



Personal Service Agreement

S. 1st and Strand Streets, Road and Utility Extensions

Design, Construction, and Permit Documents

Otak
808 SW Third Ave., Suite 800
Portland, OR 97204
503.415.2354



**CITY OF ST. HELENS
PERSONAL SERVICES AGREEMENT**

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Otak** (“Contractor”).

RECITALS

A. The City is in need of consulting services for engineering, planning, surveying, design, and construction plan development to extend two streets and various utilities through the City’s waterfront property known as the Veneer Site, and Contractor is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to engineering, planning, surveying, design, and construction plan development to extend two streets and various utilities through the City’s waterfront property known as the Veneer Site, and Contractor accepts such engagement. The principal contact for Contractor shall be Mike Peebles, phone 503.415.2354.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on December 31, 2023. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment C.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without

markup and shall include travel and related expenses in compliance with the City's travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City of St. Helens
Attn: City Administrator
265 Strand Street
St. Helens, OR 97051

CONTRACTOR: Otak
Attn: Mike Peebles
808 SW Third Ave., Suite 800
Portland, OR 97204
503.415.2354

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Consequential Damages. Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

10. Insurance.

10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

11. Termination. Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

12. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

13. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

14. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

16. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

17. Compliance with Law.

17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

17.5 Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. _____]

18. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

19. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

21. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

22. Default.

22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

22.3 Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

22.4 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

23. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

24. Inspection and Audit by the City.

24.1 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents

at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

24.2 The City shall have the right to inspect and audit Contractor’s financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

CITY:

CONTRACTOR:

CITY OF ST. HELENS

Council Meeting Date: _____

Signature: _____

Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

**PERSONAL SERVICES AGREEMENT
ATTACHMENT A
SCOPE OF WORK**

City of St. Helens

S. 1st and Strand Streets, Road and Utility Extensions Design, Construction, and Permit Documents

Scope of Work

February 24, 2021

Project Understanding

The City of St. Helens has identified the street and utility extensions of Strand Street and S. 1st Street as a catalyst for redevelopment of the prime riverfront property (Veneer Property) along the Columbia River. The improvements will provide multimodal connectivity for the community to the proposed Riverwalk project, historic downtown, existing pathway/trail connections, and support revitalization of the Columbia View Park area as a community gathering place and event space.

S. 1ST STREET is proposed to extend from Cowlitz Street south to Plymouth Street. This street extension will include multiple mid-block crossings to allow for pedestrian and bicycle crossings that provide access to the river and future property development. The street section proposes two narrow shared travel lanes that allow for bike traffic and minimize the pedestrian street crossing length at designated crossings. The coordinated location of the street crossings with adjacent future development parcels provide the opportunity to maintain view corridors to the river, as well as enhanced multimodal connections between the proposed Riverwalk trail, S. 1st Street, and connections to the west (Tualatin St stairway, Nob Hill Nature Park, Plymouth Street).

STRAND STREET is proposed to extend south and west from Columbia View Park to intersect S. 1st Street opposite the Tualatin pedestrian stairway. The extension will begin about 180 feet south of the Cowlitz Street Intersection. In accordance with previous community input, the design of the Strand Street extension should include ample parking and maintain view access to the river, so there is a great opportunity to integrate the streetscape design into the Riverwalk design (wider sidewalks, head-in-parking, connections to Riverwalk trail, overlook/nodes, etc.). Strand Street is targeted to be a festival street with a gateway or special streetscape treatment at the intersection of 1st and Strand to highlight an arrival to the riverfront.

NEW UTILITY EXTENSIONS and the relocation of the existing sanitary sewer lift station on the Veneer Property will support new development and improve the existing City systems (looping of water, alleviating sewer capacity issues). Utility infrastructure and stormwater management should be designed in accordance with City Master Plan documents and provide coordinated stubs and services (including franchise utilities) to future development parcels, providing flexibility for different configurations and development patterns for the area. Stormwater management will include the exploration of low impact development options. A challenge for drainage will be maintaining adequate depth and conveyance to utilize the existing stormwater outfalls to the Columbia River.

Design Team: Roles and Responsibilities

Firm/Lead	Responsibilities
Otak, Inc. / Mike Peebles, PE; Keith Buisman, PE; Rose Horton, PE; Li Alligood, AICP; Jon Yamashita, PLS; Sue Tsoi, PLS	Project Management, Civil/Roadway Design and Utility Coordination, Stormwater Management, Survey, Urban Planning and Design, Development Planning, Cost Estimating, Construction Management

Mayer-Reed / Jeramie Shane, Shannon Simms	Landscape Architecture, Urban Design, Wayfinding
GeoDesign, Inc. / Krey Younger, Colby Hunt, Shawn Dimke	Geotechnical Engineering and Environmental Consulting
Leeway Engineering Solutions / Robert Lee Grayling / Kyle Thompson	Sanitary / Water Design, Lift Station Relocation
DKS Associates / Steve Boice, Kevin Chewuk	Traffic Engineering, Street & Pedestrian Illumination, Signing / Striping, Multimodal Safety Design

Task 1 – Project Management

The Design Team will plan, manage, and execute the tasks described herein in accordance with the schedule, budget, and quality expectations that are established. This task is for overall Project Management by Otak in managing the Design Team and City management staff. Design team meetings and project task management performed by the design team members are included in the design tasks.

For the purposes of defining the scope of this task, the duration of the project design effort is assumed to be through Task 6 – Permitting Coordination/Support with a total duration of thirty-nine (39) weeks, from March 2021 through November 2021. Additional Project Management scope will be provided when the remaining Tasks 7 and 8 are negotiated in the future.

This project management task includes the following work activities to be performed by Otak.

Task 1.1: Project Management and Administration

The following items are included:

- Provide the management, and coordination to the Design Team and City management staff.
- Track consultant contract costs and budgets on a monthly basis. Prepare monthly invoices and summary reports, up to nine (9) invoices are included.
- Prepare and administer sub-consultant contracts.
- Maintain the document files.

Task 1.2: Project Coordination, Meetings, and Schedule

The proposed approach to project coordination during design is to hold project meetings with key project team members and representatives from the City and their designated Project Manager and others as needed. The following items are included within this task:

1. Project Kickoff Meeting - A meeting will be held with the key members of the consulting team and the City to start the project. The following information will be reviewed during the meeting:
 - Project schedule
 - Project roles and lines of communication, including a team member contact list
 - Project scope
 - Project deliverable requirements
 - Project stakeholders
 - Project constraints
 - Existing project data
 - Design criteria
2. Project Design Review Meetings (Alignment Alternatives, Preliminary Design (30%), Final Design (90%), Final PS&E (100%)) – A meeting will be held with key members of the consulting team and the City to review and coordinate the design. Assumes four (4) three-hour meetings attended by the Project Manager and Project Coordinator. Prepare meeting agendas and summaries for the Project Team meetings.

3. City Council Meeting – Key staff will prepare for attend one (1) City Council meeting / worksession to present the recommendation from the staff advisory committee and a clear list of pros and cons for the two options
4. Bi-Weekly Project Design Meetings – These meetings will be used to resolve issues and establish key action item through the design process. Assumes up to nineteen (19) one-hour bi-weekly meetings with key design staff.
5. Attend design coordination meetings with agencies external to the Project Team, such as franchise utility providers, adjacent property owners/developers, etc. This task assumes four (4) one-hour meetings attended by the Project Manager and Project Coordinator.
6. Prepare a project activity schedule for presentation to the City. The schedule will show appropriate milestones for the project including intermediate and final submittal dates for design documents and key decision points. Revise the project schedule to reflect major changes in the project schedule. Two (2) revisions to the project schedule are included.
7. Maintain an on-going project log with meeting minutes, project design decisions, and key communications with team.

Assumptions:

- Meetings to be held virtually via MS Teams through July 1, 2021.
- In-person meeting starting July 1, 2021 will be held at Otak offices for design team coordination meetings and at City for Project Design Review Meetings (dependent on Covid-19 guidelines).

Deliverables:

- Meeting Notes from Kickoff and Project Design Review Meetings within one week after the meeting.
- Draft schedule to be presented at Kickoff Meeting.
- Baseline Project Schedule within one week of receipt of comments to the draft schedule. Two (2) Schedule Revisions, as coordinated with City.
- Monthly Invoices and Monthly Summary Reports by the end of the month following the completion of services.
- On-going Project Log.

Task 2 – Survey and Geotechnical / Environmental Investigation

The purpose of this task is to support the Project design and construction with topographic survey which will include utilities, topography, boundary, and hard surfaces. This task will also include a geotechnical and environmental investigation of the site soils with the roadway/utility project limits.

