team, and consultants. Assume a maximum of three (3) hours total per week for 12 weeks.
5. Notify Client of approval of each listed permit when confirmed by City.
6. Coordinate payment from Client and arrange for CM/GC to pick up permits at City.

Note that the project may also require other permits by the Client, the Client's separate consultants and/or vendors, the Client's General Contractor, etc. These permits may include (but not limited to): fire alarm, sign, racking, generator, generator fuel, irrigation, etc.; Mackenzie's Scope does not include assistance with these permits. Client understands it is their sole responsibility to ensure all required permits are properly obtained from appropriate agencies.

Deliverables

1. Permit application forms and submittal copies.
2. Letter(s) detailing compliance with preliminary conditions of approval for use in the final review/building permit approval process.
3. Written correspondence responding to up to one (1) round of checksheets/plan review comments for each discipline.
4. Weekly email updates to Client detailing current permit status.
5. Updated permit Construction Documents for (1) re-submittal to permit agency(s) for formal approval.

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Bid Assistance (concurrent with permitting)

Time Duration: 5 weeks

Based on Client approval of the Construction Documents, Mackenzie will issue the Construction Document set to the CM/GC for sub-contractor bidding.

1. Assist CM/GC in soliciting bids for construction as follows:
 - A. Issue a PDF copy of the Construction Documents to be utilized as the bid set.
 - B. Provide input to the CM/GC on development of an agenda for the pre-bid meeting.
 - C. Participate in (1) pre-bid meeting on site.
 - D. Review Pre-Bid meeting minutes, as prepared by the CM/GC.
 - E. Prepare and issue up to (1) addendum to respond to sub-contractor bid questions.
 - F. Track changes to the Construction Documents formally issued via addenda during the bid process.

Deliverables

1. PDF Drawings.
2. PDF Specifications.
3. One (1) PDF Addendum.

Construction Contract Administration

Time Duration: 60 weeks

Mackenzie will provide administration of the construction contract between the Client and the General Contractor as follows:

1. Mackenzie Architect and Civil will attend pre-construction meeting remotely via “Microsoft Teams” video conference.
2. Review and act on properly prepared specified submittals once.
3. Provide in-office support to assist with normal Construction Contract Administration duties for items such as phone calls and requests for additional information (RFIs) for clarification to Contract Documents prepared by Mackenzie and our consultants as follows (Note: the following is on a Time and Materials basis and considered an estimate):
 - A. Architect for up to 10 hours a week for 60 weeks.
 - B. Interiors for up to 8 hours a week for 30 weeks.
 - C. Structural engineer for up to 4 hours a week for 30 weeks.
 - D. Civil engineer for up to 2 hours a week for 20 weeks.
 - E. Landscape architect for up to 4 hours a week for 12 weeks.
4. Review for up to 250 RFIs has been included as part of the estimated efforts.
5. One (1) person per discipline to conduct job site visits to observe the work in progress and prepare written field observation report(s) as follows:
 - A. Architect to attend up to 30 job site visits.
 - B. Interiors to attend up to 6 job site visits.
 - C. Structural engineer to attend up to 4 job site visits.
 - D. Civil engineer to attend up to 2 job site visits.
 - E. Landscape architect to attend up to 3 job site visits.
6. Provide in-office support for review of properly prepared specified submittals. We have included up to one (1) round of review for each required submittal per each anticipated specification section, up to 150 submittals.
7. Will process and review monthly properly prepared applications for payment from the General Contractor.

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8. Architect, Civil, Landscape, Interiors, Mechanical, Electrical, Technology, and Plumbing will conduct one (1) punch list site visit to observe the substantially complete work-in-progress, prepare written punch list report, prepare, and issue a Certificate of Substantial Completion.
9. Architect, Civil, Landscape, Interiors, Mechanical, Electrical, and Plumbing will conduct a punch list verification site visit to observe the completed work and provide written punch list confirmation Report.
10. Structural engineer to prepare and issue a final summary letter based on our previous structural observations and the special inspections.
11. Will process and review project close-out materials up to one (1) round of review and comment.
12. Will review the General Contractor's as-built drawings.
13. Upon request of the Client, prior to the expiration of one year from the date of Substantial Completion, Architect will meet with the Client at the project site to review facility performance and operations.

Deliverables

1. Project visit observation reports.
2. Structural observation reports and summary letter.
3. Processed submittals.
4. Prepare AIA contract documents formally issued (ASI and Certificate of Substantial Completion).
5. Supplemental drawings for clarification to Contract Documents (ASI).
6. Supplemental drawings for revisions to the Contract Documents (PR, CCD).
7. Certified contractor applications for payment.
8. Certificate of Substantial Completion.
9. Punch list.
10. Processed close-out materials.

FEE SUMMARY

Our lump-sum and hourly fees for the disciplines and related design services described above are included in the summary table below. Our original contract (Project Number 2210310.00/.02/.04) has \$340,572 remaining. It is assumed that the remaining original contract will be billed against before billing to the additional service amount included in the table below. See table for additional breakdown.

All Construction Contract Administration services shall be performed on a Time and Materials basis. The estimated fee herein is a forecast of time based on services described, it is not a minimum nor a maximum.

	Contract (.00)	Remaining		Required (.04)	Required (.05) (.06)	
Schematic Design	\$364,282	\$0		\$164,687	NA	
Additional Service	\$178,122	\$0		NA	NA	
Design Development	\$441,579	\$0		NA	\$274,000	Fixed Fee
Construction Documents	\$521,361	\$33,696		NA	\$285,000	Fixed Fee
Permitting	\$52,484	\$52,484		NA	\$44,000	Fixed Fee

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Bid Assistance	\$41,751	\$41,751	NA	\$30,000	Fixed Fee
Construction Contract Administration	\$377,328	\$377,328	NA	\$320,000	Estimate
	\$1,976,907	\$505,259	\$164,687	\$953,000	
Additional Service dated 1/13/2023		(\$164,687)			
Total Remaining:		\$340,572			

Total Additional Service (.05) (.06):	\$953,000 (\$340,572)	Required Remaining
	\$612,428	5/17/2023

Reimbursable expenses (printing, copying, deliveries, ride share vehicles, application-based transportation, mileage, etc.) are not included in the fee outlined above and will be invoiced at 1.1 times cost.

ASSUMPTIONS

Please review and notify Mackenzie if Client believes that any of the Assumptions listed here are either inaccurate or unreasonable prior to project commencement. Please also notify Mackenzie if any additional clarity is needed for the Client to fully understand these Assumptions. In addition to the Scope of Services outlined above, we have assumed the following:

1. Client-Provided Consultant Services

- 1.a. Client will provide current electronic files of existing building(s), Revit model of existing facilities, land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, geotechnical report, environmental report, any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
 - 1.a.i. Client's geotechnical engineer shall provide paving recommendations and related paving specifications.
 - 1.a.ii. Recording of surveys, deeds, easements, final plat, or other real estate documents will be the responsibility of the Client, Client's attorney, and/or Client's surveyor.
- 1.b. Scope and fee are based on Client hiring the following third-party Client Representative to act on their behalf during the project: Otak. We have assumed that the same third-party representative will be part of the project team for the entire duration of the project.

2. Scope of Service Acknowledgements

- 2.a. Mackenzie Scope of Service and fees are based on project phases running in sequential order without overlap, delay, pause, or project being put on hold for any reason between phases.
- 2.b. Fees are based on the estimated schedule duration as defined in phases above. If phase duration(s) are increased for any reason, we will need to assess and address those impacts in terms of scope, fee, and/or schedule as necessary via additional services.

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- 2.c. As noted in the Basis of Design, we have assumed an estimated construction value between \$8,943,558 and \$9,664,257. Our estimated level of service anticipated a level of design, coordination and documentation consistent with our representative experience for executing similar projects within this budget range. Should the budget increase beyond the estimated construction value, there is the potential that the level of service to document and coordinate the design decisions may also increase. Should this become a consideration, we will review and negotiate these potential impacts at that time.
- 2.d. Subject to the applicable Standard of Care, Mackenzie will design the Project in accordance with applicable laws, including current Federal ADA Accessibility Standards and as required by the Authority Having Jurisdiction (AHJ) for Building Permit per the AHJ's current edition of the governing building code, and by reference therein ANSI ICC/A117.1 ("Building Code") for new construction. Notwithstanding the foregoing sentence, the Client acknowledges that various governmental codes and regulations, including without limitation the ADA and FHA, are subject to varying and sometimes contradictory interpretation and that the ADA is not a detailed building code. In the case of such conflicts or differing interpretations, Mackenzie will notify the Client thereof and will endeavor to design to the most stringent interpretation acceptable to the AHJ.
- 2.e. All meetings will occur virtually via Microsoft Teams video conference, other than construction site meetings, unless specifically noted otherwise within the Scope of Services outlined above. We will record and distribute minutes following each meeting for all meetings through all phases up to Construction Contract Administration. During Construction Contract Administration, the General Contractor will provide meeting minutes. Mackenzie will review Construction Phase meeting minutes for those meetings attended by Mackenzie for general consistency with Mackenzie's interpretation of topics discussed and communicate such to General Contractor for their use in preparing Construction Phase meeting minutes.

