

# MACKENZIE.

August 12, 2021 *(Revised September 28, 2021) (Revised October 29, 2021)*

City of St. Helens  
Attention: Matt Brown  
265 Strand Street  
St. Helens, OR 97051

Re: **St. Helens Industrial Business Park**  
*Infrastructure Design Work Order #1 Proposal*  
Project Number 2210214.00

Dear Mr. Brown:

Mackenzie appreciates this opportunity, and we are pleased to present to City of St. Helens (“Client”) the following Scope of Services and fee proposal for the St. Helens Industrial Business Park.

Mackenzie’s integrated team of design professionals will provide Civil Engineering, Land Use Planning, Transportation Engineering, and Landscape Architecture services for the above project. In addition, Mackenzie will retain Surveying, Wetlands, Geotechnical Engineering, and Pump Station Engineering consultants to complete the team.

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

## BASIS OF DESIGN

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

1. The City plans to prepare the St. Helens Industrial Business Park (SHIBP) to encourage development and economic growth in the region. The goal of this project is to design and install the Phase 1 infrastructure to support initial development and make the overall site more shovel-ready for future opportunities.
2. Infrastructure within the site will be sized based on Client-provided master plans, utility studies, and City standards documents.
3. The Phase 1 development comprises approximately 37 acres along Kaster Road and approximately 9.6 acres in the northeast corner of the SHIBP property (Parcel 9).
4. The City plans to prepare the infrastructure plans for use with future grant funding applications. No timetable has been set for eventual construction.
5. The infrastructure design is expected to generally follow the implementation plan and parcelization plan prepared for the City by 3J Consulting in 2020.
6. Utility sizing and design will be guided by the upcoming Sewer Master Plan and Stormwater Master Plan updates currently underway by the City. These plans will provide utility sizing and demand information for the SHIBP area.
7. The City plans to grade the Phase 2 area of the SHIBP to prepare the site for eventual development. Mackenzie will prepare the grading design based on the preliminary plans produced by Maul Foster & Alongi (MFA) in February 2021. Based on information provided by MFA and City staff, we expect the original design will need to be revised to incorporate wetland buffers which were not addressed in the MFA grading design.



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8. Site grading will require removal of rock from the site. City staff has indicated that this activity would be classified as natural mineral resources development (mining) and therefore require a Conditional Use Permit.

## SCOPE OF SERVICES

### Pre-Design

*Time Duration: 8 weeks*

Provide guidance in defining the project vision, goals and design objectives that will drive the subsequent design process.

1. Provide one (1) kickoff meeting via video conference to initiate the Pre-Design Phase. The following disciplines will attend the kickoff meeting: Civil Engineering, Land Use Planning, Wetlands, Survey, Geotechnical, and Pump Station Engineering. Meeting minutes for this meeting will be prepared by Mackenzie.
2. Complete an initial due diligence review for the project, including the following tasks:
  - A. Review updated and/or new provided information provided by the Client consisting of existing building(s), land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, geotechnical report, environmental reports, utility master plans, and preliminary engineering studies.
  - B. Prepare and issue an initial site Due Diligence Report including:
    - I. Summary of anticipated land use and zoning criteria applicable to the project.
    - II. Summary of anticipated entitlement and permitting processes, procedures and schedules.
    - III. Preliminary review of infrastructure conditions and potential improvements (i.e. utilities, right-of-way improvements, etc.).
    - IV. Exploration of options for land use entitlement (e.g., combination of partition and subdivision; phased subdivision; etc.) with regards to process, timelines, and vesting, with recommendation on optimal path to achieve Client's goals.
    - V. Preliminary summary of potential "red flag" issues that may impact either the approach or feasibility of any program or design decisions.
    - VI. Initial Due Diligence Report draft for Client's review and comment.
    - VII. Final Due Diligence Report addressing Client's comments.
  - C. Provide up to one (1) meeting at Mackenzie's office to be attended by Mackenzie's Civil Engineer and Land Use Planner to review our final Due Diligence Report.
3. Provide up to one (1) discovery session at Client's office with the key Client stakeholder group to establish a thorough understanding of the project vision, goals and objectives. We will work with the Client to identify opportunities, challenges, and big picture goals for the project. This will serve as our road map going forward. We will also review site and utility components in detail including: street layout, public utility (water, sewer, storm) demands, franchise utility (power, gas, telecommunication) needs, and parcelization map. Issue minutes from this discovery session as the initial program summary for the Phase 1 infrastructure plan.