Task: 2.1 Topographic and Boundary Survey (Otak)

- Establish survey control for the project area. Project coordinates will be reference to Oregon Coordinate Reference System (OCRS), Columbia River West Zone. Vertical datum shall be on North American Vertical Datum of 1988 (NAVD88).
- Complete a topographic survey of project limit consisting of data from terrestrial survey, including terrain and all man-made physical features. Features to be shown, but not limited to topography for roadway, curbs, sidewalks, driveways, buildings, structures, ramps, concrete pads, trees that are 6 inches or more in diameter (DBH), utilities (including poles, overhead lines, risers, cabinets, and pedestals), utility pothole locations, fences, light poles, traffic striping and permanent signs, piers, rim/invert elevations , water valve elevations, and pipe sizes of inlets and manholes as accessible.
- Contact the Oregon Utility Notification Center’s One-Call Center for mark-up of existing utilities and request maps. A private utility locator will be utilized outside of the public right-of-ways.
- Provide orthophoto.
- Perform research of existing records for right-of-way and boundary resolution.

- Recover existing monuments to preserve the locations of any monuments of record that are endangered by an activity related to the project which addresses the requirements of ORS 209.150.
- Resolve rights-of-way and property lines.
- Prepare and file a pre-construction record of survey with Columbia County.
- Incorporate the topographic data and right-of-way/property lines into the design base map and prepare an AutoCAD (Civil 3D) digital terrain model.

Task: 2.2 Geotechnical (GeoDesign)

- Review existing documentation to be provided by the City.
- Coordinate and manage the field investigation, including locating utilities, access preparation, and scheduling of contractors and GeoDesign staff.
- Prepare traffic control plans and obtain right-of-way permits from the City for investigations within existing streets with traffic (if necessary).
- Complete subsurface explorations including the following:
 - Five borings at existing road locations (S. 1st Street (2) and Strand Street Plymouth Street, Tualatin Street), ten borings at new pavement locations, and two borings at potential outfall locations. The borings will be advanced to depths of 15 feet below ground surface (BGS) or a minimum of 5 feet into rock. Borings will be advanced using hollow stem auger and push probe methods. Where bedrock is encountered, borings will be advanced via rock coring, if feasible.
 - After the location of the lift station is finalized, return to advance one geotechnical boring at or near the location of the proposed wet well.
 - After the location of the lift station is finalized, return to advance one cone penetrometer (CPT) probe to provide a continuous log of subsurface conditions at or near the location of the proposed wet well and pump station.
 - Install two v/w piezometers at or near the wet well and record readings with data loggers for up to 3 months.
- Complete dynamic cone penetrometer testing in each existing road boring and approximately 50 percent of the borings at new pavement locations.
- Maintain a detailed log of each exploration, visually classify the soil encountered, obtain soil samples as appropriate for the soil conditions encountered, and observe groundwater conditions in the boring.
- All samples will be drummed and stored on site pending results from tests from environmental sampling.
- Coordinate disposal of drums with the City following completion of environmental testing.
- Conduct the following laboratory tests using soil samples obtained from the explorations:
 - Up to 35 Moisture Content tests in general conformance with American Society for Testing and Materials (ASTM) D 2216.
 - Up to 4 Atterberg limit tests in general conformance with ASTM D 4318.
 - UP to 4 unconfined compression tests on rock in general conformance with ASTM D7012.
 - Up to 8 Grain size determinations in general conformance with ASTM D422.
- Analyze traffic information to be provided by the design team and estimate pavement design ESAL.
- Analyze subsurface and DCP results to determine pavement support characteristics.
- Provide recommendations for pavement repair and rehabilitation in existing pavement areas.
- Provide recommendations for new pavement structures.
- Provide a draft geotechnical report for the project including the following:
 - Geotechnical engineering construction recommendations for site preparation, structural fill compaction criteria, and wet/dry weather earthwork procedures.
 - Geotechnical engineering recommendations for utility trenching including rock excavation information.
 - Pavement geotechnical and pavement engineering material recommendations.
 - Foundation recommendations, if necessary, for the pump station. CPT probe data will be used to evaluate the liquefaction potential at the pump station, if necessary.
- Finalize the draft report after incorporating review comments from the City and the design team.

Task: 2.3 Environmental Investigation (GeoDesign)

The Project is primarily located on the Boise Cascade Veneer Plant site (Veneer Plant), which is listed on the Oregon Department of Environmental Quality (DEQ) Environmental Cleanup Site Information (ECSI) database (ECSI No. 3283) because of the presence of petroleum hydrocarbons and metals contamination in soil and groundwater. DEQ issued a conditional No Further Action letter for ECSI No. 3283 in June 2015 and a Consent Judgement was issued in July 2015. Based on the 2015 conditional NFA and Consent Judgement, planned soil disturbance activities must be conducted in accordance with a previously prepared Contaminated Media Management Plan (CMMP).

The CMMP requires DEQ notification prior to all cases of planned soil-disturbing activities at the site, characterization of all soil removed from the site for offsite disposal, and preparation of construction summary reports for each project involving contaminated soil disturbance. DEQ may require work plans describing planned pre-construction and construction-related soil disturbing activities in addition to characterization of soil that will be generated during soil-disturbing activities prior to approving exploration or construction activities on the Veneer Plant site.

Additionally, because the presence or absence of contaminants in soil beneath portions on the Project not included in the Veneer Plant site are not known, it would be prudent to analyze soil from these areas to evaluate appropriate soil disposal options for soil that may be generated from these portions of the Project.

The purpose of the environmental scope of services is to satisfy the requirements of the CMMP for the Boise Cascade Veneer Plant portion of the Project and to evaluate appropriate disposal options for soil that will be generated during Project construction and either be managed onsite or disposed of offsite. The specific planned scope of services is summarized below. However, the planned scope of services may require modification based on potential input from DEQ:

- Provide regulatory liaison services with representatives of DEQ's Cleanup Division, including notification of planned pre-construction soil-disturbing activities and, if necessary, enrollment of the Project into DEQ's Voluntary Cleanup Program.
- If necessary, prepare a Work Plan for DEQ review and approval describing planned pre-construction soil-disturbing activities on the Veneer Plant. The Work Plan will include a general description of the Project and present a scope of services intended to pre-characterize soil prior to excavation to allow for the soil to be directly loaded for offsite disposal, if necessary.
- Coordinate and manage the field explorations, including private and public utility locates, access preparation, and scheduling contractors and GeoDesign staff.
- Subcontract a licensed drilling contractor to 26 direct-push borings at the Project to an anticipated depth of 15 feet BGS or probe refusal, whichever comes first. The borings will be spaced at approximately 100-foot intervals along the planned lengths of S. 1st Street and Strand Street, including 17 borings on future S. 1st Street and 9 borings on future Strand Street.
- Collect continuous soil samples from each direct-push boring to the extent practical for visual identification and field screening. Field screening will consist of visual observation for staining, water sheen testing, and headspace vapor measurements using a hand-held photoionization detector.
- From each boring, collect a total of three 3-point composite soil samples, including one 3-point composite soil sample representative of soil between 0 and 5 feet BGS, one 3-point composite soil sample representative of soil between 5 and 10 feet, and one composite soil sample representative of soil between 10 and 15 feet BGS. A total of up to 78 three-point composite soil samples will be collected from the 26 direct-push borings.
- Submit up to 78 three-point composite soil samples collected from the borings to a chemical analytical laboratory for analysis of diesel- and oil-range hydrocarbons by Method NWTPH-Dx, VOCs by EPA Method 8260B, PAHs by EPA Method 8270D SIM, PCBs by EPA Method 8082, and RCRA 8 metals by EPA Method 6020A.
- Decommission all soil borings in accordance with state and local rules and regulations immediately upon the conclusion of field work for this investigation.

- Place soil cuttings and decontamination water in labeled, Oregon Department of Transportation-approved, 55-gallon drums and leave it on site.
- Subcontract with a waste disposal subcontractor to dispose of the drums generated during this investigation and the geotechnical investigation at an approved facility.
- Summarize the results of the investigation in a report that will include a summary of field activities and observations, laboratory reports, and a discussion of the analytical results within the context of DEQ's regulatory framework. If necessary, submit the report to DEQ for review and approval.

