

## **CONTRACT PAYMENTS**

City Council Meeting  
July 21, 2021

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**Due to time constraints with the Council's summer schedule, the following invoices have been paid but need Council ratification:**

**Otak**

Project: P-525 S 1<sup>st</sup> & Strand Streets Road and Utility Extensions \$ **72,108.28**

**A West Pacific Contractors LLC**

Project: McCormick Park Playground Installation (Inv#1105) \$ **40,894.00**

KP



Progress Report

June 23, 2021

Sue Nelson, PE  
City Engineer  
265 Strand Street  
St. Helens, OR 97051

APPROVED FOR PAYMENT  
INIT \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_  
ACCOUNTS PAYABLE  
FINANCE 6-25-21  
SUPERVISOR 6-25-2021  
202 - 723 - 52019

RE: **Otak Project No. 019823.000**  
**S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**  
**Design, Construction, and Permit Documents**  
**Invoice No. 000006210258**

Dear Sue:

Enclosed is Otak's invoice for the **S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**, for the period starting May 15, 2021 and ending June 11, 2021. The total fee for work completed during this time period is \$72,108.28.

The following is a summary of the activities performed under each phase activities:

Phase 110 Project Management and Administration

- Day-to-day project management and coordination.
- Prepared Invoice and progress reporting.

Phase 120 Project Coordination, Meetings, Schedule

- Coordination of meeting agendas and setup.

Phase 210 Topographic Survey

- Adding FEMA flood plain linework
- Review of boundaries and easements

Phase 220 Geotechnical

- Coordinated and managed the field investigation, including locating utilities, access preparation, and scheduling of contractors and GeoDesign staff.
- Completed remainder of the subsurface explorations

Phase 230 Environmental Investigation

- Attended project coordination meetings.

I:\project\19800\19823\accounting\attachments\3-19823 progress report june 2021.docx

808 SW Third Avenue, Suite 800, Portland, OR 97204 • Phone (503) 287-6825 [otak.com](http://otak.com)

#### Phase 310 Planning Code-Zoning Requirements

- None.

#### Phase 320 Alignment Alternatives

- Refine alternative alignments for 1<sup>st</sup> and Strand: one located closer to the base of the existing bluff and one shifted away from the existing bluff. Review options for the 1<sup>st</sup> and Strand intersection.
- Review existing stormwater facility capacity and develop hydrology to provide options for alignment alternatives.
- Internal reviews and discussions on location of alignment alternatives.
- Reviewed gateway concepts for 1<sup>st</sup> and Strand intersection.
- Reviewed pedestrian route interaction with Riverwalk.

#### Phase 330 Concept Development Plan

- Finalize concept plans for development that accompany each alignment alternative, incorporating City staff review comments.
- Finalized 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.
- Conducted interview with remaining developer in order to solicit input on development opportunities and constraints of the project site.
- Prepared exhibits for City Council meeting.

#### Phase 340 Scoring Criteria/Worksession

- Conducted internal session with consultants to review each alternative and options for evaluation.
- Drafted scoring options/analysis for analyzing each option.
- Reviewed evaluation with City staff and ways to communicate effectively to City Council.
- Drafted and finalized memorandum summarizing concept alternatives along with their pros/cons list for each.

#### Phase 410 30% Roll-Map Plans

- None

#### Phase 420 Stormwater Management

- Provide initial evaluation of stormwater outfalls and determine if additional analysis or permitting required for project.

#### Phase 430 Lift Station Relocation Analysis

- None

#### Phase 440 30% Cost Est/Construct Review

- None

Phase 510 90% and Final PS&E

- None

Phase 520 Stormwater Management

- None

Phase 530 Lift Station Design Documents

- None

Phase 610 Lift Station – DEQ

- None

Phase 620 1200-C Erosion Control DEQ

- None

Phase 630 Grading Permit – City

- None

Phase 640 Building Permit – City

- None

Issues that may affect the schedule:

- *None at this time.*

If you have any questions, please do not hesitate to call me at 503.415.2337.

