

Personal Service Agreement

BELTON ROAD SANITARY SEWER CAPACITY STUDY

Professional Engineering Design Services



Grayling Engineers, PLLC
600 Hatheway Road, Suite 203
Vancouver, WA 98661
(360) 347-6399



City of St. Helens
265 Strand Street
St. Helens, OR 97051
(503) 397-6272

Personal Services Agreement

BELTON ROAD SANITARY SEWER CAPACITY STUDY

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Grayling Engineers, PLLC** (“Contractor”).

RECITALS

- A.** The City is in need of consulting services to complete a comprehensive capacity study for the Belton Road Sewer Step System which includes the preparation of a system capacity report and a site survey to obtain the locations of all connected pumps and laterals to the existing system. Contractor represents that it is qualified and prepared to provide such services.
- B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

- 1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to complete a comprehensive capacity study for the Belton Road Sewer Step System including preparing a system capacity report and a site survey to obtain the locations of all connected pumps and laterals to the existing system, and Contractor accepts such engagement. The principal contact for Contractor shall be Kyle Thompson, P.E., phone 360.347.6399.
- 2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference, and Exhibit 1 for General Engineering Consultant Services.
- 3. Term.** Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on June 30, 2025. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.
- 4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment C.
- 5. Payment.**

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City's travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with any requirement of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to City shall become the property of City who may use them without Contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, Contractor grants to City an irrevocable, nonexclusive license to use Contractor's work products created through its services for the project. The license granted under this section permits City to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of Contractor's work product for purposes unrelated to the project shall be at City's sole risk and without liability to Contractor.

7. **Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

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

CONTRACTOR: Grayling Engineers, PLLC
Attn: Kyle Thompson, P.E.
600 Hatheway Road, Suite 203
Suite 203
Vancouver, WA 98661

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. **Standard of Care.** Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. **Insurance.**

9.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

9.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage without the written permission of City.

9.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City may charge the cost against any moneys due Contractor hereunder or for any other contract.

9.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required coverages. The policies shall contain an endorsement naming the City, its council

members, officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

9.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

10. Termination.

10.1 Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

10.1.1 If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

10.1.2 If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.

10.1.3 If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, suspended, revoked, or not renewed.

10.1.4 If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

10.1.5 If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 10.2 of the Agreement.

10.2 Breach of Agreement

10.2.1 Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or City notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the City, City may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

10.2.2 If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the City, City may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

10.2.3 Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

10.2.4 In the event of termination of this Agreement due to the fault of the Contractor, City may immediately cease payment to Contractor, and when the breach is remedied, City may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the City by the breach, and withhold such amounts from amounts owed by City to Contractor. If the amount due Contractor is insufficient to cover City's damages due to the breach, Contractor shall tender the balance to City upon demand.

10.3 Termination for Convenience. City may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

11. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

12. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

13. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

14. Indemnification.

14.1 Liability of Contractor for Claims Other Than Professional Liability. For claims for other than professional liability, Contractor shall defend, save and hold harmless City, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

14.2 Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless City, its

officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional responsibility is a claim made against the City in which the City's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the City.

14.3 Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265.

15. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon.

16. Compliance with Law.

16.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

16.2 Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

16.3 Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

16.4 Contractor shall not permit any lien or claim to be filed or prosecuted against the City or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

16.5 Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

16.6 If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

16.7 If the Contractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the Agreement within 30 days after

receiving payment from the City, the Contractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due under ORS 279C.580 (4) and that end upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

16.8 Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

16.9 No person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

16.9.1 Either:

16.9.1.1 For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

16.9.1.2 For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

16.9.2 For all work performed on Saturday and on any legal holiday specified in ORS 279C.540;

16.9.3 Contractor shall pay employees for overtime work performed under the Agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

16.10 The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

16.11 All subject employers working under the Contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

16.12 All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

16.13 Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

16.14 Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

16.15 The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

16.16 If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the City must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before City issues final payment under this agreement.

16.17 If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

16.18 Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in connection with this Agreement in violation of ORS chapter 244.

16.19 Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

16.20 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

16.21 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

16.22 Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement.
[Business License No. _____]

16.23 Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

17. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

18. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

19. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

20. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

21. Mediation/Dispute Resolution

21.1 Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in the City of St. Helens, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be the City of St. Helens. Venue for any litigation shall be the Circuit Court for Columbia County.

22. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

23. Records, Inspection and Audit by the City.

23.1 Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after City makes final payment on this Agreement and all other pending matters are closed.