Assumptions:

- Client to provide preliminary title reports of affected properties for proposed acquisitions.
- Obtain electronic file of 2014 AKS ALTA survey.
- The need for utility potholing will be evaluated following the 30% design submittal. If required, potholing will be coordinated and contracted as an additional service.
- Site access will be arranged by others.
- Site work can be completed on three consecutive weekdays between 8 am and 6 pm.
- Soil cuttings and decontamination water will be drummed and temporarily stored onsite pending disposal.
- Geotechnical boring for Tualatin Street waterline connection will be made at accessible location at top or bottom of bluff as coordinated with design team.
- No more than 9 drums of soil cuttings and decontamination water will be generated during the environmental and geotechnical investigations and the drums can be disposed of as non-hazardous waste.
- If necessary, potential DEQ-required construction and post-construction environmental services will be presented in a separate scope of services.
- Environmental investigation is for on-site soils only and does not include wetland reports/studies, biological assessments, archeological/historical surveys.

Deliverables:

- AutoCAD drawing file with base mapping, property boundary information, and Digital Terrain Model (DTM).
- PDF of Final Topographic Survey map
- Up to eight (8) legal descriptions and exhibits for project easements or acquisitions.
- Pre-Construction Record of Survey
- Geotechnical Report
- Piezometer readings
- Environmental Report (soils)

Task 3 – Alignment Alternatives/Concept Development Plans

The purpose of this task is to explore layout options looking at horizontal geometry to meet minimum design speed criteria, creation of developable parcels, existing topography, pedestrian crossings and connectivity, and access to the riverfront. The design team will review current Development Code requirements and adopted Master Plans and prepare a concept development plan for use when analyzing the alternatives.

Task: 3.1 Planning Code and Zoning Requirements Review

Review the City's Community Development Code to identify applicable use, development, and land division standards and provide feedback about potential parcel configurations or areas of potential revision to accommodate the desired development. This step is necessary to provide a framework for the alignment alternatives and concept development plan of Tasks 3.2 and 3.3.

Task: 3.2 Alignment Alternatives

- The alternatives will address two S. 1st Street alignments: one located closer to the base of the existing bluff (maximize development area on river side of roadway) and one shifted away from the existing bluff to create more “useable” space between the roadway and the bluff. The alternatives will also address the alignment of Strand and its intersection with S. 1st Street (sweeping curve or more right-angle approach).
- Provide strip maps with preliminary horizontal roadway alignment and adjacent parcels.
- The design team will prepare a single alignments for water, sewer, and storm improvements. Two alignment alternatives will be developed for the lift station relocation.
- Provide conceptual stormwater management strategies that consider both the new roadway and adjacent development parcels (regional stormwater management facility versus individual ROW/development parcel facilities). The design team will consider the use of the existing storm outfall locations as part of the stormwater strategy.
- Provide conceptual design of pedestrian crossing treatments.
- Review existing River District, Mill Sub-District requirements and other standards (shared with Riverwalk Project).
- Design team to review existing S. 1st and St. Helens intersection design and coordinate designs so they are consistent for the River District area.
- Develop concept exhibits demonstrating the following landscape/streetscape elements of the alignment alternatives.
 - Existing and proposed pedestrian connections between bluff, roadways, and the future Riverwalk.
 - Gateway concept at 1st and Strand intersection.
 - Street tree layout.
 - Streetscape elements furnishings, conceptual scoring and pavement treatments, landscape planting areas.
 - Coordinate stormwater types and locations, led by Civil.
 - Coordinate lighting types and locations, led by DKS.

Task: 3.3 Concept Development Plan

Prepare a concept development plan for adjacent parcels based on the alignment alternatives identified under Task 3.2 to provide conceptual yield studies for building footprints, parking, circulation, and site analysis. The Project Team will focus on parcel development by providing developable parcel options for the street alignments that are confined between the bluff and the river, so maximizing developable, attractive land is that increases economic activity and provides viable community centers.

The team will provide the following services:

- Prepare a working base map for the Concept Development Plan.
- Prepare a site analysis map that depicts development opportunities and constraints, including zoning, environmental overlays, and other site conditions that may affect the Concept Development Plan and Alignment Alternatives.
- Solicit input from at least four (4) developers on development opportunities and constraints of the project site. This input is not considered a formal proposal or solicitation of the property to developers, just a peer level review for considering concept development plan options.
- Define building types to use for footprints.
- Prepare two freehand Concept Development Plans, including buildings, parking, open space, pedestrian circulation, and the road alignment alternatives.
- Prepare up landscape / streetscape exhibits for up to three (3) alternatives. This includes an illustrative plan (1 roll map), typical sections, and materials/precedent image boards.
- Clearly annotate the plans for ease of review.
- Circulate for review and comment.

- Attend one (1) meeting with the City and the staff advisory committee to review the conceptual plan and provide a recommendation to the City Council.

Task 3.4 Scoring Criteria / Worksession

Otak will work with the City to develop criteria for analyzing the alternatives, with a weighted system toward the highest priorities. These would likely include the following:

- Parcel development
- Riverfront access
- Multimodal activity

The team will participate in the following activities:

- Assist in preparing an evaluation matrix for scoring for the staff advisory committee to review the options and develop a recommendation on a preferred option for the City Council.
- Prepare for and attend one (1) City Council meeting / worksession to present the alignment alternatives and concept development plans. This presentation will include the recommendation from the staff advisory committee, a clear list of pros and cons for the two options, and a general ROM (rough order of magnitude) cost differences between alternatives.

Assumptions:

- Concept Development Plan exhibits to be presented in concept sketch level format with annotations and demonstrative photos for communicating the plan. No renderings or CAD plans will be prepared.
- No cost estimating will be provided at Alternative/Concept Design phase

Deliverables:

- Base site map
- Two Alignment Alternatives (10% Design)
- Two Concept Plans in freehand format
- Preferred Concept Plan in digital format
- Scoring criteria for analyzing alternatives

Task 4 –Road and Utility Extensions: Preliminary Design (30%)

The purpose of this task is to advance the preferred alignment alternative conceptual design to improved site information and prepare 30% design roll-map. 30% preliminary design milestone will include streetscape layout, street cross sections, alignment geometry and profile, schematic utility layout, proposed lift station location and concept, illumination, and delineation of landscaped areas and stormwater management facilities. Included in this task is the assessment of cost-effective relocation options for the lift station and conceptual design based on City requirements.

Task: 4.1 Development of 30% Roll-map Plans

Civil Roadway and Utility Coordination (Otak)

- Prepare 30% design level plans that show the roadway horizontal (1"=20') and vertical alignments (1"=5') on the topographic survey basemap.
- Prepare typical sections for 1st and Strand Streets.
- Prepare 30% design level plans for stormwater conveyance and treatment systems for new roadway
- Prepare 30% design plans for intersection improvements (1st/Cowlitz, 1st/Strand) and existing S. 1st Street Improvement south of Cowlitz.
- Prepare a design assumptions report for review and approval by City.

- Otak will establish communication with public utilities and private utility companies to notify them of this project and timeline, identify existing infrastructure in the project limits, and develop a composite list of potential utility conflicts and necessary demolition. Submit 30% plans to franchise utility providers for their reference in advancing design of new facilities.
- The design team will coordinate with the Columbia River PUD and incorporate their designs for placing the existing overhead utilities underground on the developed portions of S. 1st Street starting at the St. Helens intersection.
- Identify required ROW and easements for the project.

Utility Design (Leeway Engineering)

Sanitary sewer and water utilities will be conceptually designed based on topographic survey, geotechnical investigations, and current City hydraulic (sanitary) and demand (water) requirements. Hydraulic basis of design shall be based on the City's current Sanitary Sewer Master Planning efforts and any updates from the City's Water Master Plan (2012). Subtask activities will include:

- Development of background data request and review of data, including wet-weather and dry weather flow records.
- Coordination with the City regarding future extensions and connection points (including waterline connection at Tualatin Street).
- Evaluation of utility capacity requirements, including projection of wet-weather 5-year 24-hour event sanitary flows and peak hour/fire flow water demand.
- Development of preliminary layout of utilities, including coordination with Otak on storm and other dry utilities.
- Initial discussions with the Oregon Department of Environmental Quality (DEQ) regarding lift station force main discharge requirements.
- Evaluation and feasibility of connection to proposed force main to influent "tunnel" interceptor.
- Preparation for and attendance at one (1) design meeting to review design criteria and 30% design.
- Preparation for and attendance at one (1) design meeting to solicit O&M feedback and review design progress and criteria at the midway point of the 90% design.