3. Client and Jurisdiction Approvals

- 3.a. The Client will approve the Documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior Client approvals, including but not limited to Client-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
- 3.b. This Scope of Services includes preparation of factual evidence to satisfy the applicant's burden of proof associated with the land use application(s) in an uncontested-case situation. The Scope does not include preparation of supplemental or rebuttal evidence to overcome objections raised by jurisdiction staff or third parties; if required, additional material can be supplied subject to an additional services agreement.

4. Standard Design Items

- 4.a. Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only.

5. Unique Design Services

- 5.a. The Client will not be pursuing sustainability certification for the project (i.e., LEED, Green Globes, WELL, etc.).

6. Construction and Client's Contractor Services

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- 6.a. The Client acknowledges that in order to construct the Work, the Client's contractor will provide additional information stipulated in the Construction Documents that include shop drawings, product data, samples and other similar submittals, which the Architect and other disciplines included herein shall review to the extent of confirming consistency with the design intent depicted in the Construction Documents. Any deviations to the design not clearly identified by the Contractor in the Contractor's submittals and shop drawings will not be reviewed by the design team.
- 6.b. Client's General Contractor will provide fire suppression/fire alarm systems, low voltage, security, audio/visual, and landscape irrigation on a design-build basis. The Client's General Contractor and design-build trades will provide timely information and coordination with Mackenzie and our consultants as needed to maintain the project schedule and development of the design. We have included typical levels of coordination during each phase.

7. Graphics/BIM

- 7.a. Mackenzie will utilize Revit as the documentation platform for the project. Our proposed scope/fee is based on the Revit model Level of Development (LOD) of 200 - 300 as necessary for Mackenzie to facilitate design and produce Construction Documents. We anticipate that Client consultants/vendors will also utilize Revit for their documentation, will be responsible for modeling and detailing their respective components, and will comply with Mackenzie's expectations for document control standards. Mackenzie will develop the base model file and provide it to the consultant team for coordination.
- 7.b. Regardless of level of Revit Model Level of Development (LOD) and anticipated and/or non-anticipated use by the Client, Client's consultants, vendors, General Contractor and/or any other third party not the original author of the Revit model and data contained therein; with or without Mackenzie's knowledge, nothing in the Revit model supersedes the formally issued stamped and signed hard copy Construction Documents.

8. Expenses/Billing

- 8.a. Client is responsible for all fees paid to public bodies having jurisdiction over the project.

9. Mackenzie Consultant Services

- 9.a. For additional Assumptions related to the Scope of Services of our retained consultants, refer to their attached proposals.

EXCLUSIONS

Please review and notify Mackenzie if Client believes that any of the Exclusions listed here are to be included in Mackenzie's Scope of Services prior to project commencement. Please also notify Mackenzie if any clarity is needed for the Client to fully understand these Exclusions. In addition to any Exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of services. Although excluded from our services these may be required to be provided by Client for execution of the project.

1. Client-Provided Consultant Services

- 1.a. Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- 1.b. Geotechnical Engineering investigation/testing and related specifications.
- 1.c. Pavement design and related specifications. These specifications are typically provided by the Client's Geotechnical Engineer.

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- 1.d. Construction cost estimating.
- 1.e. Coordination of Client-provided consultants not identified at the date of this proposal.

2. Land Use Process/Permitting

- 2.a. Environmental review such as DEQ, EPA, etc.
- 2.b. Sensitive lands and/or wetland delineation and/or mitigation design/approvals.
- 2.c. Appeals, variances, public hearings, land use approvals, conditional use reviews, or any required adjustments other than as specifically outlined within our Scope of Services above.
- 2.d. Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above.
- 2.e. Formal Building code interpretation requests and/or appeals.
- 2.f. Permits other than those identified within the proposal identified above (e.g., phased permitting, trade permits, separate demolition permit, any other special permits).

3. Standard Design Items

- 3.a. Square footage calculations beyond those required to confirm compliance with building and zoning code requirements. (Calculation of gross, net, and rentable square footages, such as BOMA calculations, are not included).
- 3.b. Any redesign efforts, including any revisions to the Documents, related to value engineering (VE) or other process(es) to reduce the approved construction cost (estimated, bid or actual) of the Work from that which is depicted in the Documents. Any redesign and subsequent revision to the Documents related to VE or other processes to reduce the construction cost (estimated, bid or actual) of the Work, shall be via Additional Services Agreement approved by Client in writing prior to the execution of such services by Mackenzie and/or our consultants.

4. Unique Design Services

- 4.a. Special foundation systems beyond conventional spread foundations which exclude and are not limited to provisions for liquefaction, such as foundation ties or grade beams.
- 4.b. Floor vibration analysis and design for footfall impact.
- 4.c. Vibration analysis and design. (Equipment and/or sources other than footfall impact.)
- 4.d. Design of seismic bracing, anchorage, or support for equipment or racking systems.
- 4.e. Graphics and/or signage design, permitting, and related coordination.
- 4.f. Furniture selection, specifications, requirements, and all related coordination.
- 4.g. Sustainability Certification Services.

5. Construction Process

- 5.a. Evaluate and act on post-bid substitution requests.
- 5.b. Process and act on partial or incorrect (multiple rounds) of non-compliant submittals.
- 5.c. Review of contractor proposed change order proposal (COP) pricing.
- 5.d. Materials testing/special inspections.
- 5.e. As-built certification to local jurisdiction unless noted specifically above within our Scope of Services.
- 5.f. Our construction contract administration fees do not cover the correction of construction errors or design changes made after the start of construction.

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6. Graphics/BIM

- 6.a. Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Mackenzie's design process unless specifically noted within our Scope of Services above.
- 6.b. Marketing materials.
- 6.c. No Navisworks files or Clashing will be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports will not be provided.) Revit models and sheets will be created to Mackenzie standards.
- 6.d. No formal BIM Execution Plan will be provided. Nothing in the Revit model supersedes the formally issued stamped and signed hard copy Construction Documents.
- 6.e. Use of CAD Drawings or BIM models by any parties other than the design team.

7. Expenses/Billing

- 7.a. Reimbursable expenses.
- 7.b. Special billing requirements required by Client outside of Mackenzie's standard billing procedures.
- 7.c. Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.

It is our understanding the project will start in June 2023. If the proposal is agreeable to you, we will prepare an Agreement for Professional Services for your review and approval. Please note that this proposal is valid for 60 days.

We look forward to continuing to work with the City of St. Helens on this project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Jeff Rhys Humphreys
Principal

Enclosure(s): Attachment A – PAE Engineers Additional Service Request #3 Proposal dated May 16, 2023
Attachment B – SSA Acoustics, LLP Additional Service Request Proposal dated July 11, 2023
Attachment C – Hourly Billing Rate Schedule
Attachment D – Reimbursable Rates Schedule

c: Adrienne Linton – Mackenzie



May 16, 2023

Adrienne Linton
Mackenzie
1515 SE Water Avenue, Suite 100
Portland, Oregon 97214

Project: St. Helens Public Safety Building
Project Number: 21-1273

Subject: Additional Services Request #3 – DD through CA for Updated Program

Dear Adrienne:

The following additional design services have been requested by Mackenzie:

- a. Design Development, Construction Documents, Permit/Bid, and Construction Administration phase design services as outlined in original PAE proposal, to be redone according to the new approved schematic design scope as recently issued by the design team. The original remaining contract fees are assumed to be credited and this ASR represents the total fee required for remaining design services for the project.
- b. Assumes three deliverables during the remaining design phases:
 - 1) Land Use resubmission
 - a) Support of drawings submitted by architect, outlining equipment locations on site and lighting strategy
 - 2) 100 percent Design Development (specifications and drawings)
 - 3) 100 percent Construction Documents/Permit (specifications and drawings)
- c. Design team coordination will include weekly Revit model uploads and one QC PDF drawing plot prior to 100DD and 100CD deliverables.
- d. Assumes two site visits per discipline during construction and final punch upon substantial completion. Additional field walks can be completed as requested at PAE's standard hourly rates.