23.2 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

23.3 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

23.4 This Section 23 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

24. Force Majeure. Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disenabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disenabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

CITY:

CITY OF ST. HELENS

Council Meeting Date: _____

Signature: _____

Print: _____

Title: _____

Date: _____

CONTRACTOR:

Grayling Engineers, PLLC

Signature: _____

Print: kyle Thompson

Title: ~~Principal Engineer~~ / Owner

Date: 4/29/2025

DocuSigned by:
Kyle Thompson
BC77DF783C8647B...

APPROVED AS TO FORM:


By:  _____
City Attorney

Exhibit 1 General Engineering Consulting Services

The following Exhibit for General Engineering Consulting Services is hereby incorporated into this Personal Services Agreement:

ARTICLE 1 GENERAL TERMS AND CONDITIONS

1. Engineer recognizes the relationship of mutual trust and confidence established between it and the City by this Agreement, and agrees to furnish at all times an adequate supply of personnel to perform the services in the best and most expeditious and economical manner consistent with the interests of the City, it being specifically understood that Engineer shall perform all services required to be performed hereunder in accordance with, as applicable, generally accepted engineering or architectural standards of care and practices for similar projects.
2. Engineer shall exercise a high degree of care, diligence, skill and judgment in the rendering of all services under this Agreement which shall be no less than that exercised by engineers of similar reputation performing work for projects of a size, scope and complexity similar to this Project.
3. Engineer shall be responsible for the professional quality, technical accuracy, timely completion and coordination of all services it furnishes, as well as of any subconsultants, and by any principal, officer, employee and agents of it or any subconsultant.
4. Engineer shall not employ any subconsultant or subcontractor without the City's approval, in its sole discretion. Engineer shall bind each and every approved subconsultant to the terms stated herein and shall require the proper qualification of any such subconsultant. Engineer hereby affirms that it shall be responsible for the acts, errors and omissions of its subconsultants and shall fully indemnify, defend and save harmless the City, its agents and employees from any and all claims, judgments, losses, damages and expenses by third parties which may arise on account of the acts, errors or omissions of services rendered by Engineer's subconsultants. Engineer shall furnish a copy of this Agreement to any such subconsultant. No subconsultant shall have any rights as against the City.

ARTICLE 2 BASIC SERVICES

1. Engineer shall utilize Target Value Design throughout the design process to ensure design decisions are made within the context of cost and value to the City.

2. Engineer and City shall jointly establish a written schedule for performance of Engineer's services for the Project prior to the start of Work. The schedule shall be in form and level of detail as required by City. Engineer shall routinely reevaluate the established schedule and promptly notify the City in writing of any actual or anticipated deviation of Engineer's services from the schedule. Any adjustments to the established time schedule shall be allowed only when approved in writing by the City. Engineer shall provide revised time schedules when so approved.

ARTICLE 3 PRELIMINARY ENGINEERING

1. Preliminary Engineering phase may include review and validation of previous engineering, documents, concept development, alternatives analysis, and site reconnaissance to support preliminary engineering efforts, as further specified in the Scope of Work. Preliminary Engineering may also include initiation of research, studies, and alternatives analysis deemed necessary to support concept design as detailed in the Scope of Work.
2. The Engineer shall schedule and conduct meetings with the City and any other necessary individuals or entities to discuss and review the Scope of Work to establish Engineer's preliminary evaluation of the Project and to provide any and all preliminary engineering required to design the Project, as detailed in the Scope of Work, to be necessary to complete preliminary engineering for the Project. The Engineer shall not complete any technical analysis or evaluation without written approval from the City unless such analysis or evaluation is specifically authorized in the Scope of Work.
3. Preliminary Engineering shall result in a written report from the Engineer to the City for review.
4. The City will review the Engineer's written report and, if acceptable, provide the Engineer with written consent to proceed. If the City does not provide written consent to proceed, the Engineer shall continue Preliminary Engineering unless otherwise directed by the City. The consent to proceed may include the City's direction on what documents the Engineer will prepare in the Construction Document Development phase. The consent to proceed will not be understood to modify the Scope of Work unless the City and the Engineer execute a Change Order or the City issues a Change Directive specifically identifying the change to the Scope of Work.