Multimodal Transportation / Illumination (DKS)

- The design team will prepare a Traffic Analysis Memorandum that summarizes available pertinent traffic information. This includes evaluating and making recommendations regarding the location and possible treatment options for pedestrian crossings within the Project limits. This evaluation will be based on information gathered in the field, current Agency standards, land uses, Corridor Master Plan, Riverfront Connector Plan, and Wayfinding Plan, and NCHRP Report 562. The Design Team will evaluate and make recommendations to determine recommended alignment and cross sections for 1st and Strand Streets. Operations analysis will not be performed at any intersections.
- The design team will evaluate traffic and pedestrian circulation through the "pinch" point between the County Courthouse and City Hall in relation to how the Columbia View Park parking area may be modified and/or potential for one-way vehicular traffic through this area to provide more area for pedestrian traffic (sidewalks, etc) and how traffic circulates north of City Hall. The evaluation will consider the Riverfront Connector Plan and the Corridor Master Plan.
- Lighting analysis will be performed along S. 1st Street and Strand between the street extension limits at public intersections and pedestrian crossings and summarized in a memorandum with results of the findings.
- The design team will coordinate with Columbia River PUD on design and approved street lighting equipment. Roadway illumination plans will be prepared per City of St. Helens and Columbia River PUD standards showing all lighting infrastructure (conduit, wiring, foundations, junction boxes, poles, light fixtures, service cabinet) for the new lighting system.
 - Decorative lighting fixtures will be consistent with the S. 1st and St. Helens Street intersection design but understand they could change based on recommendations from the Riverwalk project to ensure consistency.

- Development of signing design through guidance provided by City of St. Helens, the current edition of the ODOT Traffic Sign Design Manual, the MUTCD and Oregon Supplements to the MUTCD (OAR 734-020-005) and with the Sign Policy and Guidelines for the State Highway System. In addition, the design team will take into account any signing designs from the City's Wayfinding Master Plan.
- Sign Plans include permanent signing plan, signing details, and sign post and data table. Design team will prepare striping design with guidance provided by City of St. Helens, the ODOT Traffic Line Manual, ODOT Traffic Manual, the MUTCD, the Oregon Supplement to the MUTCD, the Oregon Standard Drawings, and Standard Details. Permanent Striping Plans include roadway alignment, stationing, channelization information, tapers, centerlines, lane lines, shoulder width information, bike markings, crosswalks, and dimensions.

Landscape Architecture (Mayer-Reed)

- Develop streetscape designs for
 - Sidewalk paving patterns and materials.
 - Furnishing zone treatments and amenities.
 - Street tree layout and species.
 - Landscape zones and preliminary species.
- Stormwater planting – preliminary species
- Gateway elements – preliminary design.
 - Coordinate with lighting and other disciplines as needed.
- Prepare exhibits for client review meeting including:
 - Enlarged plans.
 - Sections and elevations.

Task: 4.2 Stormwater Management

- Prepare preliminary Stormwater Management Report for the project, including evaluation of regional stormwater facility option versus multiple smaller facilities within project limits.
- Storm water analysis includes conveyance, water quality treatment, and stormwater outfall to the Columbia River. It is assumed that water quality treatment will be based on ODOT stormwater treatment design standards, to be confirmed with City during the Preliminary Design phase.
- A preliminary report is to be submitted to the City for review and comment.
- Provide initial evaluation of stormwater outfalls and floodplain impacts from roadway/utility design and determine if additional analysis or permitting required for project.

Task: 4.3 Lift Station Relocation Analysis (Leeway Engineering and Grayling)

The lift station will be conceptually designed based on topographic survey, geotechnical investigations, and current / project hydraulic capacity requirements. Subtask activities will include:

- Development of background data request and review of data, including wet-weather and dry weather flow records.
- A site visit to evaluate existing conditions.
- Preliminary electrical engineering including coordination with the local electrical utility.
- Attendance at a design review meeting with the City.

As part of this work, a hydraulic analysis of the pressure sewer associated with the relocated lift station will be completed to determine equipment sizes and operating parameters. Key tasks include:

- Development of a sanitary basin plan.
- Confirmation that peak design flow based on a 20-year forecast, or greater is included in the City's other planning efforts.
- Overflow storage analysis.
- Draft and final technical memorandum (TM) outlining design criteria.

Task: 4.4 30% Cost Estimate / Constructability Review

- Prepare a preliminary cost estimate (AACE Class 3 level) for project based on 30% plans
- Otak CM team to provide constructability review and submit a summary report of potential construction/staging issues that may impact final design and permitting.
- Perform a review of overall construction estimate to advise City on budget status.

Assumptions:

- The Design Team will use the 2021 ODOT Standard Specifications.
- Land division is not included in this permitting scope of work. If a land division is desired or required to permit infrastructure improvements, the Otak team can provide a proposal for that work separately.
- Gateway design may include wayfinding / signage elements from the Riverfront Connector Plan and Wayfinding Master Plan. Design will include sign type locations; design and detailing of wayfinding elements not included.
- This scope does not include DSL/COE or FEMA coordination and permitting.
- New water, sewer utilities will be limited to the roadway extensions.
- New stub-out connections at manholes (sanitary) and mechanical joint caps or plugs (water) will be provided for future development assuming the lowest fixture being 8-feet below ground service.
- The downstream collection system has capacity to accept flows from the relocated lift station.
- Surge analysis is not required.
- The pump station will consist of three pumps. Pump size is a maximum of 50 horsepower.
- Instrumentation and control design is limited to incorporating the City's existing cellular based communication system.
- Odor control design for the lift station is not required.

Deliverables:

- Preliminary Stormwater Management Report
- 30% Design roll-map
- Outline specifications
- Preliminary Cost Estimate for 30% Design plans
- Roadway Design Report
- Draft and final utilities Technical Memorandum confirming demand and capacity requirements for water/sewer, respectively.
- Draft and final lift station design Technical Memorandum with site plan and section view drawings.
- Draft and Final Traffic Analysis Memorandum
- Draft and Final Illumination Analysis Memorandum

Task 5 –Road and Utility Extension: Final Design (90% and Final PS&E)

The purpose of this task is to advance the preliminary design into 90% and final design documents that can go to bid advertisement. Street plans will incorporate a final design level of detail for streetscape, stormwater collection and management, utility information, street cross sections, illumination and signing/stripping plans, street landscape and ADA grading. Included with this work effort will be the proposed lift station design documents.

Task: 5.1 90% and Final PS&E

Civil Roadway and Utility Coordination (Otak)

- Refine roadway alignment and grade and stormwater management based on the 30% review comments.
- Refine design for the three intersection improvements (S. 1st/Cowlitz, S. 1st/Strand) and existing S. 1st Street Improvement south of Cowlitz intersection.

- Determine sheet layout, title block, and sheet numbering scheme and coordinate with Design team for entire plan set. Obtain City concurrence prior to producing sheets.
- Prepare final typical section plan sheets (3), including typical on-street parking sections.
- Develop roadway and storm conveyance plan and profile sheets (7).
- Develop intersection grid details to show surface elevation information for intersections without a pavement standard cross slope. Details are assumed to be needed for each of the three existing intersections and at S 1st/Strand intersection (3).
- Prepare final sheets for overall plan set and general roadway improvements including a title sheet (1), index sheet (1), general notes (1), existing conditions (3), curb returns/ADA ramps (8), and mid-block crossings (2), standard roadway details (3), storm details (3).
- Prepare final sheets for stormwater improvements including plan/profile to outfall (2), standard storm details (3), stormwater treatment/LIDA details (2).
- Prepare Erosion and Sediment Control Plans for limits of project in accordance with DEQ 1200-C permit requirements. Assumes: Cover sheet (1), ESC Plans for three stages of construction (clearing/demo, grading, street/utility) (9), and ESC Details (3).
- Prepare final survey monumentation sheets (2).
- Coordinate with franchise utility providers (power, gas, telephone, fiber, communications) to incorporate design into roadway plans. Show proposed vaults and conduit runs as reference on roadway plan set, but franchise utility providers to provide their final design on separate documents.
 - Prepare final sheet(s) of composite utility plan showing where all utilities will be shown at a scale no smaller than 1"=60' without notes, profiles, etc.
- Prepare the special provisions of the project specifications related to roadway and storm drain improvements at 90% and Final PS&E submittal.
- Prepare cost estimate at 90% and Final PS&E (AACE Class 2 level) for roadway and storm drainage improvements.
- Prepare bid schedule for roadway and storm drainage improvements at 90% and Final PS&E.
- Assemble final special revisions, cost estimate, and bid schedule for entire project at 90% and Final PS&E from submitted documents from design team members. The professional of record will seal the applicable section of the special provisions for the Final PS&E submittal.
- Submit 90% PS&E to City for review and comment. Develop a comment log for design team to track revisions/responses in advancing plans to Final PS&E.