### *Deliverables*

1. Kickoff meeting minutes.
2. Preliminary Due Diligence Report.
3. Final Due Diligence Report.
4. Stakeholder meeting minutes/Phase 1 program summary.



### **Pre-Application Conference**

1. Coordinate, prepare for, submit request, and attend Pre-Application Conference with City staff to discuss site issues/process and confirm understanding. One (1) Mackenzie land use planner, civil engineer, and transportation engineer will attend the meeting. A submittal will include the following:
  - A. Preliminary site plan and/or preliminary plat.
  - B. Aerial map.
  - C. Letter with project description and list of questions from the applicant team.
  - D. Application form.
2. Prepare and distribute written meeting notes from Pre-Application Conference meeting.
3. Following City meeting, participate in a team meeting/conference call to discuss comments received from City staff regarding issues, including but not limited to zoning and access issues, entitlement strategy, and schedule.

### **Deliverables**

1. Pre-Application Conference submittal materials.
2. Pre-Application Conference notes.

### **Schematic Design (30%)**

*Time Duration: 8 weeks*

Provide Schematic Design documents based on the mutually agreed-upon program and schedule. The Schematic Design documents shall establish the conceptual design of the project illustrating the scale and relationship of the project components. The following table summarizes the scope of services and deliverables for the Schematic Design phase.

1. Review Client-provided topographic survey, and identify areas with incomplete or obsolete data to be re-surveyed. No topographic surveying is included in this scope; if additional survey is recommended, we can provide an estimate for those services as needed.
2. Evaluate sewer demands.
  - A. Prepare a memorandum summarizing sewer demands, pump station and force main sizing, and concept plans.
  - B. Sewer demands to be based on the SHIBP Infrastructure Funding Plan and the ongoing Sewer Master Plan, to be provided by the Client.
3. Evaluate water demands.
  - A. Prepare a memorandum summarizing water demands, main sizing, and concept plans.
  - B. Water demands to be based on the SHIBP Infrastructure Funding Plan and the ongoing Water Master Plan, to be provided by the Client.
4. Conduct preliminary geotechnical engineering study.
  - A. Review historical geotechnical or environmental reports for nearby developments, and/or anecdotal information from City personnel regarding on-site soil/rock conditions.
  - B. Review Geologic and Soil Maps.
  - C. Prepare geotechnical memorandum.
5. Coordinate Portland General Electric (PGE) substation parcel.
  - A. Conduct up to two (2) meetings with PGE planners and City staff to review power utility needs, substation parcel standards, and transmission and distribution system alignments. Issue minutes for each meeting.
  - B. Prepare preliminary plans and/or preliminary plat for PGE parcel development.
6. Prepare Schematic Design plans, to include:

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- A. Sewer pump station plans, including Force Main alignment plan, Pump Station civil site plan, Mechanical plan, Electrical site plan, and Electrical one-line diagram.
- B. Roadway plans, including Plan and Profile, and Typical sections.
  - I. Include/show right-of-way plans for additional needs like gas, communications, broadband, etc.
  - II. Improvements specific to 9th/10th Street included in Phase 1.
  - III. "Kaster Road Spur" de-construction and relocation of current utilities for desired road location shall be considered for Kaster Road and its extensions.
- C. Water plans, including Plan and Profile of main lines, connection points, and service laterals.
- D. Sewer plans, including Plan and Profile of main lines and service laterals.
- E. Storm drainage plans, including Plan and Profile, and Typical Stormwater Treatment Facility Details.
  - I. Provide preliminary stormwater system sizing calculations.
  - II. Provide recommendations for floodplain impact mitigation.

7. Prepare preliminary construction cost estimate.

8. Issue 50% Schematic Design documents for Client review.

9. Refine Schematic Design documents based on review of 50% Schematic Design documents.

10. Issue 100% Schematic Design documents for Client review.

11. Obtain written approval from Client to proceed with Design Development.

#### ***Deliverables***

- 1. Topographic Survey evaluation summary.
- 2. Sewer demand summary memorandum and concept pump station plans.
- 3. Water demand summary memorandum and concept plans.
- 4. Geotechnical memorandum.
- 5. Preliminary PGE substation parcel plans.
- 6. 50% Schematic Design plans.
- 7. 100% Schematic Design plans.
- 8. Preliminary Schematic Design plans.
- 9. Final Schematic Design plans developed to 30% design level, to include:
  - A. Overall plan.
  - B. Street plan/profile, typical sections.
  - C. Utility plan/profile (water, sewer, storm drainage).
  - D. Schematic stormwater treatment system design and memorandum.
  - E. Pump station plans.
- 10. Preliminary construction cost estimate.