Work Requested by: Adrienne Linton (Mackenzie)

The work is an additional service according to our agreement and will be performed on a lump sum basis with fees as shown in the following table:

MEPT Basic Service Fees

Phase	MEP	Technology	Total
Design Development	\$33,200	\$4,200	\$37,400
Construction Documents	\$48,150	\$6,400	\$54,550
Permitting	\$2,450	\$350	\$2,800
Bidding	\$2,500	\$500	\$3,000
Construction Administration	\$29,850	\$2,400	\$32,250
Total	\$116,150	\$13,850	\$130,000

May 16, 2023



We will keep our time separately and invoice per phase under the base project number 21-1273, referencing ASR#3 – DD through CA for Updated Program.

Sincerely,

Jeremy Galvin, PE
PAE

Adrienne Linton
Mackenzie Architects

Dave Williams, PE, LEED AP
PAE

Date



July 11, 2023

Adrienne Linton
Mackenzie
RiverEast Center
1515 SE Water Avenue #100
Portland, OR 97214

RE: Proposal for Additional Services – St Helens Public Safety Building Design Update

Dear Adrienne,

The following is our proposal to provide additional acoustical design services for the St Helens Public Safety Building design update.

Our scope of work will involve evaluating the acoustical aspects of the project, including architectural acoustics, mechanical noise and vibration, and provide design solutions to meet the project criteria. We will provide review and analysis for the acoustical aspects of the project, including selection of wall assemblies, acoustical treatments, mechanical noise and vibration control, and provide design details and product information as necessary. Our services will extend through the DD, CD, and CCA phases of the project. During the construction phase we will be available to review submittals, answer field questions and conduct site inspections.

The following are the services we will provide within with this scope of work:

DD Phase

Services during this phase will include developing the architectural design elements with respect to the criteria, such as wall assemblies and acoustical finishes, and evaluation of the MEP systems.

Architectural Acoustics

1. Review project documents with respect to acoustical criteria.
2. Evaluate assemblies with respect to the design criteria and develop recommendations for sound isolation to achieve the recommended STC ratings.
3. Evaluate the acoustical response of each space and develop acoustical treatments necessary to provide balanced room response. Sound absorbing materials and other design elements will be developed to minimize harsh reflections and control reverberation to provide a balanced response. Coordinate the design solutions with the project team.
4. Identify doors to receive acoustical seals where necessary.
5. Document recommendations in a report including drawings and specifications to be incorporated in the drawing set.
6. Attend project meetings as necessary to coordinate acoustical design.

MEP System Noise and Vibration Control

1. Evaluate noise levels from the HVAC system with respect to supply, return, crosstalk, and vibration based on ASHRAE guidelines.
2. Provide noise and vibration control solutions to meet the design criteria. Coordinate with the mechanical engineer to incorporate into the project documents.
3. Provide a report documenting noise control recommendations and criteria.

Construction Documents

During the CD phase we will provide review and documentation to support the acoustical design elements for construction detailing. We will provide a comprehensive review and solutions to control noise and vibration from the MEP systems.

Architectural Acoustics

1. Review progress drawings for incorporation of acoustical designs. Identify and coordinate items that need to be addressed or updated.
2. Develop and coordinate construction details for walls, window assemblies, doors, and specific acoustical conditions such as mullions and wall/ceiling intersections related to the acoustical performance of the assemblies.
3. Coordinate details, layouts, and other design considerations for acoustical finishes.
4. Issue specifications for acoustical products formatted to project standards. Specifications typically include acoustical sealant, resilient channels, acoustical panels, operable partitions, etc.
5. Attend project meetings as necessary to coordinate acoustical design.
6. Review drawings and specifications at each major drawing release with respect to acoustical design. Issue a report of the review items.

MEP System Noise and Vibration Control

1. Review the mechanical design and provided revised recommendations as necessary to meet the design criteria.
2. Provide final mechanical noise control details for penetration isolation, vibration isolation, and noise control elements.
3. Provide final mechanical noise and vibration control specifications.
4. Provide a property line noise study, which includes evaluating noise from major mechanical and other noise-generating equipment and sources such as police sirens to adjacent properties with respect to pertinent code requirements. Provide noise control requirements for equipment to meet code levels where necessary. Provide a report documenting the study which can be submitted for permitting.

CCA Phase

1. Review product submittals, substitution requests and shop drawings for conformance with acoustical details and specifications issued in the construction documents.
2. Provide site visits to inspect implementation of acoustical scope. At the completion of each site visit we will issue a report of our observations and corrections for compliance with construction documents.
3. Attend / conference into construction meetings as necessary.

Our team will include Alan Burt as the project manager and primary acoustical consultant, assisted by our consultants for analysis and drawing details.

The following are the estimated fees for the project per phase:

Item	Fee
DD Phase	\$2,700
CD Phase	\$4,500
Total – Design	\$7,200
CCA Phase	\$3,500

Services during the design phase will be provided on a lump sum basis. Services during the CCA phase will be provided on an hourly basis not to exceed the total fee. Additional services will be provided on an hourly basis or as otherwise agreed. Our fees include all overhead expenses including printing, use of acoustical equipment and administrative support.

Please contact me if you have questions or need additional information.

Sincerely,
SSA Acoustics, LLP



Alan Burt, P.E.
PARTNER
ACOUSTICAL CONSULTANT

MACKENZIE.

P 503.224.9560 ■ F 503.228.1285 ■ W MCKNZE.COM

RiverEast Center, 1515 SE Water Avenue, #100, Portland, OR 97214

Portland, Oregon ■ Vancouver, Washington ■ Seattle, Washington

HOURLY BILLING RATE SCHEDULE*

PRINCIPALS \$ 175 – \$ 300

ARCHITECTURE/LANDSCAPE

Design Director	\$ 190 – \$ 250
Senior Project Architect	\$ 170 – \$ 270
Project Architect I – III	\$ 110 – \$ 215
Architectural Designer II-III	\$ 90 – \$ 185
Architectural Designer I	\$ 65 – \$ 100
Designer/Drafter	\$ 60 – \$ 95
Intern	\$ 60 – \$ 90

ENGINEERING

Senior Project Engineer	\$ 160 – \$ 250
Project Engineer I – III	\$ 105 – \$ 210
Designer I – II	\$ 85 – \$ 165
Transportation Analyst I – II	\$ 70 – \$ 120
Designer/Drafter	\$ 85 – \$ 150
Intern	\$ 65 – \$ 100

PLANNING

Senior Project Planner	\$ 150 – \$ 235
Project Planner I – IV	\$ 95 – \$ 220
Permit Coordinator	\$ 60 – \$ 100
Assistant Planner	\$ 70 – \$ 120
Intern	\$ 60 – \$ 90

INTERIOR DESIGN

Senior Project Interior Designer	\$ 150 – \$ 230
Interior Designer III – V	\$ 100 – \$ 175
Interior Designer I – II	\$ 70 – \$ 135
Intern	\$ 60 – \$ 90

ADMINISTRATION

Administrator	\$ 70 – \$ 190
Word Processor	\$ 85 – \$ 115
Graphic Artist	\$ 85 – \$ 130

*Subject to change April 2024

MACKENZIE.