Utility Design (Leeway Engineering)

Sanitary sewer and water utility construction documents will be developed. Subtask activities will include:

- Coordination with Otak regarding cover sheet and other general sheets, traffic control plans, bidding documents, and front-end documents.
- Development of combined water and gravity sanitary sewer plan and profile drawings, including Tualatin Street waterline connection (8 sheets)
- Development of force main plan and profile drawings (6 sheets)
- Markups to the project Erosion and Sediment Control drawing(s), as developed by Otak.
- Design of force main connection to WWTP headworks or influent tunnel manhole.
- Development of horizontal utility decommissioning drawings (1 sheet plus 1 detail sheet).
- Drafting of special provisions related to water and sewer (6 sections).
- Coordination with Otak and City regarding future extension and connection locations.
- Development of Comment Log.
- Preparation for and participation in a 90% design initiation meeting, 90% design review meeting, and a Final Design handoff meeting.
- Development of utility-specific bid schedule for incorporation into Bid Documents.
- Development of 90% and Final AACE Level 2 cost estimates.
- Review and incorporation of review comments as received from the City, Design Team, and DEQ.
- Quality control reviews.

Multimodal Transportation / Illumination (DKS)

- Update design elements for illumination, signing, and striping to reflect review comments and changes from the Preliminary design review and bring the design level to 90% and Final PS&E suitable for advertisement and bidding. The following plan sheets will be prepared:
 - Illumination legend (1)
 - Illumination plans – (6) (1:40 scale)
 - Illumination details – (2)
 - Signing/Striping Legend (1)
 - Signing/Striping Plans (6) (1:40 scale)
 - Sign installation details (2)

Landscape Architecture (Mayer-Reed)

- Develop streetscape Plans and Details for
 - Sidewalk paving patterns and materials
 - Furnishing zone treatments and amenities
 - Street tree layout and species
 - Landscape planting design and irrigation
- Develop Plans and Details for Stormwater planting design
- Develop Plans and Details for Gateway element.
 - Coordinate with lighting and other disciplines as needed

Task: 5.2 Stormwater Management Design and Report (Otak)

- Advance stormwater design to support project 90% plans and Final PS&E.
- Otak will prepare a final stormwater management plan that encompasses the stormwater management facilities and pipe conveyance. The report will document support calculations.

Task: 5.3 Lift Station Design Documents (Leeway Engineering and Grayling)

Lift station construction documents will be developed to the 90% and Final design levels. Subtask activities will include:

- Development of Comment Log.
- Preparation for and participation in a midpoint 90% design workshop (approximately 60% completion) with City engineering and operations staff to review selection of lift station mechanical equipment, electrical equipment, and the pre-fabricated building,
- Preparation for and participation in a 90% design initiation meeting, a 90% design review meeting, and a Final Design handoff meeting.
- Development of bypass pumping plan.
- Development of lift station-specific bid schedule for incorporation into Bid Documents.
- Development of 90% and Final AACE Level 2 cost estimates.
- Development of 90% and Final technical specifications for mechanical and electrical in CSI format.
- Demolition and bypass plan for the existing lift station (2 sheets).
- Lift station site plan and sections (3 sheets).
- Detail sheets including City standards (up to 3 sheets).
- Structural notes, design, and details for pre-manufactured shelter/enclosure (2 sheets). Otak will provide structural footing design for pre-manufactured building loads to support contractor's building permit application.
- Electrical notes and site plan (2 sheets).
- Electrical one-line diagram (1 sheet).
- Electrical design and control plans (3 sheets).
- Electrical details.
- Quality control reviews.

Assumptions:

- Gateway design may include wayfinding / signage elements. Signage Masterplan standards will be used for any wayfinding components included in the Gateway elements; design and detailing of wayfinding signage not included.
- Any exiting utilities recommended for rehabilitation or replacement north of Cowlitz or outside the new roadway alignment is not included as part of this Task.
- New water shall be C900 PVC or ductile iron, based on depths and dead/live loads., new sewer shall be ASTM3034 or SDR26 PVC, new force main(s) shall be ductile iron, Class 52.
- A single set of consolidated comments will be provided at each design submittal (90% and Final)
- The electrical engineer will coordinate with power and communication utilities.
- Contract documents will be submitted electronically in PDF format.
- Architectural/structural design for the lift station shelter/enclosure is not required. Assume pre-manufactured shelter/enclosure with design/specifications by manufacturer.
- Assumes stormwater management/treatment to be provided for the new roadway extension only. Improvements at three existing intersections and south end S. 1st Street will utilize the existing storm drain system and not require any new stormwater management/treatment.
- Franchise utility design (power, gas, telephone, fiber, communications) to be completed and documented by utility provider. City to coordinate franchise/service agreements with utility providers.

Deliverables:

- Final Stormwater Management Report
- 90% and Final PS&E submittals shall each include:
 - Stamped plan sheets electronic (Adobe PDF)
 - Bid sheet (in MS Excel format and PDF)
 - Engineer's construction cost estimates (in MS Excel format and PDF)
 - Project Special Provisions and technical specifications (in MS Word format and PDF format)

Task 6 – Permitting Coordination/Support

The purpose of this task is to prepare permit applications and materials, permit tracking, and schedule of permit submittals.

Task: 6.1 Utility Design DEQ (Lift Station) and OHA (Water) (Leeway Engineering and Grayling)

Leeway will lead the permitting effort as needed for the sanitary and water utilities. Permits include:

- Preparation and submittal of plan set to DEQ for review and approval of the lift station, force main(s), and sanitary sewers. As part of this effort, Leeway will help prepare a Land Use Compatibility Statement (LUCS) and coordinate with the City.

Task: 6.2 1200-C Erosion and Sediment Control (Otak)

Otak will lead the permitting effort for the DEQ 1200-C permit for Erosion and Sediment Control for the project limits with preparation and submittal of the 1200-C application and ESC Plan prepared in the 90% PS&E. Otak will coordinate obtaining a Land Use Compatibility Statement (LUCS) from the City for submittal and track permit process through the public notice and issuance of permit.

Task: 6.3 Grading Permit - City of St. Helens (Otak)

Otak will lead the permitting effort for the required Grading Permit through the City of St. Helens for grading activity on the site. Grading permit submittal plans will be based on the 90% PS&E submittal. Otak will track permit process and process required plan revision and coordination with the City through issuance of permit.

Task: 6.4 Building Permit – Lift Station (Grayling/Otak)

Grayling will take the lead in coordinating the steps required to acquire a Building Permit for structures related to the lift station. Activities will include coordination with a manufacturer for structural drawings and calculations in support of the building permit application.

Assumptions:

- The building permit application will be made by the contractor.
- Grayling will coordinate providing the drawings and calculations needed to accompany the contractor's building permit application.
- City will pay all permitting fees.
- City does not currently have an exception for plan review with DEQ or OHA.
- Lift station shelter/enclosure is a pre-manufactured structure. No architectural or building structural design is required from the Design team. Otak will provide structural footing design for pre-manufactured building loads to support contractor's building permit application.

Deliverables:

- DEQ Permit submittal package (Lift Station and force main)
- DEQ 1200-C Erosion and Sediment Control Permit submittal package
- Grading Permit submittal package (Columbia County)
- Building Permit submittal package (lift station structure)

Task 7 – Bid Documents and Bidding Assistance – RESERVED - TBD

Task 7 scope and fee to be proposed after Task 4 – Preliminary Design (30%) design task in complete.
The purpose of this task to work with the City to answer questions during the bid advertisement process and prepare addenda as needed. At the close of bidding, Otak will help the City evaluate proposals and make a final selection.

Task: 7.1 Bid Assistance

Task 8 – Construction Management Services (Otak) – RESERVED - TBD

Task 8 scope and fee to be proposed after Task 4 – Preliminary Design (30%) design task in complete.
The purpose of this task is to provide Construction Management and Inspection services for the duration of the project.

Task: 8.1 Construction Management / Administration

Task: 8.2 Pre-construction and Site Meetings

Task: 8.3 Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)

Task: 8.4 Construction Inspection

Task: 8.5 As-built Survey and Drawings

Task: 8.6 Project Close-out

CITY'S RESPONSIBILITIES

The City Shall:

- Confirm applicable Design Standards for the project including stormwater design requirements.
- Provide record drawings/as-builts, reports, studies, agreements, or other applicable documents the City has on file related to the subject property and adjacent infrastructure or development.