#### **SHIBP Phase 2 Grading**

*Time Duration: 10 weeks*

Develop final grading plans based on the preliminary design completed by Maul Foster & Alongi in February 2021.

- 1. Provide one (1) kickoff meeting via video conference to initiate the Phase 2 grading design. The following disciplines will attend the kickoff meeting: Civil Engineering, Land Use Planning, and Wetlands. Meeting minutes for this meeting will be prepared by Mackenzie. The goal of this meeting is to develop detailed understanding of the objectives for the Phase 2 grading work, review the preliminary design, and identify key steps for permitting the grading work.
- 2. Conduct a Wetland and Stream Functional Assessment for the Phase 2 site.



- A. As part of the wetland permitting process, Oregon Department of State Lands (DSL) and the U.S. Army Corps of Engineers (Corps) require the applicant to demonstrate that the wetland mitigation plan would provide functional replacement for wetland functions proposed to be impacted by the project. Therefore, existing wetland functions of the wetlands proposed to be impacted are required to be evaluated.
- B. The Oregon Rapid Wetland Assessment Protocol (ORWAP) would be conducted separately for the different hydrogeomorphic classes of wetlands present in the project impact area (both depressional wetlands and riverine flow-through wetlands are proposed to be impacted).
- C. In addition, the Stream Function Assessment Method (SFAM) would be conducted for impacts to Ditches 1 and 2, which are considered streams not wetland by the Corps.
3. Develop 60% grading plans.
  - A. Site grading design will be based on the preliminary MFA plans with updates provided by City staff in the Phase 2 Grading kickoff meeting.
  - B. Plans are expected to include: site plan, grading plan, overall cross-sections, wetland impact cross-sections, utility plan, erosion control plan, and stormwater facility details.
  - C. Issue 60% plans for Client review.
  - D. Meet via video conference with Client to review 60% plan comments.
4. Prepare a Wetland Mitigation Plan.
  - A. Prepare a stand-alone wetland mitigation plan document meeting the requirements of the DSL administrative rules for wetland mitigation (OAR 141-085-0705) and the Corps mitigation rule requirements (33 CFR 332.4(c)).
  - B. The DSL compensatory mitigation eligibility and accounting determination form would be used to confirm the necessary acreage of mitigation required to replace the lost wetland functions based on the functional assessment for the impacted wetlands and the functional assessment for the proposed mitigation site.
  - C. Prepare mitigation plan figures to include: site plan, wetland cross-sections, water control structure schematics.
5. Prepare a Joint DSL/Corps Wetland Permit Application.
  - A. The permit application is required to include an "Alternatives Analysis" describing how proposed impacts to wetlands and waters have been minimized during project siting and design. This includes a discussion of both alternative sites (other sites that were evaluated) and an evaluation of alternative site development designs to demonstrate minimization of proposed wetland impacts.
  - B. The agencies will likely require a discussion of why wetland impacts are needed for Phase 2 and why the existing brownfield areas of the property cannot be developed prior to impacting areas with wetlands. Alternative phasing and/or site development scenario drawings will likely be required to satisfy this regulatory requirement.
  - C. Develop a narrative to support the selected project design, including demonstrating that wetland impacts have been minimized to the extent practicable.
  - D. Prepare plans to support the Joint Permit Application, including: site development plan, and wetland impact cross-sections.
  - E. Based on Client feedback in September 2021, we will use the City's SHIBP planning documents to present development alternatives and present coordination with future development phases for the overall project. No additional alternative site plans are included with this scope.
  - F. Coordinate with DSL and Corps staff, including email and phone correspondence, for up to three (3) one-hour video conference meetings.
6. Sensitive Lands Assessment.

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- A. Prepare a sensitive lands assessment report to meet the City's review requirements for St. Helens Municipal Code (SHMC) Chapter 17.40 (Protective Measures for Significant Wetlands, Riparian Corridors and Protection Zones) and Chapter 17.44 (Sensitive Lands).
- B. If the proposed Phase 2 development will result in impacts to the wetland protection zone (wetland buffers), the sensitive lands assessment will include a discussion of mitigation to be provided for impacts to wetland buffers in accordance with the requirements of the SHMC.
- C. Prepare plans to support the Sensitive Lands Assessment, including: wetlands site plan.