Sincerely,

Otak, Inc.

Keith Buisman, PE  
Senior Project Manager

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000006210258
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Professional Land Surveyor V

Tsoi, Sue	.25	195.00	48.75	
Totals	23.75		4,343.75	
<b>Total Labor</b>				<b>4,343.75</b>
<b>Total this Phase</b>				<b>\$4,343.75</b>

Phase 220 Geotechnical

**Consultants**

Geotechnical Consultants			9,077.25	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>9,077.25</b>		<b>9,531.11</b>
<b>Total this Phase</b>				<b>\$9,531.11</b>

Phase 230 Environmental Investigation

**Consultants**

Geotechnical Consultants			358.50	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>358.50</b>		<b>376.43</b>
<b>Total this Phase</b>				<b>\$376.43</b>

Phase 320 Alignment Alternatives

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer IV			
Kenyon, Philip	.25	128.00	32.00
Civil Engineer VI			
Horton, Rose	12.00	149.00	1,788.00
Civil Engineer VIII			
Buisman, Keith	5.75	173.00	994.75
Civil Engineer X			
Wolff, Charles	.50	209.00	104.50
Engineering Designer III			
Tiffany, Roger	32.00	98.00	3,136.00
Engineering Technician V			
Haynes, Michael	5.00	120.00	600.00
Landscape Architect IV			
North, Kaitlin	31.25	128.00	4,000.00
PIC/Sr. PM Civil			
Timmins, Kevin	1.00	248.00	248.00
Project Administrative Assistant			
Gutierrez, Kayla	1.25	83.00	103.75
Urban Designer V			
Dixon, Stephen	10.00	185.00	1,850.00

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000006210258
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PIC/Sr. PM Urban Design				
Bortolazzo, Benvenuto	1.00	200.00	200.00	
Totals	100.00		13,057.00	
<b>Total Labor</b>				<b>13,057.00</b>

#### Consultants

Direct Cost Subconsultants			7,540.00	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>7,540.00</b>		<b>7,917.00</b>
<b>Total this Phase</b>				<b>\$20,974.00</b>

Phase 330 Concept Development Plan

#### Professional Personnel

	Hours	Rate	Amount	
Civil Engineer IV				
Hollen, Daniel	5.00	128.00	640.00	
Civil Engineer VIII				
Buisman, Keith	1.75	173.00	302.75	
Engineering Technician IV				
Bornsheuer, Jeff	1.00	101.00	101.00	
GIS Specialist/Planner				
Jones, Nathan	8.00	110.00	880.00	
Landscape Architect IV				
North, Kaitlin	19.00	128.00	2,432.00	
Planner III				
Brady, Kevin	3.00	142.00	426.00	
Sr. PIC/Sr. PM LA/Master Planner				
Hanson, Donald	4.00	240.00	960.00	
Urban Designer V				
Dixon, Stephen	5.00	185.00	925.00	
CM Documentation Specialist III				
Flett, Amanda	2.00	120.00	240.00	
PIC/Sr. PM Urban Design				
Bortolazzo, Benvenuto	4.00	200.00	800.00	
Totals	52.75		7,706.75	
<b>Total Labor</b>				<b>7,706.75</b>
<b>Total this Phase</b>				<b>\$7,706.75</b>

Phase 340 Scoring Criteria / Worksession

#### Professional Personnel

	Hours	Rate	Amount	
Civil Engineer VIII				
Buisman, Keith	13.50	173.00	2,335.50	
Sr. PIC/Sr. PM LA/Master Planner				
Hanson, Donald	7.00	240.00	1,680.00	
Urban Designer V				
Dixon, Stephen	17.50	185.00	3,237.50	

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000006210258
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CM Documentation Specialist III