P 503.224.9560 ■ F 503.228.1285 ■ W MCKNZE.COM

RiverEast Center, 1515 SE Water Avenue, #100, Portland, OR 97214

Portland, Oregon ■ Vancouver, Washington ■ Seattle, Washington

REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

\$15.00/download

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet

● = approved VE



6/23/2025

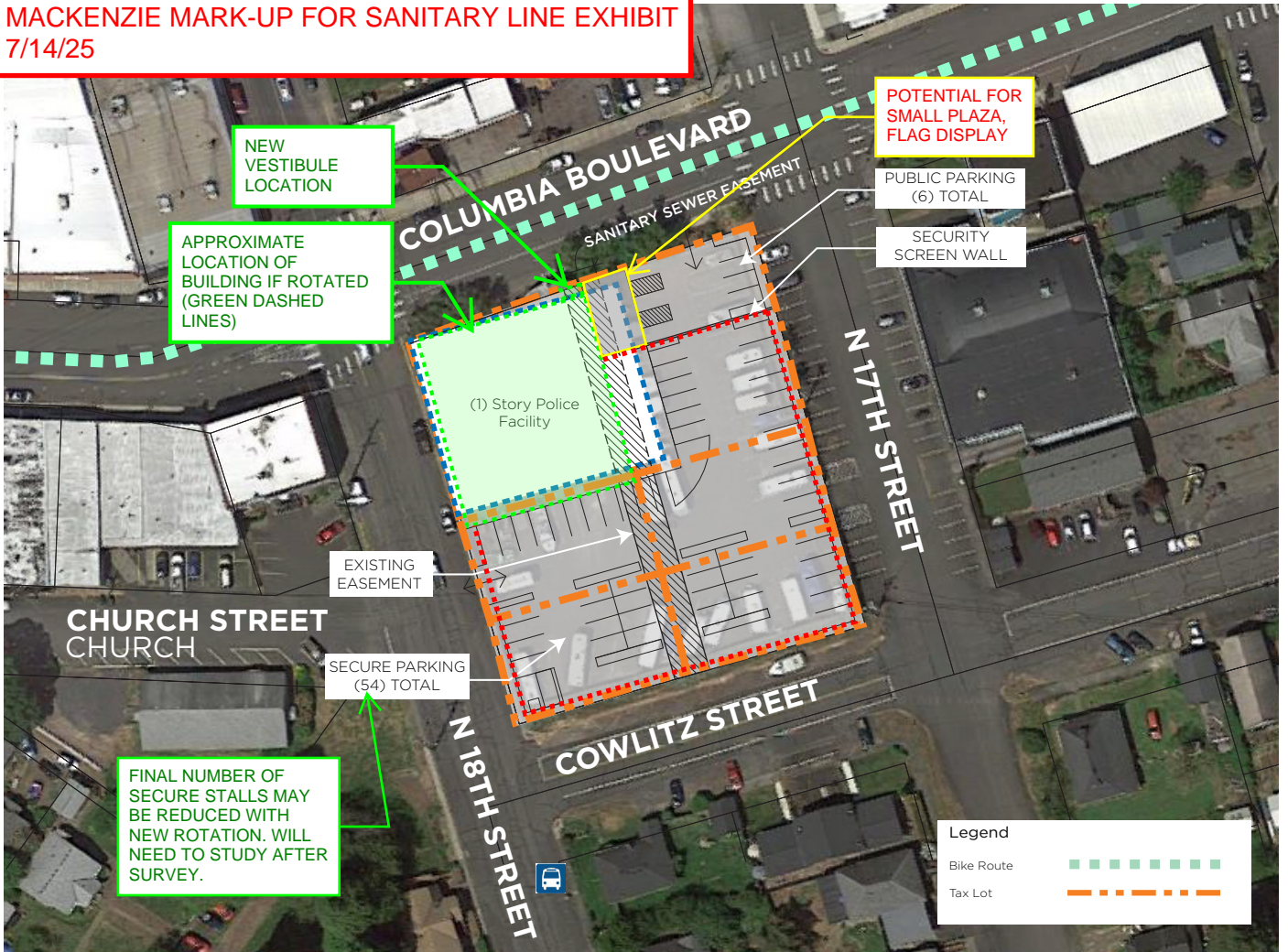
BUDGET REVISION TRACKER
St. Helens Public Safety Building

Estimate 3.2 - 02.24.25	\$ 10,910,314
Offsite Improvements	\$ 530,400
Total	\$ 11,440,714

BRT#	Description	Estimated Value	P/R/A	Pending Amount	Rejected Amount	Approved Amount	Priority Add Backs	Comments
000	Multi System							
001	Defer Covered Parking	(183,260)	A			(183,260)		ARCH/STRUCT
002	Remove Training & Evidence scope altogether	(300,000)	R		(300,000)			
003	Utilize Fiber Cement Siding & Wood Framing in lieu of Structural Masonry	(100,000)	P	(100,000)				Would have a significant redesign cost
004	Remove Records Storage	(35,000)	R		(35,000)			
005	Shell Training Room 110	(71,080)	R		(71,080)			
100	Shell							
101	Change Curtainwall w/ BRG to Storefront w/ Blast Film at All Elevations.	(87,087)	A			(87,087)		
102	Traditional Ladder in lieu of Ships Ladder	(4,000)	A			(4,000)		
200	Interiors							INT/ARCH
201	Change ATC from specified to conventional 2x4	(17,964)	A			(17,964)	17,964	
205	Change Halls from polished concrete w/ sealer to sealer only	(9,229)	A			(9,229)	9,229	
206	Delete Acoustic Baffles at Room 110	(15,000)	A			(15,000)	15,000	Included with item #005
208	ATC in lieu of Wood Ceiling at Lobby	(22,982)	A			(22,982)	22,982	
209	Remove glass and doors from Detective Offices	(39,140)	A			(39,140)		
400	Plumbing							
401	Schedule 80 Industrial Corzan CPCV in lie of Copper for Domestic Water	(14,000)	R		(14,000)			HSW does not recommend
402	Delete two (2) Showers	(10,000)	R		(10,000)			
600	Electrical & Low Voltage							
601	Delete Rough-In for DAS	(13,500)	R		(13,500)			Not recommended per Mackenzie 7.19.23 email due to CMU
700	Sitework							CIVIL/LAND
701	Leave existing Asphalt Paving	(175,863)	A			(175,863)		\$50k allowance for patching figured against credit
702	Reduce Qnty of Sidewalks by 50%	(41,162)	A			(41,162)		
703	Reduce CIP curbs to 450 lf	(28,008)	A			(28,008)		New paving areas only
704	Delete Seat and Signage Walls	(39,647)	A			(39,647)		Mount signage on building
705	Reduce Planters from 200 lf back to 75 lf (original design)	(136,938)	A			(136,938)		Add'l footage was crash protection
706	Defer Trash Enclosure	(48,395)	P	(48,395)				
707	Defer Security Fencing and Gates	(135,761)	R		(135,761)			
708	Reduce Onsite Landscaping to \$15k Allowance	(85,000)	A			(85,000)		
709	Defer Generator	(243,211)	P	(243,211)				City may have emergency generators available
709.1	Downsize Generator	TBD	P	TBD				
710	Delete Conduit Rough-In for Future EV Stations	(10,000)	A			(10,000)		CIVIL/ELEC

BRT#	Description	Estimated Value	P/R/A	Pending Amount	Rejected Amount	Approved Amount	Priority Add Backs	Comments
711	Reduce flag poles to two (2)	(10,800)	A			(10,800)		CIVIL/LAND/ELEC
712	Remove Planter	(81,766)	A			(81,766)		
	Subtotal			(391,606)	(579,341)	(987,846)		
	Contingencies & Markups			(56,005)	(82,853)	(141,274)		
	Reduce Sitework Estimating Contingency from 15.00% to 7.00%	(152,851)	A			(152,851)		
	1.50% for Solar			(6,714)	(9,933)	(19,230)		
	Subtotal			(454,325)	(672,127)	(1,301,201)		
800	Offsite Improvements							
801	Alternate Funding for Sewer Relocation	(264,160)	A			(264,160)		(Includes Markups)
802	Reduce Frontage Improvements to \$100,000 Allowance	(166,240)	A			(166,240)		(Includes Markups)
				(454,325)	(672,127)	(1,731,601)		
	Total							
				Adjusted Total		\$ 9,709,113		

MACKENZIE MARK-UP FOR SANITARY LINE EXHIBIT
7/14/25



LOCATION

- 1771 Columbia Blvd.
St. Helens, OR
- Tax Lots: 4104-CA-20900, 21000, 21100,
21200, 21300, 21400

SIZE

- 1.04 Acres

ZONING

- Houlton Business District (HBD) for northern
1/4 lots abutting Columbia Blvd. Allows “Public
safety and support facilities” and “Public
facilities, major” outright
- General Commercial (GC) for the southern 3/4.
Allows “Public facilities, major” as Conditional
Use but does not list “Public safety and support
facilities”

TRANSPORTATION ACCESS

- Pedestrian
- Bike

DEVELOPMENT STANDARDS

- Building Setbacks: Maximum front yard of zero
in HBD zone (no setback standards elsewhere)
- Maximum Building Coverage: 90%
- Minimum Landscaping Area: 10%
- Max. Building Height: 45 feet
- Minimum Parking Ratio:
1 space for every employee on largest shift using
“Public Safety Services” category

SCHEDULE CONSIDERATIONS

- SANITARY SEWER LINE RELOCATION

LAND USE APPROVAL PROCESS

- CITY PLANNING STAFF RECOMMEND A ZONE CHANGE (FOR THE SOUTHERN 3/4
CURRENTLY ZONED AS GC) TO HBD ZONE SINCE IT PERMITS PUBLIC SAFETY AND
SUPPORT FACILITIES OUTRIGHT
- ASSUMING ZONE CHANGE IS APPROVED, PROJECT WOULD REQUIRE SITE
DEVELOPMENT REVIEW APPROVAL BY PLANNING DIRECTOR PRIOR TO BUILDING
PERMITSW

Adrienne Linton

From: Jacob Graichen <jgraichen@sthelensoregon.gov>
Sent: Wednesday, July 24, 2024 3:31 PM
To: Adrienne Linton
Cc: Jeff Humphreys; John Walsh; 'David Lintz'; Iris L. Wu; Brian Varricchione
Subject: RE: St Helens Public Safety Building: New Potential Sites - ROW Improvements and other Questions

I should add, If the city is looking at just the north portion of the site, we'll need to parcel it off. If there is a legit property line within, we could do a Lot Line Adjustment. Otherwise, it would be a partition.

