

## **CONTRACT PAYMENTS**

City Council Meeting  
August 18, 2021

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### **GeoDesign, Inc. DBA NV5**

Project: Soil Stabilization at Campbell Park (Inv#225267)      \$      **1,449.50**

### **Otak**

Project: S. 1<sup>st</sup> & Strand Streets Road & Utility Ext. (Inv#7210292)\$      **30,955.50**

### **Specialized Pavement Marking, Inc.**

Project: 2021 Annual Street Striping (Inv#15271-1)      \$      **21,506.79**

KP

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

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

Project Manager: Krey Younger

August 5, 2021

Project No: 124121-1000205.01

Invoice No: 225267

Due Date: September 4, 2021

Project 124121-1000205.01 StHelens-5-01 Campbell Park

**Professional Services through July 31, 2021**

Phase 01 Geotechnical Engineering Services

**Professional Personnel**

	Hours	Rate	Amount
Project Assistant	.25	90.00	22.50
Senior CAD Technician	1.00	112.00	112.00
Senior Technical Editor	.50	97.00	48.50
Support Staff	.50	77.00	38.50
Technical Specialist I	7.75	144.00	1,116.00
Totals	10.00		1,337.50
<b>Total Labor</b>			<b>1,337.50</b>

**Unit Billing**

GPS - Differential	1.0 Day @ 112.00	112.00
<b>Total Units</b>		<b>112.00</b>

**Total this Phase \$1,449.50**

**Total this Invoice \$1,449.50**

Questions? Call 503.968.8787 or email [orwil-projectadministrators@nv5.com](mailto:orwil-projectadministrators@nv5.com)

APPROVED FOR PAYMENT

INIT

DATE

MZ  
AN

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

8-11-21  
8-09-2021

704-000-53027

KP



Progress Report

July 30, 2021

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

APPROVED FOR PAYMENT  
INIT DATE  
MZ 8-11-21  
JN 8-09-2021  
ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR  
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. 000007210292**

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 July 1, 2021 and ending July 16, 2021. The total fee for work completed during this time period is **\$30,955.50**.

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

- Survey of requested utility information

Phase 220 Geotechnical

- None

Phase 230 Environmental Investigation

- None

Phase 310 Planning Code-Zoning Requirements

- None.

I:\project\19800\19823\accounting\attachments\5-19823 progress report july 2021.docx

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

Phase 320 Alignment Alternatives

- None.

Phase 330 Concept Development Plan

- None.

Phase 340 Scoring Criteria/Worksession

- None.

Phase 410 30% Roll-Map Plans

- Began to prepare 30% design level plans that show the roadway horizontal (1"=20') and vertical alignments (1"=5') on the topographic survey basemap.
- Began to prepare typical sections for 1st and Strand Streets.
- Began to prepare 30% design level plans for stormwater conveyance and treatment systems for new roadway
- Began to prepare 30% design plans for intersection improvements (1st/Cowlitz, Cowlitz/Strand, 1st/Strand) and existing S. 1st Street Improvement south of Cowlitz.
- Began to prepare a design assumptions report for review and approval by City.
- Began to identify required ROW and easements for the project.

Phase 420 Stormwater Management

- Began to prepare preliminary Stormwater Management Report for the project, including evaluation of regional stormwater facility option versus multiple smaller facilities within project limits.
- Began stormwater analysis. Stormwater analysis includes conveyance, water quality treatment, and stormwater outfall to the Columbia River.
- Began a preliminary report is to be submitted to the City for review and comment.

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

**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

July 30, 2021  
Project No: 019823.000  
Invoice No: 000007210292

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

**For Professional Services Ending July 16, 2021**

Phase 110 Project Management and Admin

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer VIII			
Buisman, Keith	8.50	173.00	1,470.50
Totals	8.50		1,470.50
<b>Total Labor</b>			<b>1,470.50</b>
<b>Total this Phase</b>			<b>\$1,470.50</b>

Phase 120 Project Coord, Mtgs, Schedule

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer VIII			
Buisman, Keith	3.25	173.00	562.25
Sr. PIC/Sr. PM Civil			
Peebles, Michael	.50	240.00	120.00
Construction Manager VI			
Williams, Michael	2.00	202.00	404.00
CM Documentation Specialist III			
Flett, Amanda	5.50	120.00	660.00
Totals	11.25		1,746.25
<b>Total Labor</b>			<b>1,746.25</b>
<b>Total this Phase</b>			<b>\$1,746.25</b>

Phase 210 Topographic Survey

**Professional Personnel**

	Hours	Rate	Amount
PIC/PLS Sr. Manager			
Yamashita, Jon	2.00	220.00	440.00
Professional Land Surveyor III			
Conklin, David	1.00	150.00	150.00
Survey Crew Chief II			
Hawes, Robert	3.00	103.00	309.00

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	000007210292
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Survey Field Technician I

