

City of St. Helens

AMENDMENT OF PERSONAL SERVICES AGREEMENT

This Amendment is made on December 20, 2023, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Mayer/Reed, Inc.** (“Contractor”).

RECITALS

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

B. WHEREAS, St. Helens and Contractor entered into an Amendment to the Personal Services agreement for bidding assistance and construction management services on May 3, 2023 (Amendment No. 8); and

C. WHEREAS, St. Helens bid the project and determined that significant revisions to the design and subsequent rebidding would be required in order for the project to remain within budget; and

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

E. WHEREAS, the revised Scope of Work and Terms of Compensation for redesign, bidding and construction services included as **Attachment A** shall supersede the Amendment executed on May 3, 2023 (Amendment No. 8).

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

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

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

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

MAYER/REED, INC

By: _____

Name: _____

Its: _____

Task 11: Bid Documents and Bid Assistance

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

Task 11.1 Revise & Resubmit Permit & Bid Documents (All)

- Design team will revise and resubmit plans, specifications and bid tabulations per value engineering direction summarized as follows:
 - Remove stage and pavilion structures entirely, including dance floor and seatwalls.
 - Remove playground entirely.
 - Revise demo and site plans to preserve existing stage and existing playground.
 - Assume riverwalk pathway grades and riverbank retaining wall heights stay as-designed.
 - Revise stormwater drainage basin calculations and sizing based on revised grading plan.
 - Update stormwater report.
 - Revise structural calculations.
 - Clarify construction access as it relates to streets/utilities construction project.
- Landscape architect will produce an illustrative site plan for council presentation.
- Civil engineer will resubmit erosion control plans to DEQ.
- Design Team Project Manager (DPM) will prepare & distribute a bid tabulation template for the project Bid Schedule. Design team will itemize and quantify items within each discipline scope.
- Construction Manager (CM) will review and quality control bid tabulations.

Task 11.2 Pre-Bid Meeting (M/R & Otak)

- Prepare for and attend pre-bid meeting and site tour. (City will lead, DPM to support review of design). City will provide agenda and sign-in sheet.
 - DPM and Civil Engineer will attend in-person

Task 11.3 Bid Assistance (All)

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

Task 11.4 Groundbreaking Ceremony (All)

- Prepare design posters and construction fencing banners (Mayer/Reed)

- Includes design for one 4' x 8' construction banner; printed on durable material for outdoor use
- Includes design for one poster displaying renderings and project information; 3 printed copies of poster on durable material for outdoor use
- Attend groundbreaking ceremony (DPM, PIC)

Task 11.5 Construction Manager Pre-Construction Activities (Mayer/Reed)

- Review final contract documents. Develop detailed submittal schedule.
- Review any preliminary contractor procedural submittals prior to start of construction phase
- The CM team will review the baseline schedule and determine whether the construction contractor is proceeding in a manner that will result in timely project completion.

Task 11 Deliverables:

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

Task 11 Assumptions & Exclusions:

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

Task 12: Construction Management & DSDC

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

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

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

Work included with this task is as follows:

Task 12.1 Project Management (M/R)

- Monthly invoicing
- DPM monthly client progress check-in meetings (up to 12), to confer on project status, consultant budget, and address scope/contracting modifications as needed
- DPM attendance at pre-construction meeting & site walk, in person, to provide overview of project design.
- DPM attendance at bi-weekly OAC meetings, virtually (up to 32).

Task 12.2 Construction Management (M/R)

- The CM will prepare for and attend pre-construction meeting, on site with contractor (including agenda and sign-in sheet) and provide meeting notes.
 - Attendance to include: CM attend in person; Civil and Structural virtual and assumes this will be a one (1) hour meeting with a one (1) hour walk.
- Prepare for and attend Owner/Architect/Contractor (OAC) meetings, in person, 1-hr length (up to 32). The purpose of the OAC meetings is to review project schedule, status of submittals and requests for information (RFIs), review of pending change orders, and construction issues at resolution. The CM will prepare and distribute meeting notes
 - Assume CM attends OAC meetings virtually, up to 12 attend in person in combination with site visits.
- Respond to daily construction issues and research with appropriate parties to resolve issues with Contractor.
- The CM will attend up to 12 site visits.
- Support the City PM on contractor-initiated change order requests, up to 16. CM will provide assessment and recommendation on change order requests and assist with change order documentation. City PM authorizes change orders.
- The CM will provide consultation for construction contract administration issues (up to 20 hours).
- The CM will coordinate the interpretation of the construction contract plans and specifications as requested by the city (up to 20 hours). Authorize minor variations in the work which do not involve an adjustment in the contractor's contract price nor time for construction, in coordination with City PM.

Task 12.3 Design Services During Construction (All)

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

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

Discipline	RFIs	Submittals	Site Visits
Landscape Architecture	30	20	8
Signage	2	4	1
Civil	12	12	2
Structures	8	8	2
Lighting	13	5	2
Total	65	49	15

Task 12.4 Interpretive Signage (M/R)

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

Task 12.5 Geotechnical Inspection (NV5)

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

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

- Submit a final letter of completion regarding geotechnical-related activities.