ARTICLE 4 CONSTRUCTION DOCUMENTS

NOT IN CONTRACT

ARTICLE 5 BIDDING PHASE

NOT IN CONTRACT

ARTICLE 6 CONSTRUCTION PHASE

NOT IN CONTRACT

ARTICLE 7 ENGINEER'S ESTIMATES OF CONSTRUCTION COSTS

NOT IN CONTRACT

ARTICLE 8 QUALITY ASSURANCE

1. Engineer shall provide in writing to the City for review and approval, a program controlling quality assurance activities. Quality Assurance ("QA") shall encompass all planned and systematic activities necessary to ensure that the Project will perform as intended in service, meet the program requirements, and comply with terms of this Agreement. As a minimum, the QA program shall meet the following requirements:
 - (a) Engineer's QA program shall cover activities affecting quality performed by Engineer for the City. Engineer shall include in all subconsultants' contracts the QA requirements defined herein. The QA program shall be implemented upon the issuance of Authorization to Proceed and continue for the duration of activities covered by this program.
 - (b) Engineer shall submit one electronic PDF copy of Engineer's QA program for the City's review and approval before or concurrent with the first monthly request for payment.
 - (c) Engineer shall provide the City access to activities and records affecting quality for the purpose of audits to confirm implementation of the QA program for the Work. Engineer shall maintain QA records identifiable, legible, and retrievable for the duration of the Project. QA records will be turned over to the City upon completion of the Work.
 - (d) All elements of the plans, specifications, reports, studies, and estimates shall be checked by the Engineer and such checks shall be made by persons other than those preparing the materials and by professional personnel trained in that specific discipline with the intent to:
 - i. Determine the completeness and accuracy of the product delivered by the Engineer.
 - ii. Avoid change orders to construction contracts which are caused by conflicts, ambiguities, inaccuracies, errors, omissions, and deficiencies in and between the construction plans and specifications.

(e) Engineer's QA program shall include at least the following activities:

- i. Specific methodology that will be used to cross-check plans and specifications of the various disciplines to one another and for completeness and accuracy
 - ii. Checklist of items that will be researched during the on-site investigation
 - iii. Maintenance of an "Exception to Project Requirements List" which shall include all items that are at variance with the project requirements including the City's Design Standards.
 - iv. A system for tracking and documenting all changes to the Project.
2. The City shall not be billed for nor shall pay for any revisions to plans and specifications that could have been reasonably been anticipated or discovered due to design errors or omissions in the project documents, or due to negligence or lack of attention to detail originating from poor design or field work.
3. Engineer shall, without additional compensation, promptly correct and revise any errors or deficiencies in any reports, design, drawings, specifications, and other services, or in any portion of any services performed or service provided hereunder and for any portion of any work performed or service provided by any of the Engineer's subconsultants which deviate from the standard of care set forth in this Exhibit. Engineer further agrees to assist City in resolving problems relating to any project designs or specified materials.

Attachment A Scope of Work



600 Hatheway Road, Suite 203, Vancouver, WA 98661
360.347.6399

EXHIBIT A - SCOPE OF WORK

CITY OF ST. HELENS, OREGON BELTON ROAD STEP SYSTEM CAPACITY STUDY APRIL 2025

Proposed Scope of Work

The City of St. Helens (City) owns and operates the wastewater collection system that serves the community. Located in the northeastern portion of city limits near the Forest Park Subdivision and the St. Helens Elk's Lodge, exists a septic tank effluent pumping (STEP) system. The STEP system serves 11-14 homes through a 2-inch diameter forcemain. The City has limited information about the system's existing capacity, and developers have expressed interest in connecting to the system.

Grayling Engineers (Grayling) has been contracted to assist the City with evaluating the capacity of the existing STEP system. The goal of this study is to determine whether additional flows can be accommodated without negatively impacting system performance. The study will include data collection, field investigations, flow and pressure monitoring, and hydraulic modeling. Findings will be summarized in a final report, along with recommendations to support the City's planning and decision-making for future connections and infrastructure improvements.

Task 1 – Project Management

Task 1.1 – Project Management and Administration

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings.

Deliverables

- Monthly invoices
- Monthly progress reports

Task 1.2 – Kickoff Meeting

Up to two (2) representatives of Grayling will attend a kickoff meeting with the City. The meeting will be scheduled following contract execution and will be held in-person. Grayling will prepare a meeting agenda and summary. As part of the kickoff meeting, Grayling and City staff will conduct a site walkthrough of the STEP system.

Assumptions

- The meeting will last approximately one hour.

Deliverables

- Meeting agenda and summary.

Task 2 – Data Collection and Field Investigations

Grayling will coordinate with the surveyor to determine mapping requirements and will review and format the resulting CAD files for use in modeling. This task includes up to two site visits to verify mapping limits, observe existing STEP system infrastructure, coordinating right-to-access agreements with property owners to access the system, and coordination with ADS for flow monitoring to support model calibration. This task also encompasses collaboration with the City to obtain background data, and subsequent review and analysis of this data.