Flett, Amanda 3.50 120.00 420.00

PIC/Sr. PM Urban Design

Bortolazzo, Benvenuto 5.00 200.00 1,000.00

Totals 46.50 8,673.00

**Total Labor 8,673.00**

**Total this Phase \$8,673.00**

Phase 420 Stormwater Management

**Professional Personnel**

**Hours Rate Amount**

Civil Engineer VI

Horton, Rose 7.50 149.00 1,117.50

Engineering Designer III

Tiffany, Roger 12.00 98.00 1,176.00

Totals 19.50 2,293.50

**Total Labor 2,293.50**

**Total this Phase \$2,293.50**

Phase 900 Direct Expenses

**Consultants**

Geotechnical Consultants 12,921.63

**Total Consultants 1.05 times 12,921.63 13,567.71**

**Reimbursable Expenses**

Direct Cost Mileage 49.28

**Total Reimbursables 1.0 times 49.28 49.28**

**Total this Phase \$13,616.99**

**Total this Invoice \$72,108.28**

**Invoice Summary**

Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Project Management and Admin	51,506.00	6,107.00	1,425.50	7,532.50	43,973.50
Project Coord, Mtgs, Schedule	30,405.00	4,483.00	3,167.25	7,650.25	22,754.75
Topographic Survey	74,788.00	62,523.75	4,343.75	66,867.50	7,920.50
Geotechnical	16,916.00	2,963.92	9,531.11	12,495.03	4,420.97
Environmental Investigation	21,023.00	905.63	376.43	1,282.06	19,740.94
Planning Code-Zoning Requiremnts	2,653.00	2,527.50	0.00	2,527.50	125.50
Alignment Alternatives	53,333.00	16,862.81	20,974.00	37,836.81	15,496.19
Concept Development Plan	29,942.00	17,688.50	7,706.75	25,395.25	4,546.75
Scoring Criteria / Worksession	16,214.00	0.00	8,673.00	8,673.00	7,541.00
30% Roll-map Plans	172,464.00	0.00	0.00	0.00	172,464.00

**INVOICE**

Remit Payment to:  
Otak Inc  
P.O. Box 894448  
Los Angeles, CA 90189-4448

Sue Nelson  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

June 23, 2021  
Project No: 019823.000  
Invoice No: 000006210258

Project 019823.000 City of St. Helens - 1st and Strand Streets

**For Professional Services Ending June 11, 2021**

Phase 110 Project Management and Admin

**Professional Personnel**

	Hours	Rate	Amount	
Civil Engineer VIII				
Buisman, Keith	8.00	173.00	1,384.00	
Project Administrative Assistant				
Gutierrez, Kayla	.50	83.00	41.50	
Totals	8.50		1,425.50	
<b>Total Labor</b>				<b>1,425.50</b>
		<b>Total this Phase</b>		<b>\$1,425.50</b>

Phase 120 Project Coord, Mtgs, Schedule

**Professional Personnel**

	Hours	Rate	Amount	
Civil Engineer VIII				
Buisman, Keith	8.25	173.00	1,427.25	
Sr. PIC/Sr. PM Civil				
Peebles, Michael	.50	240.00	120.00	
CM Documentation Specialist III				
Flett, Amanda	13.50	120.00	1,620.00	
Totals	22.25		3,167.25	
<b>Total Labor</b>				<b>3,167.25</b>
		<b>Total this Phase</b>		<b>\$3,167.25</b>

Phase 210 Topographic Survey

**Professional Personnel**

	Hours	Rate	Amount
PIC/PLS Sr. Manager			
Yamashita, Jon	11.00	220.00	2,420.00
Professional Land Surveyor III			
Conklin, David	12.50	150.00	1,875.00

A finance charge will be assessed to all overdue accounts.