- Manage the relationship with other jurisdictions involved in the project, with adjacent property owners, and with the general public.
- Obtain Permits of Entry or provide access to property belonging to others.
- Provide a copy of chain of title from assessment and taxation, last deed recorded and assign right-of-way file numbers.
- Assist in utilities coordination and to facilitate the timely receipt of utility data from the utility companies and other public agencies.
- Pay for all permit application fees, unless otherwise noted.
- Provide advertisement for public announcements. Finalize, print, and distribute announcements, including uploading information to City website (as required).
- Provide bid advertisement and bid document printing services or e-hosting of documents.

St Helens: S. 1st and Strand Roadway/Utilities
Design and Permitting
2./10/21 draft

ID	Task Name	Duration	Start	Finish	Predecessors	2021												2022												2023											
						Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul						
1	S. 1st and Strand Streets - Roadway and Utility Extension	39.2 wks	Mon 3/1/21	Mon 12/6/21																																					
2	Task 1 - Project Management	39 wks	Mon 3/1/21	Fri 12/3/21																																					
3	Project Start (NTP)	0 days	Mon 3/1/21	Mon 3/1/21																																					
4	Project Management End (through Task 6)	39 wks	Mon 3/1/21	Fri 12/3/21																																					
5	Task 2 - Topographic Survey and Geotech Investigation	8 wks	Mon 3/1/21	Fri 4/23/21																																					
6	Field and Office Work	4 wks	Mon 3/1/21	Fri 3/26/21																																					
7	DTM Delivery	0 days	Fri 3/26/21	Fri 3/26/21	6																																				
8	Geotechnical Investigation and Environmental Investigation	8 wks	Mon 3/1/21	Fri 4/23/21																																					
9	Task 3 - Alignment Alternatives/Concept Development	6.2 wks	Mon 3/29/21	Mon 5/10/21																																					
10	Develop Alignments/Concept Plans	4 wks	Mon 3/29/21	Fri 4/23/21	7																																				
11	Present Alternatives to City	1 day	Mon 4/26/21	Mon 4/26/21	10																																				
12	Refine and Present to City Council	2 wks	Tue 4/27/21	Mon 5/10/21	11																																				
13	Task 4 - Preliminary Design (30%)	9 wks	Tue 5/11/21	Wed 7/14/21																																					
14	30% Plans and Estimate	6 wks	Tue 5/11/21	Tue 6/22/21	12																																				
15	Submittal to City	0 days	Tue 6/22/21	Tue 6/22/21	14																																				
16	City to Review and Provide Input	3 wks	Wed 6/23/21	Wed 7/14/21	15																																				
17	Task 5 - Final Design (90%, Final)	18 wks	Thu 7/15/21	Thu 11/18/21																																					
18	90% Plans, Specs, and Estimate	12 wks	Thu 7/15/21	Thu 10/7/21	16																																				
19	Submittal to City/Start Permit Submittals	0 days	Thu 10/7/21	Thu 10/7/21	18																																				
20	City to Review and Provide Input	2 wks	Fri 10/8/21	Thu 10/21/21	19																																				
21	Final Plans, Specs, and Estimate	4 wks	Fri 10/22/21	Thu 11/18/21	20																																				
22	Submittal to City	0 days	Thu 11/18/21	Thu 11/18/21	21																																				
23	Task 6 - Permitting	8 wks	Fri 10/8/21	Mon 12/6/21																																					
24	DEQ Lift Station	8 wks	Fri 10/8/21	Mon 12/6/21	18																																				
25	OHA Approvals	8 wks	Fri 10/8/21	Mon 12/6/21	18																																				
26	DEQ 1200-C	8 wks	Fri 10/8/21	Mon 12/6/21	18																																				
27	Grading Permit	4 wks	Fri 10/22/21	Thu 11/18/21	20																																				
28	Building Permit	4 wks	Fri 10/22/21	Thu 11/18/21	20																																				
29	Task 7 - Bidding Documents and Assistance	9 wks	Tue 12/7/21	Wed 2/9/22																																					
30	Prepare Bid Documents	2 wks	Tue 12/7/21	Mon 12/20/21	22,23																																				
31	City Advertisement	0 days	Mon 12/20/21	Mon 12/20/21	30																																				
32	Contractor Bidding	6 wks	Tue 12/21/21	Wed 2/2/22	31																																				
33	Notice of Intent to Award	1 wk	Thu 2/3/22	Wed 2/9/22	32																																				
34	Task 8 - Construction Management	72 wks	Thu 2/10/22	Wed 6/28/23																																					
35	Construction	18 mons	Thu 2/10/22	Wed 6/28/23	33																																				

**PERSONAL SERVICES AGREEMENT
ATTACHMENT B
INSURANCE REQUIREMENTS**

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence	\$1,000,000	YES
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advertising Injury	\$1,000,000	
w/umbrella or \$1,500,000 w/o umbrella			
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____ . State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence	\$500,000	YES
	Annual Aggregate	or per contract \$500,000 or per contract	

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation. Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

**PERSONAL SERVICES AGREEMENT
ATTACHMENT C
COMPENSATION**



S.1st and Strand Streets - Roadway and Utility Extensions

Fee Estimate

Summary of Otak, Inc. and all Subconsultants

Otak Project # 019823.000

Task	Description	Otak, Inc.	Mayer/Reed	GeoDesign	Leeway Engineering	DKS Associates	Grayling Engineers	Total Hours	Total Budget by Task
1	Project Management (Tasks 2-6 duration)	556	0	0	0	0	0	556	\$85,649.00
1.1	Project Management and Administration	352	0	0	0	0	0	352	\$51,506.00
1.2	Project Coordination, Meetings, and Schedule	204	0	0	0	0	0	204	\$34,143.00
2	Topographic Survey and Geotechnical / Environmental Investigation	655	0	236	8	0	6	905	\$110,838.00
2.1	Topographic Survey (Otak)	655	0	0	5	0	3	663	\$74,706.00
2.2	Geotechnical (GeoDesign)	0	0	97	3	0	3	103	\$16,110.00
2.3	Environmental Investigation (GeoDesign)	0	0	139	0	0	0	139	\$20,022.00
3	Alignment Alternatives/Concept Development Plans	390	160	0	17	24	15	606	\$96,837.00
3.1	Planning Code and Zoning Requirements	12	3	0	0	0	0	15	\$2,631.00
3.2	Alignment Alternatives (2) (10%)	156	131	0	17	24	15	343	\$50,763.00
3.3	Concept Development Plan	142	20	0	0	0	0	162	\$28,524.00
3.4	Scoring Criteria / Worksession	80	6	0	0	0	0	86	\$14,919.00
4	Road and Utility Extensions: Preliminary Design (30%)	673	180	0	192	291	143	1479	\$212,562.00
4.1	Development of 30% Roll-map Plans	483	160	0	178	279	56	1156	\$167,445.00
4.2	Stormwater Management	122	20	0	0	0	0	142	\$17,264.00
4.3	Lift Station Relocation Analysis	0	0	0	8	0	78	86	\$13,764.00
4.4	30% Cost Estimate/Constructability Review	68	0	0	6	12	9	95	\$14,089.00
5	Road and Utility Extensions: Final Design (90% and Final PS&E)	1907	378	0	394	288	443	3410	\$463,544.00
5.1	90% and Final PS&E	1657	378	0	379	288	184	2886	\$388,853.00
5.2	Stormwater Management Design and Report	224	0	0	0	0	0	224	\$28,640.00
5.3	Lift Station Design Documents	26	0	0	15	0	259	300	\$46,051.00
6	Permitting Coordination/Support	128	8	0	23	0	77	236	\$33,201.00
6.1	Utility Design - DEQ (Lift Station)	0	0	0	23	0	43	66	\$9,953.00
6.2	1200-C Erosion and Sediment Control	72	0	0	0	0	18	90	\$11,974.00
6.3	Grading Permit (Columbia County)	56	0	0	0	0	0	56	\$7,940.00
6.4	Building Permit (Lift Station, Gateway)	0	8	0	0	0	16	24	\$3,334.00
7	Bid Documents and Bidding Assistance - RESERVED - TBD	0	0	0	0	0	0	0	\$0.00
7.1	Bidding Assistance	0	0	0	0	0	0	0	\$0.00
8	Construction Management Services - RESERVED - TBD	0	0	0	0	0	0	0	\$0.00
8.1	Construction Management / Administration	0	0	0	0	0	0	0	\$0.00
8.2	Pre-construction and Site Meetings	0	0	0	0	0	0	0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)	0	0	0	0	0	0	0	\$0.00
8.4	Construction Inspection	0	0	0	0	0	0	0	\$0.00
8.5	As-built Survey and Drawings	0	0	0	0	0	0	0	\$0.00
8.6	Project Close-out	0	0	0	0	0	0	0	\$0.00
	Total Hours	4,309	726	236	634	603	684	7,192	
	Total Labor Cost	\$585,849.00	\$91,915.00	\$34,976.00	\$103,496.00	\$90,005.00	\$96,390.00		\$1,002,631.00
	Direct Expenses	\$8,000.00	\$2,760.00	\$64,400.00	\$560.00	\$1,746.00	\$32,768.00		\$110,234.00
	Subconsultant Administration	\$25,950.80							\$25,950.80
	Project Total	\$619,799.80	\$94,675.00	\$99,376.00	\$104,056.00	\$91,751.00	\$129,158.00		\$1,138,815.80

S.1st and Strand Streets - Roadway and Utility Extensions

Fee Estimate

Otak, Inc.