As part of this task, Grayling will work with the City to determine the total number of existing connections to the STEP system. The City has confirmed approximately 11 connections, with the potential for up to 3 additional connections that will need to be verified.

Grayling will investigate the connection between the 2-inch and 4-inch force mains to assess potential impacts on system head loss. If necessary and feasible, the City will perform potholing to expose the connection point. Grayling will coordinate with the City to identify potholing locations, observe field conditions, and incorporate findings into the hydraulic model. If the transition cannot be visually verified due to depth or access limitations, assumptions will be made based on pressure monitoring data and field observations.

Anticipated Background Data to be Provided by City

- System maps.
- As-built or record drawings.
- GIS data.
- O&M records.

Assumptions

- Up to two Grayling representatives will attend each site visit.
- City will assist with locating STEP system facilities including performing potholing.

- Grayling’s role will be limited to coordinating potholing locations and documenting exposed conditions during scheduled site visits.

Task 3 – Hydraulic Capacity Analysis

Grayling will utilize the data collected in Task 2 to develop a hydraulic model of the STEP system. The system will be modeled under average and peak flow conditions.

Assumptions

- Hydraulic modeling will be completed in WaterCAD.
- Existing pump curves will be based on information provided by the City.
- Analysis will only be performed with the pressure sewer network associated with the Belton Road STEP system, gravity sewer modeling will not be performed.

Deliverables

- Hydraulic model in EPANET format.

Task 4 – Capacity Assessment Report

Based on the results from Task 3, Grayling will prepare a draft Capacity Assessment Report for City review. The report will summarize the data collection, modeling methods and results. Following City review, Grayling will prepare a Final Capacity Assessment Report incorporating any comments from the City review. The final report will be sealed by a professional engineer licensed in the State of Oregon.

Assumptions

- A workshop to review the draft Capacity Assessment Report is not included.

Deliverables

- Draft and Final Capacity Assessment Report in electronic (PDF) format.

Task 5 – Subconsultant Services

Task 5.1 – Topographic Survey (S&F)

S&F will perform a limited topographic and utility survey of the project area. Grayling will coordinate with the surveyor to identify mapping requirements.

Assumptions

- Grayling will visit the project site to determine mapping limits prior to requesting the survey.
- Surveyor will coordinate utility locates and marking of utility locate limits in the field.

- City will provide electronic transmittal of all available GIS data.
- The Horizontal Datum to be NAD 83 (2011) epoch 2010.00 OCRS International feet. The Vertical Datum will be St Helens vertical datum (NAVD88). The Horizontal and vertical positions will be established utilizing the Oregon Real Time Network (ORGN).
- Right-of-way linework based on GIS data
- No monuments will be destroyed during construction
- No right-of-way acquisition required.
- No pre or post construction record of survey required.

Deliverables

- Topographic base maps and DTM in AutoCAD Civil 3D format.

Subtask 5.2 – Temporary Sewer Flow Monitoring (ADS)

Temporary flow monitoring of the STEP system will be performed by ADS Environmental Services (ADS) or a similar contractor. The flow monitoring will be conducted on the force main discharge at a downstream manhole to capture flow data needed for hydraulic model calibration and capacity assessment. Flow monitoring will involve installing monitoring equipment, collecting flow data over a 2 week timeline, and providing a summary of the recorded flow and velocity data.

Assumptions

- Manhole access will be granted by the City.
- The force main discharges into an accessible manhole suitable for monitoring without modifications.

Deliverables

- Flow monitoring data summary report (electronic PDF format).

Task 6 – Contingent Tasks

Task 6.1 – Council Work Session

If requested by the City, Grayling will participate in a Council Work Session to present the analysis and findings. Grayling will assist in answering questions, providing technical clarification, and offering recommendations related to the existing infrastructure and potential future improvements.

Task 6.2 – EPANET Model Training

If requested by the City, Grayling will provide a training session for City staff on the use and interpretation of the EPANET hydraulic model developed as part of this project. The training will include an overview of the model, guidance on viewing and adjusting model parameters, and

instruction on running simulations and interpreting results. Training will be provided virtually to allow for recording for future reference.

Assumptions

- One virtual training session of up to two hours.
- Training materials including a quick reference guide will be provided in electronic (PDF) format.
- EPANET software will be installed by the City prior to the training session.

Deliverables

- Training materials (eg. reference guide, PowerPoint, etc.)