808 SW Third Avenue, Suite 800 Portland, OR 97204 Phone (503) 287-6825 **otak.com**



Project	019823.000	City of St. Helens - 1st and Strand Sts.			Invoice	000006210258
Stormwater Management	17,370.00	0.00	2,293.50	2,293.50	15,076.50	
Lift Station Relocation Analysis	14,453.00	0.00	0.00	0.00	14,453.00	
30% Cost Est/Construct Review	14,284.00	0.00	0.00	0.00	14,284.00	
90% and Final PS&E	438,297.00	0.00	0.00	0.00	438,297.00	
Stormwater Mgmt Design and Report	28,640.00	0.00	0.00	0.00	28,640.00	
Lift Station Design Documents	7,212.00	0.00	0.00	0.00	7,212.00	
Lift Station - DEQ	10,451.00	0.00	0.00	0.00	10,451.00	
1200-C Erosion Control - DEQ	12,083.00	0.00	0.00	0.00	12,083.00	
Grading Permit - City	7,940.00	0.00	0.00	0.00	7,940.00	
Building Permit - City	3,501.00	0.00	0.00	0.00	3,501.00	
Direct Expenses	115,345.00	2,419.14	13,616.99	16,036.13	99,308.87	
Total	1,138,820.00	116,481.25	72,108.28	188,589.53	950,230.47	

**Mayer/Reed** 319 SW Washington Street, Suite 820  
Portland, Oregon 97204

**I N V O I C E**

OTAK  
808 SW Third Avenue, Suite 300  
Portland, OR 97204

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**INVOICE NUMBER:** 12755  
**INVOICE DATE:** 05/31/2021  
**PROJECT:** SHS-21014 City of St. Helens - 1st and Strand Street  
Professional services through 05/25/2021

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	<b>HOURS/ UNITS</b>	<b>RATE</b>	<b>BILLED</b>
<b>Task 3 Alignment Alternatives</b>			
Landscape Architect	14.00	\$130.00	\$1,820.00
Principal	8.25	\$210.00	\$1,732.50
Landscape Designer	14.00	\$100.00	\$1,400.00
Project Manager	22.50	\$115.00	\$2,587.50
<b>Subtotal:</b>			<b>\$7,540.00</b>
<hr/>			
<b>TOTAL THIS INVOICE:</b>			<b>\$7,540.00</b>

	<b>MAXIMUM FEE:</b>	<b>AMOUNT BILLED TO DATE:</b>
	\$94,675.00	\$10,376.25

**INVOICE**

Federal Tax ID# 91-1780825



GeoDesign, Inc., DBA NV5

Remittance Address Change:  
GeoDesign, Inc., DBA NV5  
PO Box 74008680  
Chicago, IL 60674-8680

Remittance ACH Transfer Change:  
ABA Routing Number 063100277  
Account Number 898052466590  
*Email ACH/Wire remittance details to RemittanceNotifications@nv5.com*

Remittance Wire Transfers Change:  
ABA Routing Number 026009593  
Account Number 898052466590  
Swift Code INTL. BOFAUS3N

Project Manager: Colby Hunt

Otak, Inc.  
808 SW Third Avenue, Suite 800  
Portland, OR 97204

June 7, 2021  
Project No: 124221-1000017.02  
Invoice No: 216695  
Due Date: July 7, 2021

Project 124221-1000017.02 StHelens-3-02 S. 1st &amp; Strand St Road &amp; Utility Extensions

**Professional Services through May 29, 2021**

Phase 01 Environmental Services

**Professional Personnel**

	Hours	Rate	Amount
Principal	1.50	224.00	336.00
Project Assistant	.25	90.00	22.50
Totals	1.75		358.50
<b>Total Labor</b>			<b>358.50</b>

**Total this Phase \$358.50**

Billing Limits	Current	Prior	To-Date
Total Billings	358.50	862.50	1,221.00
Limit			62,222.00
Remaining			61,001.00

**Total this Invoice \$358.50**Questions? Call 503.968.8787 or email [orwil-projectadministrators@nv5.com](mailto:orwil-projectadministrators@nv5.com)

**INVOICE**

Federal Tax ID# 91-1780825



GeoDesign, Inc., DBA NV5

Remittance Address Change:  
GeoDesign, Inc., DBA NV5  
PO Box 74008680  
Chicago, IL 60674-8680

Remittance ACH Transfer Change:  
ABA Routing Number 063100277  
Account Number 898052466590  
Email ACH/Wire remittance details to [RemittanceNotifications@nv5.com](mailto:RemittanceNotifications@nv5.com)

