

**SIXTH 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 18th day of October 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. Additional design services and compensation for the S. 1st Street and Strand Streets Road and Utility Extensions project is required to address the undergrounding of utilities and services in the project limits.
- C. The Contractor has provided a Scope of Work and fee estimate per Work Order No. 6 to revise plans and specifications, and provide construction administration related services to the undergrounding of utilities and services in the project limits.

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. 6 shall be a not to exceed amount of \$47,743.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 18th day of October 2023.

Contractor

City

Scott Dreher

Digitally signed by Scott Dreher
DN: C=US, E=scott.dreher@otak.com,
O=Otak, OU=Corporate, CN=Scott Dreher
Date: 2023.10.11 07:11:37-07'00'

Scott Dreher, CEO

Date: 10/11/2023

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. 6
October 10, 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.
- 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 Design Review/Coordination Meeting – One (1) design review meeting will be held with R&W, Otak, and City staff. The meeting will be held at the draft design prior to final submittal. This meeting is assumed to be a 60-minute virtual meeting to review the design and go over any City comments.
2. Design Review Meeting – One (1) design review meeting with the CRPUD and R&W (City attendance is optional). Assumed duration of meeting is 1-hr.

The proposed design schedule is as follows:

1. Draft Refined Design Files: Friday, 9/29/23
2. Final Design Deliverables: Thursday, 10/12/23

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

Task 9.4 Undergrounding Utilities: Refined Design

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.

This scope of work will:

- Modify the current electrical drawings to incorporate extending linework back to the serving utility transformers, with notation on number and sizes of the various conduits.
- Modify the service details to explicitly show the demolition of the existing service masts (conduits), as applicable, for each service.
- Modify/add additional details, if needed.
- Make minor modifications to the electrical specifications, if required. (None currently anticipated, but we will include some time for potential edits.)

The civil plans will be updated to reflect the latest franchise utility information (received May 1 from the City) in the right-of-way provided by CRPUD, Lumen, Comcast, LS Networks, and Fatbeam. Included in the civil modifications will be driveway approaches and sidewalk replacement associated with the work within existing survey limits (relocations/extensions outside the original survey limits will not be able to show material replacement). The following plans will be modified accordingly:

- Sheets 2M-1 and 2M-2:
 - CRPUD vaults were previously shown on plan sheets. Add other franchise utility boxes/vaults to plans from those utility providers noted above with generic callouts/references for each.
- Sheets 3A through 3J; 3M and 3N
 - CRPUD vaults were previously shown on plan sheets. Add other franchise utility boxes/vaults to plans from those utility providers noted above with generic callouts/references for each.
 - For franchise utility vaults shown mid-block, provide station/offset/elevation at each corner of the vault (four callouts total).
 - For franchise utility handhole boxes shown mid-block, provide station/offset/elevation at center of box only (one total callout).

- Sheets 2F-1 through 2F-10
 - For franchise utility vaults shown at or near corners, provide station/offset/elevation at each corner of the vault (four callouts total).
 - For franchise utility handhole boxes shown at or near corners, provide station/offset/elevation at center of box only (one total callout).
 - Add spot elevations at four different score joint intersections near each vault or handhole to show proposed grade at sidewalk near vault or handhole.

Modify bid tabs to include franchise utility service connections from joint utility trench to edge of right-of-way.

Assumptions:

- CAD base and project title block drawing files will be provided by Otak for use by R&W.
- No new survey work is proposed within this scope of work.
- All assumptions and exclusions from the original agreement are still applicable.

Deliverables:

- Draft submittal shall include:
 - Draft plan sheets electronic (Adobe PDF)
- Final PS&E submittals shall each include:
 - Stamped plan sheets electronic (Adobe PDF)
 - Three, full-sized, hardcopies of the stamped plan sheets

Task 11 – Construction Management Services

The purpose of this task is to provide Construction Management and Inspection services for the duration of the project. The duration of this task is assumed to be from November 2023 through January 2024. The duration of the on-site construction work is assumed to be from November 2023 through January 2024 for substantial completion of the constructed project. Work included within this task is as follows:

Task: 11.1 CM Project Management

This task will be conducted by the City team and will include:

- Project Management and Coordination. This activity is continuous throughout the duration of the Pre-Construction and Construction Phases. The CM Team 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 overall CM, inspection, engineering activities, and team meetings. The City will maintain communication and coordination between consultant staff, EOR, Construction Contractor, and other project stakeholders.

Assumptions:

- This task is on-going for the full duration of the construction contract and will be handled by the City. (Estimated at 3 months).

Task: 11.2 Pre-construction Phase Services

This task will be conducted by the consultant team and will include:

- Review of contract documents. This activity allows the CM team to familiarize itself with the 100% plans, specifications, and supporting design reports prepared by the EOR.
- Attend and participate in the Pre-Construction Meeting. Prior to the construction phase, it is anticipated that a pre-construction meeting will be held onsite with the Contractor and other stakeholders to serve as an opportunity for formal introduction, collaboration, and schedule discussions.

