

**FIFTH AMENDMENT TO
Otak Personal Service Agreement
S. 1st Street and Strand Streets, Road and Utility Extensions, Project No. P-525**

This agreement is entered into this _____ day of February 2023, by and between the City, (hereinafter "City"), and Otak, Inc. (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Service Agreement on March 8, 2021, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The City has determined that the additional task of design for the undergrounding of the electrical services in the Riverfront District to facilitate Columbia River People's Utility District (CRPUD) undergrounding of the overhead power lines is needed.
- C. The Contractor has provided a Scope of Work, Work Order No. 5, to develop plans and specifications related to the undergrounding of the electrical services in the City's Riverfront District along S 1st Street from St. Helens to the Tualatin Street Right of way, and Strand Street from Plaza Square to just south of Cowlitz Street.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Additional compensation for Work Order No. 5 shall be a not to exceed amount of \$51,088.80.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this _____ day of February 2023.

Contractor

City

Millicent Williams Digitally signed by Millicent Williams
DN: c=US, e=mmillicent.williams@gotak.com,
o="Otak, Inc.", ou=OR/SW Washington
Public Sector, cn=Millicent Williams
Date: 2023.01.30 16:32:22-0800

Date: January 30, 2023

Rick Scholl, Mayor
Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

City of St. Helens
S. 1st and Strand Streets, Road and Utility Extensions
Design, Construction, and Permit Documents

Scope of Work
Work Order No. 5

January 27, 2023

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.

As part of the S 1st Street – Strand Street Road and Utilities Extension project, the City will be working with the Columbia River People’s Utility District (CRPUD) to underground the overhead power lines. This project necessitates working with a private electrical contractor to underground the electrical services which are currently connected to these overhead power lines, after the main power lines have been undergrounded.

Design Team: Roles and Responsibilities

Firm/Lead	Responsibilities
Otak, Inc. Keith Buisman	Project Management, Civil/Roadway Design and Utility Coordination
R&W Engineering	Utility Design and Coordination

Task 9 – Undergrounding Utilities

The purpose of this task is to develop plans and specifications related to the undergrounding of the electrical services in the City’s Riverfront District along S 1st Street from St. Helens to the Tualatin Street Right of way, and Strand Street from Plaza Square to just south of Cowlitz Street. This design work is focused on the connections from the main trench to the individual buildings within the project area.

The bid package will be separated into two phases to aid in construction/relocation. The first phase will include electrical services along S 1st Street between Tualatin and Cowlitz. The second phase will include electrical services along Cowlitz and Strand between City Hall and the existing southern end of Strand.

Task: 9.1 Project Management and Administration

The following items are included:

- Project Management and Administration. The Otak Project Manager will support the City’s direction, and control of the services described in this Scope of Work. The City will direct the consultant team regarding engineering activities and team meetings. The City will maintain communication and coordination between consultant staff and other project stakeholders, such as CRPUD.

- Track consultant contract costs and budgets on a monthly basis. Prepare monthly invoices and summary reports, up to three (3) invoices are included.
- Prepare and administer sub-consultant contracts.
- Maintain the document files.

Task: 9.2 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/Site Visit – A meeting will be held on site with R&W, Otak Project Manager, and City staff. The following information will be reviewed during the meeting:
 - Project Schedule
 - Project Scope
 - Project Deliverable Requirements
 - Walk-through existing electrical service connections
2. Project Design Review Meetings – Two (2) design review meetings will be held with R&W, Otak Project Manager, and City staff. The first meeting will be held at 50% design and the second meeting will be held at Final PS&E. These meetings assume each will be a 90-minute virtual meeting to review the design and go over any City comments.
3. Coordination Meetings with the CRPUD.
 - Participate in three (3) one-hour virtual meetings with R&W and the CRPUD.
 - Participate in one (1) on-site meeting with CRPUD to walk the project site and review any specific areas of concern. This meeting could require up to two (2) hours depending on the number of services determined necessary to review.
4. Final Walkthrough Site Visit – A final walk through of the plans in the field prior to Final PS&E. Assumes R&W, Otak Project Manager, and City staff will attend.

The proposed design schedule is as follows:

1. On-site Kickoff/Site Visit: Friday, 2/17
2. 50% Design Deliverables: Friday, 3/17 (4 weeks)
3. Review comments by City and CRPUD back: Friday, 4/14 (4 weeks for review)
4. Final, Signed Deliverables: Friday, 5/12 (4 weeks)

Schedule will change based on actual kickoff/site visit date. Schedule is also subject to change based on unforeseen circumstances such as inclement weather on scheduled kickoff date, illness, etc.

Task 9.3 Undergrounding Utilities: 50% and Final PS&E Design

The PS&E design will follow the same general organizational flow as the other associated street design improvement work has set and attempt to match that as much as possible to aid in reducing potential confusion between areas of work and responsibilities of work. Design submittals will be provided at the 50% complete milestone and Final Design milestones with signed, biddable drawings made available upon addressment of any final design review comments provided for incorporation and addressment.

The electrical design will incorporate as much information as possible from design efforts already completed related to the CRPUD design and infrastructure requirements included in the current Otak drawing plans. The electrical drawings will show as much of the utility infrastructure design information as applicable for reference and clarity of project bid and construction, but intent of this aspect of design will be to depict altered customer service connections from new service vaults to existing customer service meters, CT enclosures, and/or demarcation points within the Phase 1 and Phase 2 areas of the project. Any identified special temporary power service needs will also be identified where applicable. The following are a list of anticipated drawings thought necessary:

1. Electrical Legend & Abbreviations

2. Overall Site Plan for Phase 1 & 2
3. Partial Phase 1 & 2 Site Plans (2 sheets anticipated, 1 for each phase)
4. Partial Power Service Site Plans (6-8 sheets anticipated)
 - a. Existing service demolition requirements shall be indicated on these plan sheets for all affected services within the purview of the defined project area.
5. Circuit Schedule
6. Details (1-2 sheets anticipated)

Specifications for electrical design work shall also be provided with the final design drawing set. Final signed drawings will be provided after receipt of any final design submittal comments are received and incorporated as applicable.

Assumptions:

- Specifications to be in CSI format.
- Electrical cost opinion shall be provided on a lump sum bid tab approach based on a per service basis.
- CAD base and project title block drawing files will be provided by Otak for use by R&W. Any required survey work will be conducted by Otak.
- Bid & construction services will be negotiated outside of this design scope of work.

Deliverables:

- 50% submittal shall include:
 - Draft plan sheets electronic (Adobe PDF)
 - Preliminary engineer's construction cost estimate (in MS Excel format and PDF)
 - Draft technical specifications (in MS Word format and PDF format)
- Final PS&E submittals shall each include:
 - Stamped plan sheets electronic (Adobe PDF)
 - Three, full-sized, hardcopies of the stamped plan sheets
 - Bid sheet (in MS Excel format and PDF)
 - Final engineer's construction cost estimate (in MS Excel format and PDF)
 - Final technical specifications (in MS Word format and PDF format)
 - Three printed sets of the technical specifications