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

- Up to 16 part-time site visits will be required to observe stripping, prepared subgrade, structural fill compaction, foundation subgrade preparation, and retaining wall backfill. We estimate each part-time observation event will take an average of approximately four hours.
- Laboratory testing will include up to two compaction tests on fill material supplied by the contractor and up to two percent fines on fill material supplied by the contractor.
- Project management will be required to schedule and review field reports, have telephone discussions with the project team members, and evaluate special site conditions. Assume eight weeks of active project management will be required.
- Preparation of one final summary letter will be required.

Task 12.6 As-Built Drawings (All)

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

Task 12.7 Final Completion (Mayer/Reed)

- The CM Team will conduct a punch walk at substantial completion of the project with city and contractor.
- Create and monitor punch list for construction contractor.
- Back punch walk.
- Deliver project documentation to the city.

Task 12 Deliverables:

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

Task 12 Assumptions & Exclusions:

- The duration of the on-site construction work is assumed to be 12 months, starting in early 2023.
- The design team assumes the city will:
 - Review construction contractor's subcontracts for conformance to the contract.

- Perform labor compliance monitoring as required, tracking subcontracts, certified payroll, subcontractor payments, and performing intermittent on-site employee interviews for wage verifications.
- Excludes public outreach events
- City will provide day-to-day management of construction contract.
- Excludes energy incentive program assistance.
- Excludes LEED Tracking and Documentation.
- Excludes on-site observation performed after final completion & submission of as-builts.
- City PM will authorize change orders.
- City will provide all construction inspection services, including:
 - City Inspector will perform utility trench backfill inspection.
 - City Inspector will document materials as they are installed and track quantities throughout each month to verify and confirm construction contractor invoices. Provide information to city to use for their estimation of quantities for payment.

St. Helens Riverwalk - Work Order 2, Amendment 9 Fee Proposal

		Mayer/Reed								
		Principal in Charge Jeramie Shane	Project Manager Shannon Simms	Construction Manager Mike O'Brien	Design Lead	Design Support	Visual Communications Kathy Fry	Design Lead	Writer	FIRM TOTAL
		\$228	\$158	\$155	\$120	\$95	\$228	\$158	\$85	
Task 11	REVISED BID DOCUMENTS & BID ASSISTANCE									
11.1	Revise & Resubmit Permit & Bid Documents	4.0	24.0	8.0	24.0	68.0		2.0		
11.2	Pre-Bid Meeting		4.0							
11.3	Bid Assistance		12.0	12.0	8.0	12.0	1.0	3.0		
11.4	Groundbreaking Ceremony	3.0	6.0				2.0	10.0		
11.5	CM Pre-Construction Activities		8.0	16.0						
	Subtotal Hours	7.0	54.0	36.0	32.0	80.0	3.0	15.0	0.0	
	Subtotal Fees	\$ 1,596	\$ 8,532	\$ 5,580	\$ 3,840	\$ 7,600	\$ 684	\$ 2,370	\$ -	
	Total TASK 11 Fees									\$ 30,202
Task 12	REVISED CONSTRUCTION MANAGEMENT									
12.1	Project Management		82.0							
12.2	Construction Management			270.0						
12.3	Design Services During Construction	2.0	25.0	150.0	40.0	60.0	2.0	16.0		
12.4	Interpretive Signage Development		2.0				12.0	92.0	40.0	
12.5	Geotechnical Inspection									
12.6	As-Built Drawings	1.0	4.0	8.0	8.0	16.0	1.0	16.0		
12.7	Final Completion		20.0	40.0		4.0				
	Subtotal Hours	3.0	133.0	468.0	48.0	80.0	15.0	124.0	40.0	
	Subtotal Fees	\$ 684	\$ 21,014	\$ 72,540	\$ 5,760	\$ 7,600	\$ 3,420	\$ 19,592	\$ 3,400	
	Total TASK 12 Fees									\$ 134,010
	Subtotal									\$ 164,212
	Expenses									\$ 2,500
	Total Fee									\$ 166,712

St. Helens Riverwalk - Work Order 2, Amendment 9 Fee Proposal

NV5						
Staff Engineer	Project Engineer	Principal Engineer	Admin	Lab and Equipment		FIRM TOTAL
\$121	\$164	\$224	\$77	\$1,114		
Task 11 REVISED BID DOCUMENTS & BID ASSISTANCE						
11.1	Revise & Resubmit Permit & Bid Documents					
11.2	Pre-Bid Meeting					
11.3	Bid Assistance					
11.4	Groundbreaking Ceremony					
11.5	CM Pre-Construction Activities					
	Subtotal Hours	0.0	0.0	0.0	0.0	0.0
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -
	Total TASK 11 Fees					\$ -
Task 12 REVISED CONSTRUCTION MANAGEMENT						
12.1	Project Management					
12.2	Construction Management					
12.3	Design Services During Construction					
12.4	Interpretive Signage Development					
12.5	Geotechnical Inspection	60	9	3	4	1
12.6	As-Built Drawings					
12.7	Final Completion					
	Subtotal Hours	60.0	9.0	3.0	4.0	1.0
	Subtotal Fees	\$ 7,260	\$ 1,476	\$ 672	\$ 308	\$ 1,114
	Total TASK 12 Fees					\$ 10,830
	Subtotal					\$ 10,830
	Expenses					\$ 420
	Total Fee					\$ 11,250