Assumptions:

- This task assumes pre-construction services will conclude in December 2023 once the construction phase commences.
- This task assumes the participation of up to one (1) Consultant Project Manager, Lead Construction Inspector and one (1) EOR's attend a ninety (90) minute meeting pre-construction meeting and provide meeting notes.

Deliverables

- Prepare for and participate in one ninety (90) minute Pre-Construction meeting.

Task 11.3: Construction Management and Contract Administration

The City will provide day-to-day management and administration of the construction contract. This task will be primarily conducted by the City and will include:

- Monitor overall budget and costs included in the project authorization.
- Monitor and evaluate the construction schedule and determine whether the construction contractor is proceeding in a manner that will result in timely project completion.
- Maintain contact between the Contractor, City, EOR, and stakeholders.
- Respond to daily construction issues and research with appropriate parties to resolve issues at lowest possible level with Contractor.

The consultant will provide the following service under this task:

- The Lead Construction Inspector can authorize minor variations in the work which do not involve an adjustment in the contractor's contract price nor time for construction.

Weekly Construction Progress Meetings

The CM Team will facilitate and attend weekly on-site construction progress meetings with the Construction Project Manager, Lead Inspector, Construction Contractor, and other project stakeholders. Meetings will review project schedule, status of submittals and Requests for Information (RFIs), review of pending change orders, and construction issues for resolution. The CM Team will distribute meeting minutes. Meetings are anticipated to be one hour long each. Meetings to be virtual for design team members.

R&W assumes:

- Attend, virtually, up to (5) construction progress meetings. Meetings assumed to be 1-hr in duration.
- Attend up to (2) on-site construction progress meetings. Meetings assumed to be 1-hr in duration, exclusive of travel time.

Change Orders, Claims, and Disputes

The CM Team will support the City and EOR on contractor-initiated change order requests. The City will vet the request in consultation with the CM team and provide them authorization to produce recommendations for pricing and obtain EOR approval as required. With backup documentation from the CM team, the City will determine final change order pricing and prepare any change order document(s).

Assumptions:

- A maximum of 5 (five) change order requests involving adjustments to contract time and/ or contract cost.
- Administrative change orders that do not require schedule analysis or the production of pricing recommendations are not included in the quantity assumption.

- This task is on-going throughout the duration of the construction contract (estimated at 3 months (September 2023 – December 2023)).
- This task assumes monthly estimates for the full duration of the construction contract for the City to review and approve.
- Assumes supporting the city's review of up to 2 (two) change orders.

Deliverables:

- Meeting agenda and minutes.

Task 11.4: Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals, Provide Plan Revisions)

The CM Team will review construction shop drawings, RFIs, and submittals electronically. The CM Team will log in each submittal/RFI when it arrives, distribute accordingly to appropriate review staff, track the submittal/RFI to ensure a timely response, and log out the reviewed submittal/RFI when it is returned to the construction contractor. This task also includes development of the interpretive content and preparation of the artwork for pedestrian signage.

Assumptions:

- Otak will review, coordinate, and distribute RFI and submittal responses with the City to the contractor.
- This task is on-going throughout the duration of the construction contract and assumes:
 - R&W: (1) original set of submittals, and (1) set of resubmittals. Additional resubmittals may require additional fee. Electrical submittal review budget is based on receiving the original electrical submittal(s) in no more than two, separate packages. "Piece-meal" submittals take longer to review and may require an additional fee.
 - R&W: Respond to up to (10) electrical-related RFIs/RFCs. Additional RFIs/RFCs may require additional fee.
 - Otak: Respond to up to (2) civil related RFIs. Additional RFIs may require additional fee.
 - R&W: Assist with up to (2) electrical-related, Design Team-initiated Potential Change Orders (PCOs). Additional PCOs may require additional fee.

Deliverables

- Submittal and RFI reviews returned to Contractor.
- Draft and Final Design revisions (Full Size PDF's).

Task 11.5: Construction Inspection

There will be no changes to the CM scope of work and hours for inspection that are currently under contract.

R&W will provide up to one (1) observation site visit during construction.

Assumptions:

- Otak will be on-site as scoped under current contract.
- Site Visits:
 - R&W: up to one (1) site visit

Deliverables

- None.

Task 11.6: Final Completion

The CM Team will facilitate project close-out activities with the Construction Contractor, including:

- Monitor punch list work for completion and compliance that has been developed by the city's lead inspector.
- Otak CM will collaborate with Contractor to maintain "dirty" set of redline drawings during construction. Upon completion of construction, hand-drawn as-built drawings will be prepared and submitted to the City and EOR to be drafted electronically only for the utility connections to City Hall shown on Sheet E1.1 and E2.0.