7. Conduct Natural Resource Mineral Extraction Assessment.

- A. Review soil survey maps to estimate overburden thickness atop the site bedrock.
- B. Review readily available geologic maps and well logs to cover the project vicinity.
- C. Review readily available documentation regarding the characteristics of similar bedrock in Columbia County.
- D. Evaluate collected information to identify likely methods of rock excavation/mining (e.g. blasting, ripping, hammer, etc.).
- E. This assessment does not include subsurface exploration or laboratory testing for detailed characterization of rock extent and quality. We recommend these services be deferred to the expected Work Order #2 to coincide with expected subsurface explorations and testing conducted for the Phase 1 infrastructure detailed design scope.
- F. Consult with Oregon Department of Geology and Mineral Industries (DOGAMI) regarding requirements for mining permits.
- G. Consult with City and design team regarding phasing of mining and aggregate processing, and preparation of conditional use or mine operating permits.
- H. Prepare a memorandum summarizing our findings regarding bedrock characteristics and likely mining methodologies.

8. Prepare City of St. Helens Conditional Use Permit application.

- A. Coordinate with Client and consultants to identify and prepare Conditional Use Permit and Sensitive Lands Permit application and supporting documents as required by City of St. Helens. The land use application package will be limited to the Phase 2 grading/mining activities.
- B. Prepare burden of proof materials including narrative addressing approval criteria/policies, maps, and other materials necessary to describe the planned grading operation, timing, and phasing for mining operation in accordance with St. Helens Community Development Code.
- C. Compile Conditional Use Permit and Sensitive Lands Permit application materials including civil site plans, wetlands site plan, written burden of proof narrative, and associated exhibits. Submit narrative and supporting materials to the City.
- D. Monitor Conditional Use Permit and Sensitive Lands Permit application through completeness review (no more than 30 days per Oregon law); revise land use narrative and provide additional materials for up to one (1) response. If deemed incomplete, assumes completeness response can be prepared (including any items from Client) within 2 weeks of receipt of incomplete notice.
- E. Communicate with City staff throughout approval process. Review Planning Director's staff report. Attend Planning Commission meeting and present project on behalf of the Client. Monitor approval appeal period.
- F. Review updates required of the grading plans to address conditions of approval.

9. Prepare 100% grading plans.

- A. Prepare final grading plans based on agency permit review comments and Client review comments.
- B. Grading plans are expected to include:
  - I. Site plan.
  - II. Grading plan.



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- III. Utility plan.
- IV. Stormwater facilities details.
- V. Wetland impact cross-sections.
- VI. Wetland mitigation plan.
- VII. Erosion control plan.
- VIII. Planting Plan.
- IX. Construction details.

10. Obtain grading permit approvals.

- A. Prepare and submit applications for the following permits:
  - I. Oregon Department of Environmental Quality 1200-C permit.
  - II. DOGAMI surface mining permit.
  - III. City of St. Helens Grade Permit.
  - IV. City of St. Helens Engineering Permit.
  - V. Columbia County Grade & Fill Permit.
- B. Respond to agency review comments, for up to two (2) rounds.

#### ***Deliverables***

- 1. Kickoff meeting minutes.
- 2. Functional Assessment: ORWAP and SFAM spreadsheets.
- 3. 60% Grading Plans.
- 4. Wetland Mitigation Plan.
- 5. Joint Wetland Permit Application.
- 6. Sensitive Lands Assessment Report.
- 7. 100% Grading Plans.
- 8. Natural Resource Mineral Extraction Assessment memorandum.
- 9. Conditional Use Permit and Sensitive Lands Permit narrative and application.
- 10. Permit Applications noted above.

#### **FEE SUMMARY**

Our hourly not to exceed fees for the disciplines and related design services described above are as follows:

Pre-Design:	\$40,300
Pre-Application Conference:	\$5,700
Schematic Design (30% Plans):	\$95,500
Phase 2 Grading Design and Permitting:	\$119,300
<b>TOTAL:</b>	<b>\$260,800</b>

Reimbursable expenses (printing, copying deliveries, ride share vehicles, application-based transportation, mileage, etc.) are not included in the fee outlined above and will be invoiced at 1.1 times cost. We estimate reimbursable expenses to be approximately \$950 and will not exceed this amount without Client approval.



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Services for development of detailed design plans, construction documents, bid support, permitting, and construction administration are expected to be provided under future work orders or contract amendments. Estimates for these services will be provided upon request.