Jacob A. Graichen, AICP, City Planner

City of St. Helens

jgraichen@sthelensoregon.gov

(503) 397-6272

From: Jacob Graichen
Sent: Wednesday, July 24, 2024 3:28 PM
To: Adrienne Linton <ALinton@mcknze.com>
Cc: Jeff Humphreys <JHumphreys@mcknze.com>; John Walsh <jwalsh@sthelensoregon.gov>; 'David Lintz' <David.Lintz@otak.com>; Iris L. Wu <IWu@mcknze.com>; Brian Varricchione <BVarricchione@mcknze.com>
Subject: RE: St Helens Public Safety Building: New Potential Sites - ROW Improvements and other Questions

See responses below in **red**.

Except the answer to #1 here:

Columbia Boulevard and S. 18th Street is an arterial and collector classified street, respectively, which has standards that apply based on the class. Columbia Boulevard is also subject to the TSP refinement plan, known as the corridor master plan, with a modified (refined) arterial design.

For many years and proposals, we have asked the Planning Commission if there are existing, intact and acceptable state of repair street frontage improvements, if they need to be rebuilt to the adopted standard as a requirements of the development. The Commission has consistently, been ok with the existing improvements and not requiring the upgrade.

There is existing curb/sidewalk along both of these streets. Because of access standards and arterial streets, direct access to Columbia Blvd is not something that would be looked at favorably, thus, modifications to that section by design is less likely. There are a few driveway approaches along S. 18th Street, so how many of those change and the total extent of impact will need to be considered. But, it is possible the existing curb-tight sidewalk along these two streets will be ok. I think one wild card will be "you should do the upgrade because it's the right thing to do" argument if that comes up, but the counter will be \$\$\$ and the history of not requiring the upgrade.

For the other sides, Cowlitz and S. 17th Streets, they are local classified. The default answer to those is our local street standard, but the rights-of-way are extra wide, so there will be extra space. If no ROW vacation, this extra space could be used for street trees (behind the sidewalk on local streets) and maybe having on-street parking that is not parallel. Note that the large building across S. 17th Street from the subject property was a bowling alley at some point before my time (I'm on year 17 here), and was the local hardware store up till about 15 years

ago. The current use doesn't have the same parking demand, but potential future use could, so that may be basis to keep angled or 90 degree parking (if it fits) along 17th. That site has zero on-street parking.

So frontage improvements for S. 17th and Cowlitz and no upgrades along Columbia Boulevard are likely. Still probably for no upgrades to S. 18th but not as "sure" as Col Blvd.

Jacob A. Graichen, AICP, City Planner

City of St. Helens

jgraichen@sthelensoregon.gov

(503) 397-6272

From: Adrienne Linton <ALinton@mcknze.com>

Sent: Wednesday, July 24, 2024 12:08 PM

To: Jacob Graichen <jgraichen@sthelensoregon.gov>

Cc: Jeff Humphreys <JHumphreys@mcknze.com>; John Walsh <jwalsh@sthelensoregon.gov>; 'David Lintz' <David.Lintz@otak.com>; Iris L. Wu <IWu@mcknze.com>; Brian Varricchione <BVaricchione@mcknze.com>

Subject: St Helens Public Safety Building: New Potential Sites - ROW Improvements and other Questions

Importance: High

Hi Jacob,

I hope your summer is treating you well. We regrouped on Monday to discuss the future St. Helens Police Station and the two sites the City has been considering. I've listed some questions below for each site. We are hoping you can weigh in with as much detail as possible so the City can get some preliminary pricing to aid in the final decision making process. *We are hoping for your response as soon as you can, in order to keep things moving.* We appreciate your help on this!

1771 Columbia (see attached site test fit):

1. ROW frontage: we had received some early documents from you (attached analysis document) stating that there is a potential for requiring upgrades to the TSP standard or the Corridor Plan standards. Can you provide more information for what and how much would need to be improved? Can you share with us what planning would want to see for the ROW improvements around the entire property? **See response above.**
2. Can mechanical units for the building HVAC be mounted on site (in lieu of the building) as long as they are screened behind the fence? **Yes, see SHMC 17.72.110(2)**
3. Any requirements that we should be aware of for the materials for secure fencing? The current design for Kaster includes chain link with privacy slats. **No**
4. Can the building be setback from Columbia Blvd by means of planters for protection from vehicles? **See SHMC 17.32.180(4)(e). So yes if the intervening area is for the use as code specified. If not, probably need a Variance. Hopefully a design can be achieved so this area is a pedestrian amenity. Though not sure how much this conflicts with security/building defense goals.**
5. Can the City take care of the rezoning for the GC portion of the site? How long is that process? **Probably. Approx 3-4 months. It was supposed to be entirely HBD when the city originally rezoned it years ago, but the owner (same as current) convinced the council to leave some of the "old" zoning. That was dumb, so the rezone will be busy work to make it "un-dumb".**

2075 Gable Road (see snapshot below, only interested in the top third of the site):

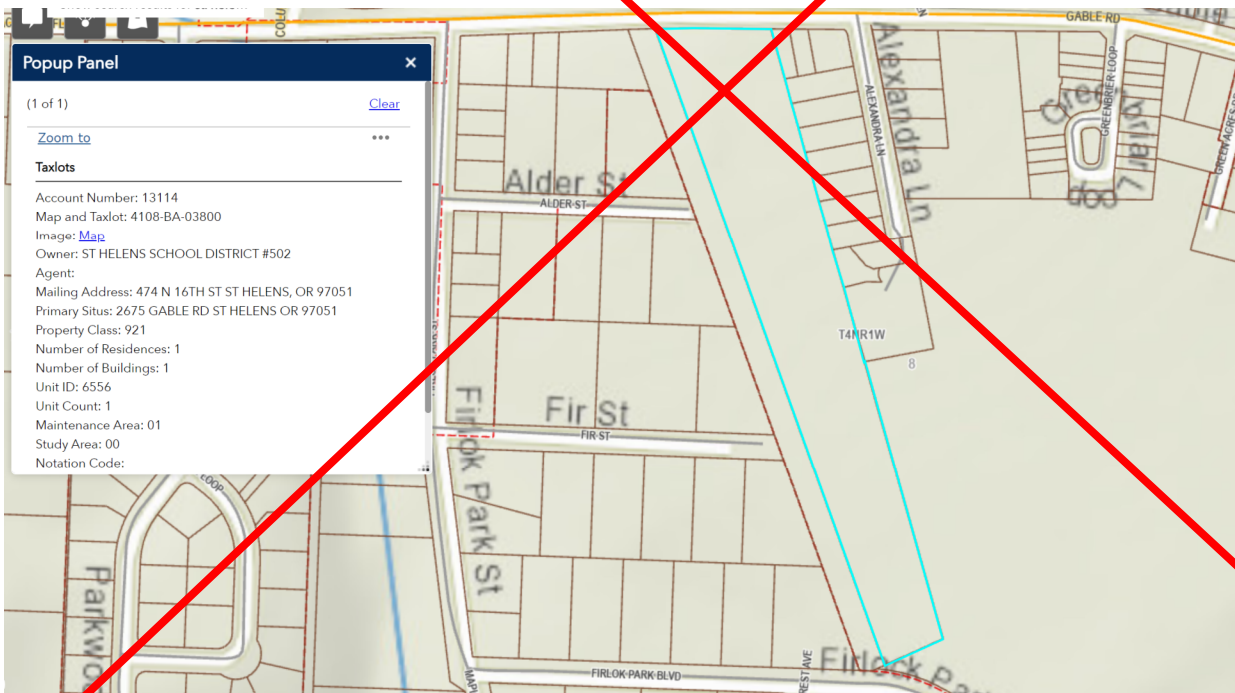
1. Given that Gable road has recently been improved, are there any other ROW requirements on Gable Road? **Probably only those associated with any access/driveway changes, if any. Such as adding/removing driveways. Gable is a collector street here, so we'll be somewhat picky about access.**
2. If Alder Street was used for secondary access to the site, would any improvements be required to that street as well? **Good question. The gravel underdeveloped nature of it cannot be ignored. How much use is proposed for that and how much dust will it create, is one key question. I think this depends somewhat on design, intent and possibility (since over time design intent can wane). Hard to give a solid answer on this one. It**

depends... But I think it would be a question of paving or not, and not sidewalks/curb improvements. I attached a couple of photos of Alder, though they are about 5 years old now. Note Alder is a County jurisdiction road, but the county usually yields to city standards.