Remittance Wire Transfers Change:  
ABA Routing Number 026009593  
Account Number 898052466590  
Swift Code INTL. BOFAUS3N

Project Manager: Shawn Dimke

Otak, Inc.  
808 SW Third Avenue, Suite 800  
Portland, OR 97204

June 11, 2021  
Project No: 124121-1000062.01  
Invoice No: 217431  
Due Date: July 11, 2021

Project 124121-1000062.01 StHelens-3-01 City of St. Helens - 1st and Strand Streets

**Professional Services through June 04, 2021**

Phase 01 Geotechnical Engineering Services

**Professional Personnel**

	Hours	Rate	Amount	
Engineering/Geological Staff III	31.50	133.00	4,189.50	
Principal	11.50	224.00	2,576.00	
Project Assistant	.25	90.00	22.50	
Senior CAD Technician	1.75	112.00	196.00	
Technical Specialist I	11.00	144.00	1,584.00	
Senior Technical Editor	5.25	97.00	509.25	
Totals	61.25		9,077.25	
<b>Total Labor</b>				<b>9,077.25</b>

**Consultants**

D&H Flagging Inc				
5/18/2021 D&H Flagging Inc	Inv 104820		391.60	
Western States Soil Conservation Inc				
5/18/2021 Western States Soil Conservation Inc	Inv 10870		10,046.40	
<b>Total Consultants</b>			<b>10,438.00</b>	<b>10,438.00</b>

**Unit Billing**

Company Vehicle Mileage	375.0 Miles @ 0.575	215.63	
Dynamic Cone Penetrometer	4.0 Day @ 112.00	448.00	
Geotech Field Tool	3.0 Days @ 12.00	36.00	
Vehicle Daily Charge	4.0 Days @ 24.00	96.00	
Atterberg Limit	2.0 Each @ 191.00	382.00	
Moisture Content-Oven Method	29.0 Each @ 29.00	841.00	
PSA - Passing No. 200 Wash	5.0 Each @ 93.00	465.00	
<b>Total Units</b>		<b>2,483.63</b>	<b>2,483.63</b>

**Total this Phase \$21,998.88****Billing Limits**

	Current	Prior	To-Date
Total Billings	21,998.88	2,822.78	24,821.66
Limit			37,154.00
Remaining			12,332.34

**Total this Invoice \$21,998.88**

Please Reference Our Invoice Number on your Payment

# Detailed Expense Report

\*\*\*Otak Master Database\*\*\*

Thursday, June 17, 2021  
1:32:16 PM

Employee 2867 Lundeen, Bryce

Signed Electronically by: Lundeen, Bryce 6/2/2021 1:16:53 PM

Posted

Approved Electronically by: Khoreshko, Valeria V 6/7/2021 3:19:36 PM

Organization 01.32.200.203  
Expense Report: May Mileage

Report Date: 5/1/2021

Date	Category	Description	Project	Phase	Task	Bill	Account	Currency Code	Amount	Payment Amount
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5/1/2021	Mileage	019823.000	210	212		<input checked="" type="checkbox"/>	550.01	USD	49.28	49.28
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City of St. Helens - 1st and Strand Sts.

Business Reason: Driving for work  
Travel From/To: To jobsite and back  
Travel: 88.00 mi @ 0.560

v7.6.764 (CARLF) -

A West Pacific Contractors L.L.C  
965 Mildred LN SE  
Salem, OR 97306 US  
5103141177  
Santillan15234@gmail.com

## Invoice



**FY 20/21**

**BILL TO**

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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1105	06/21/2021	\$40,894.00	07/21/2021	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Installation of Playground Equipment		1	40,894.00	40,894.00

McCormick Park

**BALANCE DUE**

**\$40,894.00**

**APPROVED FOR PAYMENT**

<u>INIT</u>		<u>DATE</u>
<u>MIS</u>	ACCOUNTS PAYABLE	<u>7/9/21</u>
<u>SR</u>	FINANCE	<u>7-9-2021</u>
	SUPERVISOR	

305-000-53001