## ASSUMPTIONS

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

1. Client will provide current electronic files of existing building(s), land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, geotechnical report, environmental report, any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
2. Scope and fee are based on Client not hiring a third party Client Representative to act on their behalf during any phase(s) of the project. If a third-party PM is hired by the Client, Mackenzie reserves the right to estimate scope and fee impacts that will result in additional services.
3. The Client will approve the Documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior Client approvals, including but not limited to Client-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
4. Mackenzie Scope of Service and fees are based on project phases running in sequential order without delay, pause or project being put on hold for any reason between phases.
5. Client is responsible for all fees paid to public bodies having jurisdiction over the project.
6. Subject to the applicable Standard of Care, Mackenzie will design the Project in accordance with applicable laws, including current Federal ADA Accessibility Standards and as required by the Authority Having Jurisdiction (AHJ) for Building Permit per the AHJ's current edition of the governing building code, and by reference therein ANSI ICC/A117.1 ("Building Code") for new construction. Notwithstanding the foregoing sentence, the Client acknowledges that various governmental codes and regulations, including without limitation the ADA and FHA, are subject to varying and sometimes contradictory interpretation and that the ADA is not a detailed building code. In the case of such conflicts or differing interpretations, Mackenzie will notify the Client thereof and will endeavor to design to the most stringent interpretation acceptable to the AHJ.
7. All meetings will occur via video conference, other than construction site meetings unless specifically noted otherwise within the Scope of Services outlined above. We will record and distribute minutes following each meeting for all meetings through all phases up to Construction Contract Administration. During Construction Contract Administration, the General Contractor will provide meeting minutes. Mackenzie will review these minutes for accuracy.
8. Both on and off-site land use entitlements processes, such as Design Review, and related services, such as meetings with Authorities Having Jurisdiction (AHJ), neighborhood/community meetings, public hearings, and other related processes, are assumed to have been completed prior, or have been determined to not be required, and therefore are not included within the scope of this proposal.
9. Building/Site Renovation: Mackenzie will work with the Client to align on the Client's program for the Project, including goals and objectives, and will develop the design in accordance with applicable codes and laws, subject to and in accordance with the applicable standard of care. Client acknowledges that Projects involving additions



and remodels of existing sites/buildings (compared to new construction) create more uncertainty and subjectivity as to code and law interpretation and increases the chance that applicable agencies will have differing interpretations that might require redesign services. Such agency interpretations may not be made known until the Construction Documents and/or Plan Check phase of the Project. Accordingly, Client acknowledges and agrees that Mackenzie expressly excludes any services necessary to address these types of differing code and law interpretation issues from Mackenzie's scope of services, and that such services (including any necessary redesign services) will, upon Client's approval, be performed by Mackenzie as an additional service.

10. Conditions not depicted on available existing site and/or building documents, provided by the Client, or readily visible on project walkthroughs are excluded. Such impacts will be evaluated at the time of discovery and addressed via additional services as necessary.
11. Mackenzie will rely on Client-provided existing facilities information for project, including but not limited to type of construction, building area, occupancy classification and other such parameters affecting design, construction documents, and permitting.

## **EXCLUSIONS**

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

- 1. Client provided consultant services**
  - 1.a. Land survey, topographic survey, tree survey, and related specifications.
  - 1.b. Hazardous materials mitigation design.
  - 1.c. Coordination of Client provided consultants not identified at the date of this proposal.
- 2. Land Use Process/Permitting**
  - 2.a. Appeals, variances, public hearings, land use approvals, conditional use reviews, or any required adjustments other than as specifically outlined within our Scope of Services above.
  - 2.b. Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above.
  - 2.c. Formal Building code interpretation requests and/or appeals.
  - 2.d. Permits other than those identified within the proposal identified above (e.g., phased permitting, trade permits, separate demolition permit, any other special permits).
- 3. Standard Design Items**
  - 3.a. Square footage calculations beyond those required to confirm compliance with building and zoning code requirements. (Calculation of gross, net, and rentable square footages, such as BOMA calculations, are not included).
- 4. Unique Design services**
  - 4.a. Graphics and/or signage design, permitting, and related coordination.
- 5. Construction process** – construction is not planned with this scope.

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**6. Graphics/BIM**

- 6.a. Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Mackenzie's design process unless specifically noted within our Scope of Services above.
- 6.b. Marketing materials.
- 6.c. No Navisworks files or Clashing will be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports will not be provided.) Revit models and sheets will be created to Mackenzie standards.
- 6.d. No formal BIM Execution Plan will be provided.
- 6.e. Use of CAD Drawings or BIM models by any parties other than the Client or design team.

**7. Expenses/Billing**

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

It is our understanding the project will start in November 2021. If the proposal is agreeable to you, please issue a City contract for review and execution. Please note that this proposal is valid for 60 days.

