

**FIRST AMENDMENT TO  
Kittelson & Associates, Inc. Personal Service Agreement  
S 1st Street & St. Helens Street Intersection Improvements, Project No. R-685A**

This agreement is entered into this 19th day of July 2023, by and between the City, (hereinafter "City"), and Kittelson & Associates, Inc., (hereinafter "Contractor").

**RECITALS**

- A. City and Contractor entered into a Personal Service Agreement on March 16, 2022, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. Additional construction engineering services require extending the current Contract date.
- C. Additional compensation is required for construction engineering services for the project.

**NOW, THEREFORE**, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The contract completion date shall be extended to June 30, 2024.
- 3. Additional compensation for construction engineering services shall be a not to exceed amount of \$15,790.00
- 4. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 19th day of July 2023.

**Contractor**

DocuSigned by:  
  
AAE87D05DE83425...  
Date: 7/7/2023

**City**

\_\_\_\_\_  
Rick Scholl, Mayor  
Date: \_\_\_\_\_

Attest:

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



851 SW 6th Avenue, Suite 600  
Portland, OR 97204  
P 503.228.5230 F 503.273.8169

July 7, 2023

City Project #: R-685A

Sharon Darroux  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

RE: S. 1st Street & St. Helens Street Intersection Improvements

Dear Sharon:

This letter formally requests your authorization of an additional \$15,790 in fees and reimbursable expenses for services associated with our firms' continued involvement in the S. 1<sup>st</sup> Street & St. Helens Street Intersection Improvements project.

Please review the attached AMENDMENT #1 to the Professional Services Agreement. If AMENDMENT #1 is satisfactory, please return a signed copy electronically. One executed original will be returned for your records. If you have any comments or questions, please do not hesitate to call.

Sincerely,  
**KITTELSON & ASSOCIATES, INC.**

Project Manager  
Caleb Cox, PE  
Senior Engineer

Project Principal  
Tony Roos, PE  
Principal Engineer

## AMENDMENT #1 TO PROFESSIONAL SERVICES AGREEMENT

**PROJECT #:** 23544

**PROJECT NAME:** S. 1st Street & St. Helens Street Intersection Improvements

**PROJECT BUDGET:** As of July 7, 2023

Current Authorized Amount	\$35,392
Amendment	\$15,790
Total Authorized Amount	\$51,182

**AUTHORIZATION:**

This Amendment #1 ("AMENDMENT #1") hereby amends that certain Professional Services Agreement with an EFFECTIVE DATE of 3/16/2022 (the "AGREEMENT"), and any prior amendments, by (1) authorizing KITTELSON & ASSOCIATES, INC. to perform services in addition to those services described in **Part "A"** of the AGREEMENT (See attached Amendments to Part "A") and (2) increasing the **Current Authorized Amount** (shown above) to an amount not to exceed the **Total Authorized Amount** shown above. Except as otherwise stated in this AMENDMENT #1, the terms, conditions and provisions of the AGREEMENT remain in full force and effect. All capitalized terms not otherwise defined in this AMENDMENT #1 shall have the meanings set forth in the AGREEMENT.

Accepted for:

**City of St. Helens**

Approved for:

**Kittelson & Associates, Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## AMENDMENTS TO PART “A” SCOPE OF WORK

### **Amend Task 1.0 Project Management and Coordination as follows:**

**1.1 Project Management:** Increase project management duration from 11 months to 27 months. Project completion date to be June 2024.

### **Amend Task 3.0 Bidding and Construction Support as follows:**

#### **3.2 Construction Support:** Add the following bullets:

- Prepare one (1) draft and one (1) final joint utility trench (JUT) plan sheet for the intersection. Coordinate with the City and utility companies to verify material needs and prepare a table of quantities for conduit and junction boxes.
- Attend up to two (2) utility coordination meetings of up to two (2) hours each. The first meeting will be to verify the JUT location and needs of the utilities. The second meeting will be to address any changes that may occur during construction of the trench.
- Revise the landscaping design plan sheets to incorporate the City’s new gateway feature design. This will include modifications to landscape planters in the SE and SW corners of the intersection as well as revising adjacent design elements (drinking fountain, bike racks, irrigation, sidewalks, etc..) to accommodate the design change. Coordinate with the designer of the gateway feature to ensure the two plans align.
- Revise the Roadway design plan sheets to incorporate the changes to the landscape planters. This will include modifications to the sidewalk and sidewalk scoring pattern.

The scope of construction support is limited to the hours shown in the original 3/16/2022 contract plus the hours shown in the attached budget amendment and does not include full-time inspection services.

Project Budget Form

Project Name: 1st & St. Helens Intersection Improvements - Phase 3 Amendment 1  
Project Manager: Caleb Cox  
KAI Project Number: 235440.000  
Date: Jul 07, 2023

LABOR ESTIMATE - 1st & St. Helens Intersection Improver				Kittelston		Greenworks			
Task	Notes	Staff	Roos, Tony	Cox, Caleb	Principal	Landscape Designer III	SUBTASK/ TASK HOURS	SUBTASK/ TASK COST	
			AMR	CEC					
001	Project Management and Coordination								
	Project Management			8	1	4	13	\$2,004	
	Reimbursable Expense							\$0	
	Task #001 - Subtotal		0	8	1	4	13	\$2,004	
004	Bidding & Construction Support								
	Construction Support		4	60	2	20	86	\$13,728	
	Reimbursable Expense							\$59	
	Task #004 - Subtotal		4	60	2	20	86	\$13,786	
TOTAL HOURS			4	68	3	24			
LABOR RATE			\$262.99	\$162.50	\$198.00	\$126.50	TOTAL HOURS	TOTAL LABOR	
LABOR COST			\$1,052	\$11,050	\$594	\$3,036	99	\$15,732	

Rates shown above are for budgeting purposes only. Additional staff may be billed at

TOTAL REIMBURSABLES
\$59
TOTAL KAI FEES
\$15,790
TOTAL SUB FEES
\$0
TOTAL PROJECT BUDGET
\$15,790