Otak Project # 019823.000

Task	Description	Sr. PIC/Sr. PM Civil	Civil Engineer VIII	Civil Engineer VIII	Civil Engineer IV	Engineering Designer IV	Engineering Tech IV	Civil Engineer VI	Engineering Designer IV	PIC/PLS Sr. Manager	PLS V	Survey Crew Chief II	Survey Field Tech III	Survey Office Tech III	PIC/Sr. PM Urban Design	Sr. PM - Planner II	Sr. PIC/Sr. PM LA/Mst Pln	Landscape Architect IV	Construction Manager VI	Project Coordinator	Project Admin Assist		Total Hours	Total Budget by Task		
1	Project Management	55	221	0	0	0	0	0	0	0	0	0	0	0	6	6	6	0	0	236	26	0	556	\$85,649.00		
1.1	Project Management and Administration	28	124																	0	182	18		352	\$51,506.00	
1.2	Project Coordination, Meetings, and Schedule	27	97												6	6	6				54	8		204	\$34,143.00	
2	Survey and Geotechnical / Environmental Investigation	0	0	0	0	0	0	0	0	11	92	201	201	147	0	0	0	0	0	0	3	0	655	\$73,082.00		
2.1	Topographic and Boundary Survey (Otak)									11	92	201	201	147								3		655	\$73,082.00	
2.2	Geotechnical (GeoDesign)																						0	\$0.00		
2.3	Environmental Investigation (GeoDesign)																						0	\$0.00		
3	Alignment Alternatives/Concept Development Plans	10	22	22	0	0	8	34	40	0	0	0	0	0	28	30	80	116	0	0	0	0	390	\$65,504.00		
3.1	Planning Code and Zoning Requirements															12								12	\$2,196.00	
3.2	Alignment Alternatives (2) (10%)	8	10	14			8	34	40						8	2	16	16						156	\$24,280.00	
3.3	Concept Development Plan	2	12	8											12	8	40	60						142	\$25,084.00	
3.4	Scoring Criteria / Worksession														8	8	24	40						80	\$13,944.00	
4	Road and Utility Extensions: Preliminary Design (30%)	26	54	111	126	166	48	40	82	0	0	0	0	0	0	0	0	0	8	8	4	0	673	\$92,405.00		
4.1	Development of 30% Roll-map Plans	22	48	95	126	142	48		82												2			483	\$67,065.00	
4.2	Stormwater Management							40	82															122	\$15,144.00	
4.3	Lift Station Relocation Analysis																							0	\$0.00	
4.4	30% Cost Estimate/Constructability Review	4	6	16		24													8	8	2			68	\$10,196.00	
5	Road and Utility Extensions: Final Design (90% and Final PS&E)	46	141	287	373	291	503	96	128	0	0	0	0	0	0	0	0	0	20	20	2	0	1907	\$251,469.00		
5.1	90% and Final PS&E	46	133	287	361	291	497		128										20	20	2			1657	\$219,303.00	
5.2	Stormwater Management Design and Report							96	128															224	\$28,640.00	
5.3	Lift Station Design Documents		8		12	6																		26	\$3,526.00	
6	Permitting Coordination/Support	6	34	0	46	0	36	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	128	\$17,740.00		
6.1	Utility Design - DEQ (Lift Station)																							0	\$0.00	
6.2	1200-C Erosion and Sediment Control	2	20		30		20																	72	\$9,800.00	
6.3	Grading Permit (Columbia County)	4	14		16		16	6																56	\$7,940.00	
6.4	Building Permit (Lift Station Structure)																							0	\$0.00	
7	Bid Documents and Bidding Assistance - RESERVED - TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	
7.1	Bidding Assistance																							0	\$0.00	
8	Construction Management Services - RESERVED - TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	
8.1	Construction Management / Administration																							0	\$0.00	
8.2	Pre-construction and Site Meetings																							0	\$0.00	
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)																							0	\$0.00	
8.4	Construction Inspection																							0	\$0.00	
8.5	As-built Survey and Drawings																							0	\$0.00	
8.6	Project Close-out																							0	\$0.00	
		143	472	420	545	457	595	176	250	11	92	201	201	147	34	36	86	116	28	264	35	0	4309			
	Current Billing Rate	\$240.00	\$173.00	\$173.00	\$128.00	\$112.00	\$101.00	\$149.00	\$112.00	\$220.00	\$195.00	\$103.00	\$82.00	\$104.00	\$200.00	\$183.00	\$240.00	\$128.00	\$202.00	\$120.00	\$83.00	\$0.00				
	Annualized Billing Rate	\$240.00	\$173.00	\$173.00	\$128.00	\$112.00	\$101.00	\$149.00	\$112.00	\$220.00	\$195.00	\$103.00	\$82.00	\$104.00	\$200.00	\$183.00	\$240.00	\$128.00	\$202.00	\$120.00	\$83.00	\$0.00				
	Total Labor Cost	\$34,320.00	\$81,656.00	\$72,660.00	\$69,760.00	\$51,184.00	\$60,095.00	\$26,224.00	\$28,000.00	\$2,420.00	\$17,940.00	\$20,703.00	\$16,482.00	\$15,288.00	\$6,800.00	\$6,588.00	\$20,640.00	\$14,848.00	\$5,656.00	\$31,680.00	\$2,905.00	\$0.00			\$585,849.00	
	Direct Expenses																									\$8,000.00
	Subconsultant Administration																									\$25,950.80
	Project Total																								\$619,799.80	

S.1st and Strand Streets - Roadway and Utility Extensions

Fee Estimate
Mayer/Reed
Otak Project # 019823.000

Task	Description	Principal Landscape	Principal Vis Comm	Project Manager	Landscape Architect	Landscape Designer	Vis Comm Designer	Total Hours	Total Budget by Task
1	Project Management	0	0	0	0	0	0	0	\$0.00
1.1	Project Management and Administration							0	\$0.00
1.2	Project Coordination, Meetings, and Schedule							0	\$0.00
2	Topographic Survey and Geotechnical / Environmental Investigation	0	0	0	0	0	0	0	\$0.00
2.1	Topographic Survey (Otak)							0	\$0.00
2.2	Geotechnical (GeoDesign)							0	\$0.00
2.3	Environmental Investigation (GeoDesign)							0	\$0.00
3	Alignment Alternatives/Concept Development Plans	27	6	38	20	56	13	160	\$20,930.00
3.1	Planning Code and Zoning Requirements	1		1			1	3	\$435.00
3.2	Alignment Alternatives (2) (10%)	15	2	26	20	56	12	131	\$16,080.00
3.3	Concept Development Plan	8	4	8				20	\$3,440.00
3.4	Scoring Criteria / Worksession	3		3				6	\$975.00
								0	\$0.00
4	Road and Utility Extensions: Preliminary Design (30%)	17	18	29	20	48	48	180	\$23,365.00
4.1	Development of 30% Roll-map Plans	17	18	29	16	32	48	160	\$21,245.00
4.2	Stormwater Management				4	16		20	\$2,120.00
4.3	Lift Station Relocation Analysis							0	\$0.00
4.4	30% Cost Estimate/Constructability Review							0	\$0.00
								0	\$0.00
5	Road and Utility Extensions: Final Design (90% and Final PS&E)	30	20	92	44	120	72	378	\$46,720.00
5.1	90% and Final PS&E	30	20	92	44	120	72	378	\$46,720.00
5.2	Stormwater Management Design and Report							0	\$0.00
5.3	Lift Station Design Documents							0	\$0.00
								0	\$0.00
6	Permitting Coordination/Support	0	0	4	0	0	4	8	\$900.00
6.1	Utility Design - DEQ (Lift Station)							0	\$0.00
6.2	1200-C Erosion and Sediment Control							0	\$0.00
6.3	Grading Permit (Columbia County)							0	\$0.00
6.4	Building Permit (Lift Station, Gateway)			4			4	8	\$900.00
								0	\$0.00
7	Bid Documents and Bidding Assistance - RESERVED - TBD	0	0	0	0	0	0	0	\$0.00
7.1	Bidding Assistance							0	\$0.00
								0	\$0.00
8	Construction Management Services - RESERVED - TBD	0	0	0	0	0	0	0	\$0.00
8.1	Construction Management / Administration							0	\$0.00
8.2	Pre-construction and Site Meetings							0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)							0	\$0.00
8.4	Construction Inspection							0	\$0.00
8.5	As-built Survey and Drawings							0	\$0.00
8.6	Project Close-out							0	\$0.00
	<i>Total Hours</i>	74	44	163	84	224	137	726	
	<i>Billing Rate</i>	\$210.00	\$210.00	\$115.00	\$130.00	\$100.00	\$110.00		
	<i>Total Labor Cost</i>	\$15,540.00	\$9,240.00	\$18,745.00	\$10,920.00	\$22,400.00	\$15,070.00		\$91,915.00
	<i>Direct Expenses</i>							\$2,760	\$2,760.00
	Project Total								\$94,675.00