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

Sincerely,



Brent Nielsen, PE  
Senior Associate



Matt Butts, PE  
Principal in Charge

Enclosure(s): Hourly Billing Rate Schedule  
Reimbursable Rates Schedule  
Attachment A – Fee estimate table



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## HOURLY BILLING RATE SCHEDULE\*

### PRINCIPALS

\$ 160 – \$ 280

### ARCHITECTURE/LANDSCAPE

Design Director	\$ 175 – \$ 220
Senior Project Architect	\$ 160 – \$ 250
Project Architect I – III	\$ 100 – \$ 200
Architectural Designer II-III	\$ 80 – \$ 165
Architectural Designer I	\$ 60 – \$ 95
Designer/Drafter	\$ 50 – \$ 80
Intern	\$ 50 – \$ 75

### ENGINEERING

Senior Project Engineer	\$ 160 – \$ 250
Project Engineer I – III	\$ 100 – \$ 200
Designer I – II	\$ 70 – \$ 140
Transportation Analyst I – II	\$ 65 – \$ 115
Designer/Drafter	\$ 80 – \$ 130
Intern	\$ 50 – \$ 75

### PLANNING

Senior Project Planner	\$ 150 – \$ 235
Project Planner I – IV	\$ 90 – \$ 200
Permit Coordinator	\$ 55 – \$ 95
Assistant Planner	\$ 65 – \$ 100
Intern	\$ 50 – \$ 75

### INTERIOR DESIGN

Senior Project Interior Designer	\$ 150 – \$ 230
Interior Designer III – V	\$ 100 – \$ 175
Interior Designer I – II	\$ 60 – \$ 135
Intern	\$ 50 – \$ 75

### ADMINISTRATION

Administrator	\$ 60 – \$ 175
Word Processor	\$ 70 – \$ 110
Graphic Artist	\$ 85 – \$ 130

\*Subject to change April 2022

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## REIMBURSABLE CHARGES

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

### IN-HOUSE PRINTING

#### ***Scanning – Black & White***

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

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

#### ***Scanning – Color***

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

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

#### ***Printing/Copying – All Sizes***

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

#### ***Fax***

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

### OTHER IN-HOUSE REIMBURSABLE ITEMS

#### ***Digital Photo Documentation***

\$15.00/download

#### ***Data Supplies***

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

#### ***Check Generation Fee***

\$25.00

#### ***Report Binder***

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

#### ***Automobile Mileage***

Billed according to IRS guidelines

#### ***Foamcore:***

\$4.25/sheet

#### ***Delivery Service***

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

				Mackenzie												Project Architect II	
				Civil Principal	Civil Engineer III / Project Manager	Civil Engineer II	Civil Designer I	Transportation Engineer III	Transportation Designer I	Land Use Planner IV	Land Use Planner III	Land Use Planner I	Landscaping Architect	Landscape Designer			
<b>A</b>	<b>Pre-Design</b>	8 weeks	16	64	18	0	0	0	3	32	32	0	0	0	0	15	
	Project Management (ongoing)			35												5	
	Due diligence review and report		10	15	10				3	22	28					4	
	Stakeholder discovery session and program summary		4	8	4					4	4					2	
	Client meetings		2	6	4					6						4	
			\$4,080.00	\$11,840.00	\$2,430.00	\$0.00	\$0.00	\$0.00	\$585.00	\$5,440.00	\$3,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350.00	
<b>B</b>	<b>Pre-Application Conference</b>	4 weeks	0	7	0	0	4	2	1	9	10	0	0	0	0	6	
	Prepare pre-application documents			2				2	2	3						4	
	Attend pre-application meeting with City			2				2		2						2	
	Prepare pre-app meeting minutes			1						2							
	Follow-up meeting			2						2							
			\$0.00	\$1,295.00	\$0.00	\$0.00	\$800.00	\$180.00	\$195.00	\$1,530.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00	
<b>C</b>	<b>Schematic (30%) Design</b>	8 weeks	30	69	92	114	20	10	0	10	10	10	10	30	0	4	
	SD Kick-Off Meeting			2	4	2				2							
	Street plan/profile			4	8	15	30	10	10	4	2						
	Utility plan/profiles			4	8	15	30			4	4						
	Stormwater treatment plans and memo			4	15	30	15										
	Pump station plans			2	6												
	QC			8	8		6										
	Preliminary geotechnical memo				2												
	PGE Coordination and Preliminary parcel plans			2	4	10	15	2									
	Preliminary cost estimate			2	6	12	20	2									
	Meetings			2	8	8	4			4	4					4	
			\$7,650.00	\$12,765.00	\$12,420.00	\$10,260.00	\$4,000.00	\$900.00	\$0.00	\$1,700.00	\$1,050.00	\$1,600.00	\$3,000.00	\$0.00	\$0.00	\$360.00	
<b>D</b>	<b>Phase 2 Grading and Wetland Permitting</b>	10 weeks	12	65	90	126	0	0	18	71	100	20	45	0	0	10	
	Phase 2 Kick-Off Meeting			2	3	3											
	Team meetings			2	4	6	6			2							
	Wetland functional assessment			3	3												
	60% Phase 2 grading plans			4	10	20	45										
	Wetland Mitigation Plan			5	10	15											
	JPA Application			10	15	15	15										
	Sensitive Lands Assessment				2												
	Natural Resource Mineral Extraction Assessment																
	Conditional Use Permit															10	
	Agency Coordination				3	3											
	100% Phase 2 grading plans			4	15	20	45										
	Permits: Grade & Fill, Grading, 1200-C, DOGAMI, Engineering			10	10				10	15	20						
			\$3,060.00	\$12,025.00	\$12,150.00	\$11,340.00	\$0.00	\$0.00	\$3,510.00	\$12,070.00	\$10,500.00	\$3,200.00	\$4,500.00	\$0.00	\$0.00	\$900.00	
<b>Total Work Order #1 Hours</b>			58	205	200	240	24	12	22	122	152	30	75	0	35		
<i>Hourly Rate</i>			\$255.00	\$185.00	\$135.00	\$90.00	\$200.00	\$90.00	\$195.00	\$170.00	\$105.00	\$160.00	\$100.00	\$150.00	\$90.00		
<i>Fee</i>			\$14,790.00	\$37,925.00	\$27,000.00	\$21,600.00	\$4,800.00	\$1,080.00	\$4,290.00	\$20,740.00	\$15,960.00	\$4,800.00	\$7,500.00	\$0.00	\$3,150.00		
<b>Total Fee By Discipline</b>					\$101,315.00			\$5,880.00			\$40,990.00		\$4,800.00	\$7,500.00	\$0.00	\$3,150.00	