3. Any other zoning considerations for placing a Police Station on this site? There are wetlands on this property based on delineations of adjacent property. But none of these are “significant” to the city, so no buffer or other provisions of Chapter 17.40 SHMC. Just DSL and maybe USACOE. Wetland study is wise. I attached the wetland info for an adjacent property on the west side; this property is shaped like an ax, with the “blade” portion abutting and facing the subject property along the Gable Road side. I have no record of DSL concurrence; that property remains undeveloped.

But note the wetland in the ditch of Alder Street.

The property’s Apartment Residential zone doesn’t list “public safety facility” as a use at all. So the a zone change would be necessary. Since the school district recently purchased it and it abuts the high school property, which is zoned Public Lands, that may be the zone to go with. Assuming the school district did not have residential development on their minds with this purchase, of course.





We appreciate your help in advance!

Thank you,

Adrienne Linton

she/her/hers

D 971-346-3680 C 503-705-9244

Architect

Senior Associate | Assistant Department Head

Professional Licenses & Certifications



Disclaimer

Mackenzie.

ARCHITECTURE ■ INTERIORS ■ STRUCTURAL, CIVIL, AND TRAFFIC ENGINEERING

LAND USE AND TRANSPORTATION PLANNING ■ LANDSCAPE ARCHITECTURE

PORTLAND, OR | VANCOUVER, WA | SEATTLE, WA

www.MACKENZIE.inc



Proposal

Date: August 4, 2025
Project: St. Helens Public Safety Building
To: Mackenzie
 RiverEast Center
 1515 SE Water Avenue, Suite 100
 Portland, Oregon 97214
Type of Services: Mechanical, Electrical, Plumbing, and Technology Engineering

Project Summary

The project is a new Police Station for the city of St. Helens, OR. The project will develop approximately 1.04 acres located at 1771 Columbia Blvd. The new building will be approximately 11,000sf, single story, essential facility.

Project Assumptions

1. This fee proposal is based on email and meeting dated July 10, 2025.
2. Project is based on 100% DD set completed 7/2023, with revisions per the accepted VE items dated 6/23/2025, apart from the emergency generator VE item. If a redesign of the emergency generator is needed, PAE can provide that as an additional service.
3. The delivery method used as the basis of this proposal is as follows
 - a. **Design-Bid-Build.** PAE will be contracted through the Architect who is contracted with the owner. PAE will be the Engineer of Record for the "Scope of Design Work" and will provide "Deliverables and Scope of Services" as described in this proposal. The general contractor and subcontractors will be selected by bidding the project documents after the design is completed. A contingency will be carried by the owner appropriate to the industry standard of care.
4. The Owner, Architect and other Design Consultants will provide all pertinent information in a timely manner prior to project milestones.
5. The Architect will provide a Revit model that includes floor plans, life safety plans that indicate rated assemblies and egress paths, and reflected ceiling plans. The Architect will model and show the exact location and mounting height for all visible MEPT equipment and devices in architectural plans and elevations. Architectural plans will show all user equipment that requires MEPT connections. PAE documents will adhere to the Level of Detail (LOD) listed under the "Building Information Modeling (BIM) and Coordination" section of this proposal.
6. Project structural engineer shall assist PAE by defining seismic criteria and designing seismic approach for mechanical/electrical equipment. The structural Revit model will be available prior to completion of the Design Development phase.
7. Civil Engineer will extend all utilities within 5' of the building. PAE will design up to 5' outside of the building except as specifically identified.
8. The project civil engineer will provide the design and be the engineer of record for any underground foundation drainage system (if required) for the project and issue the work as a "P" drawing if the local jurisdiction requires plumbing contractors to install the work.
9. A Landscape Architect and/or the Civil Engineer will be responsible for designing landscape irrigation systems.



August 4, 2025

10. An acoustical consultant will establish acoustical criteria and review the MEP documents for acoustical performance. The acoustical consultant shall provide ambient noise levels, determine the sound rating requirements for perimeter wall assemblies, and provide recommendations for mechanical / vibration isolation and other acoustical control measures.
11. Value Engineering Changes: The fees provided in this proposal can accommodate most changes to the design of the MEP systems due to the Value Engineering (VE) process through the end of the Design Development phase. However, VE design changes made at any time during the project, which require significant engineering and/or coordination re-work (i.e. engineering and/or coordination work previously completed is no longer valid, or useful, due to the changes) will be identified and an additional service proposal will be presented for approval.
12. Interaction or coordination with a third-party review hired by the owner is not included. If requested, PAE can provide an additional service proposal to review and respond to a third-party peer review, including substantiating the proposed design and potential modifications to the completed work.
13. The following deadlines are expected:
 - a. 100% Design Development
 - b. Photometric drawings for land use submission
 - c. 100% Construction Document Progress / Building and MEP Permit

Note: If deadlines are added beyond those listed above or the Building and MEP Permit intake is required prior to 95 percent CD to support the overall project schedule, an additional service will be submitted to accommodate added deadlines and/or work delivered out of sequence.
14. The commissioning agent will provide all documentation and services as required by the local energy code, and authority having jurisdiction, including completed permit forms.
15. Though the project will follow previously approved approaches for HVAC systems, updates to energy code and available refrigerant technologies will require reselection and re-coordination of mechanical equipment during the DD phase.
16. At the beginning of the Construction Administration phase and prior to fabrication and installation of MEP system, General Contractor and MEP sub-contractors will prepare and submit product information and shop drawings for MEP systems to the design team for review and comments. For each design discipline, documents will be submitted at one time and in single submittal package. Multiple submittal reviews for each design discipline are outside of the base scope of work and may be subject to additional fees.

PAE Scope of Design Work

MECHANICAL SYSTEMS

1. Heating, ventilation, and air conditioning.
2. Site: none.

PLUMBING SYSTEMS

1. Plumbing: gas, sanitary, storm sewers, domestic hot and cold water, and fixture selection.
2. Fire protection: performance documents for sprinkler systems.



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ELECTRICAL SYSTEMS

1. Site electrical: permanent building power, site and parking lot lighting.
2. Power: service distribution, branch panels, and connections to mechanical equipment.
3. Emergency/standby power and distribution system.
4. Fire Alarm System: Performance Documents for fire alarm system (i.e. performance specifications, major equipment space allocation, final design and device layout provided in a deferred submittal by the FA Contractor)
5. Interior lighting and exterior lighting: PAE will provide switching, controls and power connections based on lighting design concept and standard luminaire selection provided by LUMA during previous SD phases.
 - a. Exit sign specification and placement will be completed by the Architect and incorporated into the lighting plans by the PAE Electrical Engineer.
6. Special systems: metering, controls, and UPS.
7. Performance documents for electrical distribution system Arc Flash Hazard Analysis and emergency system Selective Coordination Study.
8. Site technology: raceway for telephone, data and cable.
9. Raceway and outlets for telecom system (system, equipment and cabling design by others).
10. Raceway for a security access control system (system, equipment and cabling design by others).

TECHNOLOGY SYSTEM DESIGN

1. Telecommunications System Design:
 - a. Integrated telecommunications data/voice distribution design including service provider entrance.
 - b. Telecommunications room and space design.
 - c. Building cabling systems.
 - d. Cable/master antenna TV or satellite TV distribution system.
2. Courtroom Technology:
 - a. Courtroom technology communication and audiovisual, including video-capture, annotation, video switching, AV control system, digital signage, speech & audio reinforcement.
3. Audiovisual System Design:
 - a. Presentation and conferencing systems.
 - b. Public address systems.
4. Electronic Safety and Security Systems Design:
 - a. Surveillance CCTV system and IP video cabling infrastructure.
 - b. Intrusion detection system and infrastructure.
 - c. Access control and infrastructure.
 - d. Integration with paging and mass notification systems.
 - e. Video analytics system specifications
 - f. Camera field of view study and layout.



August 4, 2025

ENERGY SYSTEMS SCOPE OF WORK

1. Help the team meet the State of Oregon's requirement that 1.5% of the construction budget for a publicly funded project be dedicated to solar energy systems (including photovoltaics or solar thermal). Integrate such systems or approaches into the design documents and review their installation as part of the construction administration phase.