Lundeen, Bryce

6.50

69.00

448.50

Totals

12.50

1,347.50

**Total Labor**

**1,347.50**

**Total this Phase**

**\$1,347.50**

Phase 410 30% Roll-map Plans

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer IV			
Hollen, Daniel	40.00	128.00	5,120.00
Civil Engineer IX			
Ballou, Kristen	.50	193.00	96.50
Civil Engineer V			
Cook, Nicholas	.50	139.00	69.50
Civil Engineer VIII			
Buisman, Keith	32.25	173.00	5,579.25
Engineering Designer III			
Tiffany, Roger	4.00	98.00	392.00
Engineering Designer IV			
Sibert, Hailey	55.25	112.00	6,188.00
Engineering Technician V			
Haynes, Michael	32.50	120.00	3,900.00
Totals	165.00		21,345.25
<b>Total Labor</b>			<b>21,345.25</b>

**Total this Phase**

**\$21,345.25**

Phase 420 Stormwater Management

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer IV			
Kenyon, Philip	1.00	128.00	128.00
Civil Engineer VI			
Horton, Rose	9.00	149.00	1,341.00
Engineering Designer III			
Tiffany, Roger	36.50	98.00	3,577.00
Totals	46.50		5,046.00
<b>Total Labor</b>			<b>5,046.00</b>

**Total this Phase**

**\$5,046.00**

**Total this Invoice**

**\$30,955.50**

**Invoice Summary**

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000007210292
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Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Project Management and Admin	51,506.00	8,752.75	1,470.50	10,223.25	41,282.75
Project Coord, Mtgs, Schedule	30,405.00	9,841.75	1,746.25	11,588.00	18,817.00
Topographic Survey	74,788.00	69,908.68	1,347.50	71,256.18	3,531.82
Geotechnical	16,916.00	16,841.46	0.00	16,841.46	74.54
Environmental Investigation	21,023.00	3,702.05	0.00	3,702.05	17,320.95
Planning Code-Zoning Requiremnts	2,653.00	2,527.50	0.00	2,527.50	125.50
Alignment Alternatives	53,333.00	50,407.42	0.00	50,407.42	2,925.58
Concept Development Plan	29,942.00	29,060.28	0.00	29,060.28	881.72
Scoring Criteria / Worksession	16,214.00	9,777.00	0.00	9,777.00	6,437.00
30% Roll-map Plans	172,464.00	21,238.17	21,345.25	42,583.42	129,880.58
Stormwater Management	17,370.00	3,075.00	5,046.00	8,121.00	9,249.00
Lift Station Relocation Analysis	14,453.00	1,580.24	0.00	1,580.24	12,872.76
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	16,568.65	0.00	16,568.65	98,776.35
Total	1,138,820.00	243,280.95	30,955.50	274,236.45	864,583.55



KP

Specialized Pavement Marking, Inc.  
11095 SW Industrial Way, Ste. A  
Tualatin, OR 97062

INVOICE

To : City of St. Helens  
265 The Strand  
PO Box 278  
St. Helens ,OR 97051

Invoice #: 15271-1  
Date: 06/30/21  
Application #: 1  
Customer Reference: R-701  
Invoice Due Date: 07/30/21  
Payment Terms: Net 30 days

Contract : 15271- 2021 Annual Striping Project - City of St Helens

FINAL BILLING - Work Performed 06/01/21 - 06/30/21

Contract Item	Quantity JTD	Unit Price	U/M	Total To Date
1000 1; 4" Yellow Striping	96,624.000	0.08000	LF	7,729.92
1010 2; 8" White Striping	59,099.000	0.13000	LF	7,682.87
1020 3; 4" White Striping	60,940.000	0.10000	LF	6,094.00
<div>APPROVED FOR PAYMENT</div> <div>INIT _____ DATE _____</div> <div>MEZ ACCOUNTS PAYABLE 8-11-2021</div> <div>SN FINANCE 8-09-2021</div> <div>SUPERVISOR</div> <div>205- 000 - 52019</div> <div>PLEASE PAY FROM</div> <div>ACCOUNT # _____</div> <div>SIGNATURE _____ DATE _____</div>				
Total To Date :				21,506.79
Plus Sales Tax :				0.00
Less Retainage :				0.00
Less Previous Applications :				0.00
Total Due This Invoice :				21,506.79

Contract: 15271- 2021 Annual Striping Project - City of St Helens

Client:

City of St. Helens  
265 The Strand  
PO Box 278  
St. Helens, OR 97051

Billing Date: 06/30/21

Application #: 1

## Progress Billing Report #1 - Work Performed 6/1/2021 - 6/30/2021

Vista #	Contract Item #	Item Description	Unit	Unit Price	Contract Quantity	Contract Amount	Previous Quantity	Previous Amount	Current Quantity	Current Amount	Total Quantity	Total Amount
1000	1	4" Yellow Striping	LF	0.08000	95,000.000	7,600.00	0.00	0.00	96,624.000	7,729.92	96,624.000	7,729.92
1010	2	8" White Striping	LF	0.13000	58,500.000	7,605.00	0.00	0.00	59,099.000	7,682.87	59,099.000	7,682.87
1020	3	4" White Striping	LF	0.10000	61,000.000	6,100.00	0.00	0.00	60,940.000	6,094.00	60,940.000	6,094.00
		Total for items with No Bill Group				21,305.00		0.00		21,506.79		21,506.79
Original Contract:					21,305.00		Total:		21,506.79		Total:	
Change Orders:					0.00		Ret 0.00%:		0.00		Ret 0.00%:	
TOTAL:					21,305.00		Net:		21,506.79		Net:	