				Hart Crowser						Wetlands Solutions NW			NW Survey	
				Senior Principal	Principal	Project Engineer	Senior Staff	Drafter	Project Assistant	Wetland Biologist			Professional Surveyor	
<b>A</b>	<b>Pre-Design</b>	<b>8 weeks</b>	<b>0</b>	<b>9</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	
	<i>Project Management (ongoing)</i>			4	4				4					
	<i>Due diligence review and report</i>			2	2	6	2			10		8		
	<i>Stakeholder discovery session and program summary</i>			3	3					4				
	<i>Client meetings</i>									2		2		
				<b>\$0.00</b>	<b>\$2,524.50</b>	<b>\$1,584.00</b>	<b>\$924.00</b>	<b>\$275.00</b>	<b>\$440.00</b>	<b>\$1,760.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,320.00</b>	<b>\$0.00</b>
<b>B</b>	<b>Pre-Application Conference</b>	<b>4 weeks</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<i>Prepare pre-application documents</i>													
	<i>Attend pre-application meeting with City</i>													
	<i>Prepare pre-app meeting minutes</i>													
	<i>Follow-up meeting</i>													
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>C</b>	<b>Schematic (30%) Design</b>	<b>8 weeks</b>	<b>0</b>	<b>5</b>	<b>8</b>	<b>14</b>	<b>4</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<i>SD Kick-Off Meeting</i>									4				
	<i>Street plan/profile</i>									4				
	<i>Utility plan/profiles</i>													
	<i>Stormwater treatment plans and memo</i>													
	<i>Pump station plans</i>													
	<i>QC</i>													
	<i>Preliminary geotechnical memo</i>													
	<i>PGE Coordination and Preliminary parcel plans</i>													
	<i>Preliminary cost estimate</i>													
	<i>Meetings</i>			3	3	14	4	2		4				
				<b>\$0.00</b>	<b>\$1,402.50</b>	<b>\$1,408.00</b>	<b>\$2,156.00</b>	<b>\$550.00</b>	<b>\$220.00</b>	<b>\$1,320.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>D</b>	<b>Phase 2 Grading and Wetland Permitting</b>	<b>10 weeks</b>	<b>5</b>	<b>25</b>	<b>40</b>	<b>25</b>	<b>6</b>	<b>0</b>	<b>232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<i>Phase 2 Kick-Off Meeting</i>									2				
	<i>Team meetings</i>									40				
	<i>Wetland functional assessment</i>									50				
	<i>60% Phase 2 grading plans</i>									50				
	<i>Wetland Mitigation Plan</i>									30				
	<i>JPA Application</i>													
	<i>Sensitive Lands Assessment</i>													
	<i>Natural Resource Mineral Extraction Assessment</i>													
	<i>Conditional Use Permit</i>													
	<i>Agency Coordination</i>													
	<i>100% Phase 2 grading plans</i>													
	<i>Permits: Grade &amp; Fill, Grading, 1200-C, DOGAMI, Engineering</i>			10	20									
				<b>\$1,595.00</b>	<b>\$7,012.50</b>	<b>\$7,040.00</b>	<b>\$3,850.00</b>	<b>\$825.00</b>	<b>\$0.00</b>	<b>\$25,520.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<i>Total Work Order #1 Hours</i>			5	39	57	45	12	6	260	0	0	10	
	<i>Hourly Rate</i>			\$319.00	\$280.50	\$176.00	\$154.00	\$137.50	\$110.00	\$110.00	\$0.00	\$0.00	\$132.00	
	<i>Fee</i>			\$1,595.00	\$10,939.50	\$10,032.00	\$6,930.00	\$1,650.00	\$660.00	\$28,600.00	\$0.00	\$0.00	\$1,320.00	
	<i>Total Fee By Discipline</i>			<b>\$31,806.50</b>						<b>\$28,600.00</b>			<b>\$1,320.00</b>	