PAE Deliverables and Scope of Services

DESIGN DEVELOPMENT PHASE

1. Attend design meetings with the architect, owner, and other consultants. Meetings will be conducted via teleconference.
2. Develop system space requirements.
3. Conduct energy codes analysis for updates from previous design.
4. Develop system calculations.
5. Coordinate with design team members.
6. Provide deliverables for the Design Development phase:
 - a. Drawings and narratives to define project system components. Drawings shall include equipment locations and main routings, details and diagrams.
 - b. Preliminary specifications.
 - c. Review of system construction cost estimates prepared by others.
 - d. Cut sheets describing HVAC, plumbing, and electrical equipment.
 - e. New Land Use Package:
 - 1) Lighting photometric plan

CONSTRUCTION DOCUMENTS PHASE

1. Attend design meetings with the architect, owner, and other consultants.
2. Finalize design calculations.
3. Finalize utility coordination.
4. Provide deliverables for the Construction Documents Phase:
 - a. Working drawings in cooperation with project team necessary for permit and contract documents.
 - b. Project specifications necessary for permit and contract documents.
 - c. Energy code compliance forms for mechanical systems and lighting:
 - 1) Compliance will be demonstrated via the Prescriptive Path or Simplified Trade-Off Approach with envelope performance and area take-offs provided by the architect. Demonstration of compliance by the Whole Building Approach will be an Additional Service.

PERMITTING PHASE

1. Review and respond to permit review comments.
2. Provide updated/revised drawings as necessary for permit.



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BIDDING PHASE

1. Review bids.
2. Review substitution request forms.
3. Provide design clarifications and addenda material.

CONSTRUCTION ADMINISTRATION PHASE

1. Perform periodic onsite observations of MEPT systems to observe construction progress (2 visits each for Mechanical and Electrical, and one visit for technology are included prior to final punch). Attendance at weekly job meetings is not included; however, PAE will attend specific meetings where our support to resolve specific mechanical and electrical issues as required.
2. Assist in construction coordination for system elements of the project.
3. Review system shop drawings.
4. Provide design clarifications where necessary.
5. Respond to RFIs.
6. Review record drawings prepared by contractor.
7. Review operation and maintenance instructions prepared by contractor.
8. Conduct final observation for each discipline and prepare final observation report. Follow-up visits to recheck or verify contractor corrected items from the final observation report will be billed at our standard hourly rates.

Building Information Modeling (BIM) and Coordination

PAE's final deliverables will include the contract drawings, not the BIM file. If the general contractor would like to use the BIM file for their purposes, a standard release form will need to be signed.

The BIM Level of Development (LOD) for the design phases will follow AIA standards as follows:

1. Design Development – AIA Standard G202-2013 BIM LOD 100.
2. Construction Documents – AIA Standard G202-2013 BIM LOD 200.

The contract drawings will be prepared in Revit. The model elements will be graphically represented as generic objects with enough detail to communicate size, shape, location, and orientation of all equipment and appurtenances. PAE Revit files will be provided to the consultant design team for reference and coordination, but linked content from PAE's model will not be used to populate the architectural or other consultants' contract drawings.

When subconsultant AutoCAD backgrounds and Revit model are provided by civil, landscape, or other subconsultants, the Architect is responsible for correctly linking base AutoCAD drawings and Revit models from other consultants into the architectural Revit model for use by PAE.

PAE will coordinate building systems with other disciplines based on the traditional Engineer of Record (EOR) "Standard of Care". The EOR's standard of care for the coordination of mechanical and electrical systems with structural, architectural and other discipline's system elements is such that everything must "fit" within the spaces allocated (i.e. plenums, shafts, mechanical and electrical rooms, etc.). However, the EOR is not responsible for resolving every clash detected by programs such as Navisworks.



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If BIM 360 or another live BIM collaboration method is utilized on a project, it is understood that portions of the work may not be coordinated at intermediate milestones due to the concurrent development of the architectural work with the MEPLT work up to the deadline. It is anticipated that the architectural floor plans will have minimal updates during the Construction Document phase and are frozen for a significant duration before any formal permit or construction deliverable.

As part of the Shop Drawing process, the general contractor and sub-contractors will be responsible to provide detailed coordination of service routing with the other trades (i.e. BIM LOD 400) prior to the start of construction and fabrication. If spatial conflicts arise where building system elements will not physically fit within the space allocated, the EOR will be notified and lead the resolution of the issue. Upon completion of the project the client may request the general contractor to provide a BIM LOD 500 file, which incorporates as-built conditions.

Excluded Services

This proposal does not encompass the following items:

1. Weekly design coordination printings and model updates.
2. Active telecommunications systems (servers, routers, network switches, wireless access points, etc.).
3. Digital Signage Systems.
4. Room Scheduling Systems.
5. Sound Masking Systems.
6. Video Surveillance Systems.
7. Architectural lighting design.
8. Daylighting modeling.
9. Design services (civil) for utility connections beyond 5 feet of the building, except as specifically identified. Building plumbing system piping design will be extended 5 feet outside of the building for connection coordinated by others.
10. Acoustical analysis.
11. Energy study & modeling.
12. Whole Building Energy Code compliance modeling.
13. Energy incentive program assistance.
14. Alternate designs for cost/value comparisons after the DD phase.
15. Construction cost estimates for systems.
16. Multiple bid packages.
17. Commissioning.
18. Record drawings.
19. Onsite observation performed at the end of the warranty period.
20. Post-occupancy energy simulation model calibration.



August 4, 2025

Fees and Reimbursable Expenses

PAE will be compensated on a lump sum fee basis for the **Design Development, Construction Documents, Permitting and Bidding phases** as shown in the following tables.

Basic Service Fees

Phase	MEP
Design Development	\$45,000
Construction Documents	\$67,500
Permitting	\$4,000
Bidding	\$4,500
Total	\$121,000

PAE will be compensated on an hourly basis for **Construction Administration phase**, per PAE's current standard hourly fee schedule (copy attached), excluding reimbursables.

Basic Service Fees

Phase	MEP
Construction Administration	\$36,500
Total	\$36,500

~~Fees will be billed monthly in proportion to the services performed. Fees shall be paid within 30 days of billing.~~

Reimbursable expenses will be billed at cost. They include mark-up printing and reproduction costs; delivery services; extended travel costs including transportation, food and lodging; local travel costs including taxi, parking and mileage. It is assumed that all milestone printings will be provided by a reprographics firm hired by the architect, or owner and are not included.

PAE has estimated the reimbursable total expenses at \$3,000 and will not exceed this amount without prior authorization.



August 4, 2025

Project Schedule

It is understood that the project is tentatively scheduled to begin August 2025, and the following is an estimated schedule for the proposed project. Delays beyond this time-period could affect the project fee. Fees would be renegotiated prior to the services being performed.

Phase	Duration (Months)
Design Development	3
Construction Documents	4
Permitting	3
Bidding	3
Construction Administration	18

Note: Project holds or delays more than 2 months may be subject to an additional service due to inefficiencies in staffing and engineering design process.

Permit Submittal Note: An early permit submittal (i.e. anything earlier than about 95% CD) will require the MEP engineering to advance well ahead of the architectural design to satisfy the level of completeness required by the code reviewers. Therefore, any re-work of design and engineering required due to design changes after the permit submittal will require an additional service to cover this work.

Standard Terms and Conditions

Any contract made between the parties relating to this work will include the Standard form of Agreement between Architect and Owner, similar to AIA B-101 2017, and Standard Form of Agreement between Architect and Subconsultant, similar to AIA C-401 2017. This proposal is contingent upon our review and acceptance of the Standard Terms and Conditions within these Agreements.

Proposed by:

Jeremy Galvin, P.E.
PAE

Chelsea DeYoung, CDT
PAE

CND/jpg

Accepted by:

Jeff Humphreys, AIA, CSI, LEED AP
Mackenzie

Date



August 4, 2025

Hourly Rates

Effective: January 1, 2025

Staff Category	Rate/Hour	Staff Category	Rate/Hour
General Administrative	\$135	Technology Designer 1	\$170
Marketing	\$135	Technology Designer 2	\$185
Graphics Designer	\$170	Technology Consultant 3	\$210
Project Coordinator 1-2	\$140	Technology Senior Consultant 4	\$225
Senior Project Coordinator 3-4	\$180	Technology Senior Consultant 5	\$250
Senior Project Coordinator 5-6	\$205	Technology Specialty Security Consultant 6	\$275
BIM Technician 1-2	\$160	Technology Specialty AV Consultant 6	\$275
BIM Technician 3	\$180	Technology Specialty ICT Consultant 6	\$275
BIM Technician 4	\$190	Technology Associate 6	\$275
BIM Technician 5	\$235	Technology Senior Associate 7	\$300
BIM Director	\$280	Technology Associate Principal 8	\$315
Senior Office Management	\$315		
MEP Engineer/Designer 1	\$170		
MEP Engineer/Designer 2	\$185		
MEP Engineer/Designer 3	\$205		
MEP Senior Engineer/Designer 4	\$235		
MEP Senior Engineer/Designer 5	\$255		
MEP Associate 6	\$270		
MEP Senior Associate 7	\$295		
MEP Associate Principal 8	\$320		
Principal 9	\$345		
Senior Principal 10	\$380		

Note: Billing rates are subject to annual increases and will be adjusted at the beginning of each calendar year.