Assumptions:

- Due to the nature of this specific project, we do not anticipate the need for an electrical "punch list" by R&W. Everything up to the meter bases will be inspected by CRPUD to ensure the installation meets their requirements. New work from the meter bases to the main panels (in the few instances required) will be inspected by the local electrical inspector.
- Final electronic As-Builts and Record Drawings for the electrical connection to City Hall (sheets E1.1 and E2.0) will be completed and submitted by the EOR.

Deliverables:

- AutoCAD as-built drawings, mylar as-builts (full size), and PDF formats (pdf) (sheets E1.1 and E2.0 only).

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

Fee Estimate

Summary of Otak, Inc. and all Subconsultants

Otak Project # 19823

Task	Description	Otak, Inc.	R&W	Total Hours	Total Budget by Task
9	Undergrounding Utilities				
9.1	Project Management and Administration	36	5	41	\$6,638.00
9.2	Project Coordination, Meetings, and Schedule	6	6	12	\$1,941.00
9.4	Refined Design	80	44	124	\$15,616.00
11	Construction Management Services				
11.1	CM Project Management	28		28	\$4,504.00
11.2	Pre-Construction Phase Services	12	8	20	\$3,008.00
11.3	Construction Management Services	2	25	27	\$3,950.00
11.4	Construction Engineering (RFIs, Review Shop Drawings, and Submittals, Plan Revisions)	14	34	48	\$6,303.00
11.5	Construction Inspection		8	8	\$1,180.00
11.6	Final Completion	12	14	26	\$3,578.00
	<i>Total Hours</i>	190	144	334	
	<i>Total Labor Cost</i>	\$28,218.00	\$18,500.00		\$46,718.00
	<i>Direct Expenses</i>	\$100.00			\$100.00
	<i>Subconsultant Administration</i>	\$925.00			\$925.00
	Project Total	\$29,243.00	\$18,500.00		\$47,743.00

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

Fee Estimate

Otak, Inc.

Otak Project # 19823

Task	Description	Civil Engineer IX	CM Doc Spec III	Engineering Designer IV	Engineering Tech V	Field Rep V	Total Hours	Total Budget by Task
9	Undergrounding Utilities							
9.1	Project Management and Administration	12	24				36	\$5,928.00
9.2	Project Coordination, Meetings, and Schedule	3	3				6	\$1,056.00
9.4	Refined Design	8		28	44		80	\$10,636.00
11	Construction Management Services							
11.1	CM Project Management	8	12			8	28	\$4,504.00
11.2	Pre-Construction Phase Services	2	4			6	12	\$1,828.00
11.3	Construction Management Services	2					2	\$420.00
11.4	Construction Engineering (RFIs, Review Shop Drawings, and Submittals, Plan Revisions)	2	4	6		2	14	\$2,018.00
11.5	Construction Inspection							
11.6	Final Completion	2	4			6	12	\$1,828.00
	<i>Total Hours</i>	39	51	34	44	22	190	
	<i>Current Billing Rate</i>	\$210.00	\$142.00	\$125.00	\$124.00	\$140.00		
	<i>Total Labor Cost</i>	\$8,190.00	\$7,242.00	\$4,250.00	\$5,456.00	\$3,080.00		\$28,218.00
	<i>Direct Expenses</i>							\$100.00
	<i>Subconsultant Administration</i>							\$925.00
	Project Total							\$29,243.00

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

Fee Estimate

R&W

Otak Project # 19823

Task	Description	Senior Engineer II	Senior Tech I	Project Support	Clerical/Admin		Total Hours	Total Budget by Task
9	Undergrounding Utilities							
9.1	Project Management and Administration	3.0		2.0			5	\$710.00
9.2	Project Coordination, Meetings, and Schedule	3.0	3.0				6	\$885.00
9.4	Refined Design	8.0	16.0	20.0			44	\$4,980.00
11	Construction Management Services							
11.1	CM Project Management							
11.2	Pre-Construction Phase Services	4.0	4.0				8	\$1,180.00
11.3	Construction Management Services	11.0	12.0	2.0			25	\$3,530.00
11.4	Construction Engineering (RFIs, Review Shop Drawings, and Submittals, Plan Revisions)	9.0	18.0	7.0			34	\$4,285.00
11.5	Construction Inspection	4.0	4.0				8	\$1,180.00
11.6	Final Completion	4	6	4			14	\$1,750.00
	<i>Total Hours</i>	46	63	35			144	
	<i>Billing Rate</i>	\$180.00	\$115.00	\$85.00	\$57.00			
	<i>Total Labor Cost</i>	\$8,280.00	\$7,245.00	\$2,975.00				\$18,500.00
	<i>Direct Expenses</i>							
	Project Total							\$18,500.00