		TetraTech										Hours by Task		Fee by Task	
		Principal Engineer	Senior Civil Engineer	Civil Engineer	Structural Engineer	Electrical Engineer	Designer / CADD	Word Processing	Administrative Assistant	Direct Billing Reimbursables					
<b>A</b>	<b>Pre-Design</b>	8 weeks	0	5	4	0	0	0	2	\$125.00		247			
	Project Management (ongoing)			1					2			55		\$9,741	
	Due diligence review and report			2	2							122		\$18,568	
	Stakeholder discovery session and program summary			2	2							34		\$5,640	
	Client meetings									\$125.00		36		\$6,421	
										\$125.00				\$40,370.00	
<b>B</b>	<b>Pre-Application Conference</b>	4 weeks	0	0	0	0	0	0	0	\$140.00		39			
	Prepare pre-application documents									\$50.00		20		\$2,700	
	Attend pre-application meeting with City									\$90.00		6		\$1,209	
	Prepare pre-app meeting minutes											7		\$915	
	Follow-up meeting											6		\$920	
										\$140.00				\$5,744.00	
<b>C</b>	<b>Schematic (30%) Design</b>	8 weeks	4	12	64	12	16	88	4	\$575.00		644			
	SD Kick-Off Meeting											12		\$2,070	
	Street plan/profile									\$115.00		129		\$16,392	
	Utility plan/profiles									\$115.00		57		\$7,352	
	Stormwater treatment plans and memo											68		\$9,635	
	Pump station plans									\$220.00		188		\$30,162	
	QC											26		\$5,830	
	Preliminary geotechnical memo											29		\$4,737	
	PGE Coordination and Preliminary parcel plans											40		\$5,740	
	Preliminary cost estimate											49		\$6,830	
	Meetings									\$125.00		46		\$6,837	
										\$575.00				\$95,584.00	
<b>D</b>	<b>Phase 2 Grading and Wetland Permitting</b>	10 weeks	0	0	0	0	0	0	0	\$200.00		890			
	Phase 2 Kick-Off Meeting											10		\$1,690	
	Team meetings											20		\$2,940	
	Wetland functional assessment									\$50.00		46		\$5,415	
	60% Phase 2 grading plans											114		\$13,720	
	Wetland Mitigation Plan									\$50.00		80		\$9,180	
	JPA Application									\$50.00		90		\$10,780	
	Sensitive Lands Assessment									\$50.00		30		\$3,355	
	Natural Resource Mineral Extraction Assessment											77		\$15,048	
	Conditional Use Permit											148		\$19,360	
	Agency Coordination											36		\$4,260	
	100% Phase 2 grading plans											144		\$17,445	
	Permits: Grade & Fill, Grading, 1200-C, DOGAMI, Engineering											95		\$16,125	
										\$200.00				\$119,317.50	
<b>Total Work Order #1 Hours</b>			4	17	68	12	16	88	4	\$1,040.00		1820			
<i>Hourly Rate</i>										\$1.10					
<i>Fee</i>										\$1,144.00					
<b>Total Fee By Discipline</b>										\$1,144.00					\$261,016
<b>\$34,510.00</b>															