August 4, 2025

Adrienne Linton
Mackenzie
RiverEast Center
1515 SE Water Avenue #100
Portland, OR 97214

RE: Proposal for Additional Services – St Helens Public Safety Building Redesign

Dear Adrienne,

The following is our proposal to provide additional acoustical design services for the St Helens Public Safety Building redesign at the new location at 1771 Columbia Blvd in St. Helens, OR.

Our scope of work will involve evaluating the acoustical aspects of the project, including architectural acoustics, mechanical noise and vibration, and provide design solutions to meet the project criteria. We will evaluate noise levels from exterior noise to the building interior and provide recommendations for the building envelope to ensure noise levels are within acceptable levels for noise sensitive areas, in addition to a survey of noise from the facility to the surrounding properties. We will provide review and analysis for the acoustical aspects of the project, including selection of wall assemblies, acoustical treatments, mechanical noise and vibration control, and provide design details and product information as necessary. Our services will extend through the DD, CD, and CCA phases of the project. During the construction phase we will be available to review submittals, answer field questions and conduct site inspections.

We will provide the following services within with this scope of work:

DD Phase

Services during this phase will include developing the architectural design elements with respect to the criteria, such as wall assemblies and acoustical finishes, and evaluation of the MEP systems.

Architectural Acoustics

1. Review project documents with respect to acoustical criteria.
2. Update DD report based on the redesign, including drawings and specifications to be incorporated in the drawing set.
3. Attend project meetings as necessary to coordinate acoustical design.

MEP System Noise and Vibration Control

1. Review project design Evaluate noise levels from the HVAC system with respect to supply, return, crosstalk, and vibration based on ASHRAE guidelines.
2. Provide noise and vibration control solutions to meet the design criteria. Coordinate with the mechanical engineer to incorporate into the project documents.
3. Provide a report documenting noise control recommendations and criteria.

Construction Documents

During the CD phase we will provide review and documentation to support the acoustical design elements for construction detailing. We will provide a comprehensive review and solutions to control noise and vibration from the MEP systems.

Architectural Acoustics

1. Review progress drawings for incorporation of acoustical designs. Identify and coordinate items that need to be addressed or updated.
2. Develop and coordinate construction details for walls, window assemblies, doors, and specific acoustical conditions such as mullions and wall/ceiling intersections related to the acoustical performance of the assemblies.
3. Coordinate details, layouts, and other design considerations for acoustical finishes.
4. Issue specifications for acoustical products formatted to project standards. Specifications typically include acoustical sealant, resilient channels, acoustical panels, operable partitions, etc.
5. Provide a CD acoustical report including product information, details, etc to support the recommendations.
6. Attend project meetings as necessary to coordinate acoustical design.
7. Review drawings and specifications at each major drawing release with respect to acoustical design. Issue a report of the review items.

MEP System Noise and Vibration Control

1. Review the mechanical design and provided revised recommendations as necessary to meet the design criteria.
2. Provide final mechanical noise control details for penetration isolation, vibration isolation, and noise control elements.
3. Provide final mechanical noise and vibration control specifications.
4. Provide a property line noise study, which includes evaluating noise from major mechanical and other noise-generating equipment and sources such as police sirens to adjacent properties with respect to pertinent code requirements. Provide noise control requirements for equipment to meet code levels where necessary. Provide a report documenting the study which can be submitted for permitting.

CCA Phase

1. Review product submittals, substitution requests and shop drawings for conformance with acoustical details and specifications issued in the construction documents.
2. Provide site visits to inspect implementation of acoustical scope. At the completion of each site visit we will issue a report of our observations and corrections for compliance with construction documents.
3. Attend / conference into construction meetings as necessary.

Our team will include Alan Burt as the project manager and primary consultant, assisted by our consultants for analysis and drawing details.

The following are the estimated fees for the project per phase:

Item	Fee
Site Noise Study	\$2,500
DD Phase	\$3,000
CD Phase	\$5,000
Total – Design	\$10,500
CCA Phase	\$4,500

Services during the design phase will be provided on a fixed fee basis. Services during the CCA phase will be provided on an hourly basis not to exceed the total fee. Additional services will be provided on an hourly basis or as otherwise agreed. Our fees include all overhead expenses including printing, use of acoustical equipment and administrative support.

Please contact me if you have questions or need additional information.

Sincerely,
SSA Acoustics, LLP



Alan Burt, P.E.
MANAGING PARTNER
SENIOR ACOUSTICAL CONSULTANT

St. Helens Police: 1771 Columbia Design - 2210310.11

	PD	SD	DD	LU	CD	PERMIT	BID	CCA	TOTALS
ARCHITECTURE / PROJECT MGMT			\$48,000	\$6,000	\$123,100	\$15,700	\$10,000	\$182,000	\$384,800
INTERIOR DESIGN			\$6,000		\$36,500	\$2,600	\$2,000	\$40,000	\$87,100
STRUCTURAL			\$6,000		\$61,000	\$7,000	\$3,000	\$66,000	\$143,000
LAND USE PLANNING			\$4,000	\$25,000	\$1,500	\$4,000	\$0	\$1,500	\$36,000
CIVIL			\$30,000	\$2,000	\$20,000	\$10,000	\$3,000	\$15,000	\$80,000
LANDSCAPE			\$8,500	\$1,500	\$7,800	\$4,000	\$2,700	\$5,500	\$30,000
TRAFFIC			\$2,500	\$3,500		\$2,000			\$8,000
Mackenzie Subtotal	\$0	\$0	\$105,000	\$38,000	\$249,900	\$45,300	\$20,700	\$310,000	\$768,900
MEP CONSULTANT			\$49,500		\$74,250	\$4,400	\$4,950	\$40,150	\$173,250
ACOUSTIC ENGINEER			\$6,050		\$5,500			\$4,950	\$16,500
CONSULTANT SUBTOTAL	\$0	\$0	\$55,550	\$0	\$79,750	\$4,400	\$4,950	\$45,100	\$189,750
GRAND TOTAL FEE (.11)	\$0	\$0	\$160,550	\$38,000	\$329,650	\$49,700	\$25,650	\$355,100	\$958,650
Amount Left in (.05)/(.06) Contract	\$0	\$0	\$0	\$0	\$206,419	\$44,000	\$30,000	\$320,000	\$600,419
Total ROM Additional Service									\$358,231

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REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet

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STANDARD HOURLY BILLING RATE SCHEDULE*

PRINCIPALS \$ 200 – \$ 290

ARCHITECTURE/LANDSCAPE

Design Director	\$ 200 – \$ 260
Senior Project Architect	\$ 205 – \$ 230
Project Architect I – III	\$ 125 – \$ 205
Architectural Designer II-III	\$ 90 – \$ 190
Architectural Designer I	\$ 75 – \$ 95
Designer/Drafter	\$ 70 – \$ 95
Intern	\$ 70 – \$ 80

ENGINEERING

Senior Project Engineer	\$ 200 – \$ 250
Project Engineer I – III	\$ 125 – \$ 225
Designer I – II	\$ 90 – \$ 170
Transportation Analyst I – II	\$ 75 – \$ 125
Designer/Drafter	\$ 90 – \$ 150
Intern	\$ 70 – \$ 80

PLANNING

Senior Project Planner	\$ 200 – \$ 235
Project Planner I – IV	\$ 95 – \$ 200
Permit Coordinator	\$ 60 – \$ 100
Assistant Planner	\$ 85 – \$ 125
Intern	\$ 70 – \$ 80

INTERIOR DESIGN

Senior Project Interior Designer	\$ 190 – \$ 230
Interior Designer III – V	\$ 110 – \$ 180
Interior Designer I – II	\$ 75 – \$ 125
Intern	\$ 70 – \$ 80

ADMINISTRATION

Administrator	\$ 75 – \$ 195
Word Processor	\$ 85 – \$ 100
Graphic Artist	\$ 90 – \$ 135

*Subject to change April 2026