S.1st and Strand Streets - Roadway and Utility Extensions

Fee Estimate

GeoDesign

Otak Project # 019823.000

Task	Description	Principal	Senior Associate	Associate	Senior Project Manager	Project Manager II	Project Manager	Technical Specialist I	Staff III	CAD Technician	Senior Technical Editor	Technical Editor	Support Staff	Total Hours	Total Budget by Task
1	Project Management	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
1.1	Project Management and Administration													0	\$0.00
1.2	Project Coordination, Meetings, and Schedule													0	\$0.00
2	Topographic Survey and Geotechnical / Environmental Investigation	29	15	0	0	18	22	0	122	11	14	0	5	236	\$34,976.00
2.1	Topographic Survey (Otak)													0	\$0.00
2.2	Geotechnical (GeoDesign)	10	15			18			42	3	6		3	97	\$14,954.00
2.3	Environmental Investigation (GeoDesign)	19					22		80	8	8		2	139	\$20,022.00
3	Alignment Alternatives/Concept Development Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
3.1	Planning Code and Zoning Requirements													0	\$0.00
3.2	Alignment Alternatives (2) (10%)													0	\$0.00
3.3	Concept Development Plan													0	\$0.00
3.4	Scoring Criteria / Worksession													0	\$0.00
4	Road and Utility Extensions: Preliminary Design (30%)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
4.1	Development of 30% Roll-map Plans													0	\$0.00
4.2	Stormwater Management													0	\$0.00
4.3	Lift Station Relocation Analysis													0	\$0.00
4.4	30% Cost Estimate/Constructability Review													0	\$0.00
5	Road and Utility Extensions: Final Design (90% and Final PS&E)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
5.1	90% and Final PS&E													0	\$0.00
5.2	Stormwater Management Design and Report													0	\$0.00
5.3	Lift Station Design Documents													0	\$0.00
6	Permitting Coordination/Support	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
6.1	Utility Design - DEQ (Lift Station)													0	\$0.00
6.2	1200-C Erosion and Sediment Control													0	\$0.00
6.3	Grading Permit (Columbia County)													0	\$0.00
6.4	Building Permit (Lift Station Structure)													0	\$0.00
7	Bid Documents and Bidding Assistance - RESERVED - TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
7.1	Bidding Assistance													0	\$0.00
8	Construction Management Services - RESERVED - TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
8.1	Construction Management / Administration													0	\$0.00
8.2	Pre-construction and Site Meetings													0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)													0	\$0.00
8.4	Construction Inspection													0	\$0.00
8.5	As-built Survey and Drawings													0	\$0.00
8.6	Project Close-out													0	\$0.00
	<i>Total Hours</i>	29	15	0	0	18	22	0	122	11	14	0	5	236	
	<i>Billing Rate</i>	\$224.00	\$204.00	\$192.00	\$175.00	\$164.00	\$154.00	\$144.00	\$133.00	\$101.00	\$97.00	\$90.00	\$77.00		
	<i>Total Labor Cost</i>	\$6,496.00	\$3,060.00	\$0.00	\$0.00	\$2,952.00	\$3,388.00	\$0.00	\$16,226.00	\$1,111.00	\$1,358.00	\$0.00	\$385.00		\$34,976.00
	<i>Direct Expenses</i>													\$42,200	\$64,400.00
	<i>Project Total</i>													\$22,200	\$99,376.00

S.1st and Strand Streets - Roadway and Utility Extensions

Fee Estimate

DKS Associates

Otak Project # 019823.000

Task	Description	Principal (Grade 40)	QAQC Engineer (Grade 35)	Project Manager (Grade 30)	Project Engineer (Grade 21)	Transportatio n Analyst (Grade 23)	Engineer Assistant (Grade 16)	Cadd Technician (Grade 11)	Admin (Tech T)	Total Hours	Total Budget by Task
1	Project Management	0	0	0	0	0	0	0	0	0	\$0.00
1.1	Project Management and Administration									0	\$0.00
1.2	Project Coordination, Meetings, and Schedule									0	\$0.00
2	Topographic Survey and Geotechnical / Environmental Investigation	0	0	0	0	0	0	0	0	0	\$0.00
2.1	Topographic Survey (Otak)									0	\$0.00
2.2	Geotechnical (GeoDesign)									0	\$0.00
2.3	Environmental Investigation (GeoDesign)									0	\$0.00
3	Alignment Alternatives/Concept Development Plans	2	0	10	10	0	0	0	2	24	\$4,310.00
3.1	Planning Code and Zoning Requirements									0	\$0.00
3.2	Alignment Alternatives (2) (10%)	2		10	10				2	24	\$4,310.00
3.3	Concept Development Plan									0	\$0.00
3.4	Scoring Criteria / Worksession									0	\$0.00
4	Road and Utility Extensions: Preliminary Design (30%)	5	9	48	50	40	76	50	13	291	\$44,045.00
4.1	Development of 30% Roll-map Plans	5	9	48	46	40	70	48	13	279	\$42,435.00
4.2	Stormwater Management									0	\$0.00
4.3	Lift Station Relocation Analysis				4		6	2		12	\$1,610.00
4.4	30% Cost Estimate/Constructability Review									0	\$0.00
5	Road and Utility Extensions: Final Design (90% and Final PS&E)	2	6	53	52	4	88	70	13	288	\$41,650.00
5.1	90% and Final PS&E	2	6	53	52	4	88	70	13	288	\$41,650.00
5.2	Stormwater Management Design and Report									0	\$0.00
5.3	Lift Station Design Documents									0	\$0.00
6	Permitting Coordination/Support	0	0	0	0	0	0	0	0	0	\$0.00
6.1	Utility Design - DEQ (Lift Station)									0	\$0.00
6.2	1200-C Erosion and Sediment Control									0	\$0.00
6.3	Grading Permit (Columbia County)									0	\$0.00
6.4	Building Permit (Lift Station Structure)									0	\$0.00
7	Bid Documents and Bidding Assistance - RESERVED - TBD	0	0	0	0	0	0	0	0	0	\$0.00
7.1	Bidding Assistance									0	\$0.00
8	Construction Management Services - RESERVED - TBD	0	0	0	0	0	0	0	0	0	\$0.00
8.1	Construction Management / Administration									0	\$0.00
8.2	Pre-construction and Site Meetings									0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)									0	\$0.00
8.4	Construction Inspection									0	\$0.00
8.5	As-built Survey and Drawings									0	\$0.00
8.6	Project Close-out									0	\$0.00
	Total Hours	9	15	111	112	44	164	120	28	603	
	Billing Rate	\$250.00	\$225.00	\$200.00	\$155.00	\$165.00	\$130.00	\$105.00	\$130.00		
	Total Labor Cost	\$2,250.00	\$3,375.00	\$22,200.00	\$17,360.00	\$7,260.00	\$21,320.00	\$12,600.00	\$3,640.00		\$90,005.00
	Direct Expenses									\$1,746	\$1,746.00
	Project Total										\$91,751.00