Task 6.3 – Pressure Monitoring

Should it be determined necessary based on site conditions, Grayling will perform temporary pressure monitoring to collect operating pressure data for model calibration. This task includes the purchase, installation, and removal of pressure gauge equipment. Pressure gauges would be installed at accessible points on the STEP system, such as STEP tanks, if suitable locations are available. Pressure monitoring will be performed during a single field visit, with pumps operated manually as needed to record pressure readings. Time and budget have been included to support this effort if needed.

Assumptions

- Pressure monitoring will only be performed if determined necessary following initial site evaluations.
- Suitable access points must be available without the need for new system taps.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

The total estimated fee based on the scope of work described herein is **\$83,613**. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

Schedule

Professional engineering services are assumed to begin in May of 2025 and be substantially completed within 2 months of the agreed upon start date. Outlined below is a schedule of the anticipated project milestones.

Contract Execution	May 2025
Data Collection and Field Investigations	May 2025
Survey	May 2025
Flow Monitoring	May 2025
Hydraulic Modeling	June 2025
Draft and Final Capacity Assessment Report	June 2025

Attachment B Insurance Requirements

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Professional liability insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Agreement have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Agreement. Such certificates and/or binders must be delivered prior to commencement of the Services.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Agreement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Davidson & Associates Insurance Inc 11112 NE 51st Circle Vancouver WA 98682	CONTACT NAME: Jen Kemmerer PHONE (A/C, No, Ext): 360-514-9550 E-MAIL ADDRESS: jen@davidsoninsurance.com FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE	
INSURED Grayling Engineers, PLLC dba Grayling Engineers 600 Hatheway Road, Suite 203 Vancouver WA 98661	GRAYENG-01 INSURER A: Ohio Security Insurance Co INSURER B: Ohio Casualty Insurance Co INSURER C: Travelers Casualty Insurance Company of America INSURER D: INSURER E: INSURER F:
	NAIC # 24082 24074 19046

COVERAGES**CERTIFICATE NUMBER:** 423681191**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employer's Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		BKS59407779	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 WA STOP GAP/EL \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAS59407779	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			USO59407779	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Professional Liability			107759427	1/1/2025	1/1/2026	Limit 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of St. Helens, its officers, agents and employees, are included as additional insureds, on a primary and non-contributory basis on General Liability, subject to policy conditions, limitations, and exclusions, per written contract, with respect to covered operations of the named insured, per attached endorsement.

Washington is a monopolistic state. Workers' Compensation is Washington State Funded. Employer's Liability/Stop Gap is included in General Liability and is indicated on the COI.

CERTIFICATE HOLDER**CANCELLATION**

City Administrator
 City of St. Helens
 265 Strand Street
 St. Helens OR 97051

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL GENERAL LIABILITY EXTENSION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

INDEX

<u>SUBJECT</u>	<u>PAGE</u>
NON-OWNED AIRCRAFT	2
NON-OWNED WATERCRAFT	2
PROPERTY DAMAGE LIABILITY - ELEVATORS	2
EXTENDED DAMAGE TO PROPERTY RENTED TO YOU (Tenant's Property Damage)	2
MEDICAL PAYMENTS EXTENSION	3
EXTENSION OF SUPPLEMENTARY PAYMENTS - COVERAGES A AND B	3
ADDITIONAL INSURED - BY CONTRACT, AGREEMENT OR PERMIT	3
PRIMARY AND NON-CONTRIBUTORY- ADDITIONAL INSURED EXTENSION	5
ADDITIONAL INSURED - EXTENDED PROTECTION OF YOUR "LIMITS OF INSURANCE"	6
WHO IS AN INSURED - INCIDENTAL MEDICAL ERRORS/MALPRACTICE AND WHO IS AN INSURED - FELLOW EMPLOYEE EXTENSION - MANAGEMENT EMPLOYEES	6
NEWLY FORMED OR ADDITIONALLY ACQUIRED ENTITIES	7
FAILURE TO DISCLOSE HAZARDS AND PRIOR OCCURRENCES	7
KNOWLEDGE OF OCCURRENCE, OFFENSE, CLAIM OR SUIT	7
LIBERALIZATION CLAUSE	7
BODILY INJURY REDEFINED	7
EXTENDED PROPERTY DAMAGE	8
WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US - WHEN REQUIRED IN A CONTRACT OR AGREEMENT WITH YOU	8

With respect to coverage afforded by this endorsement, the provisions of the policy apply unless modified by the endorsement.

A. NON-OWNED AIRCRAFT

Under Paragraph 2. Exclusions of Section I - Coverage A - Bodily Injury And Property Damage Liability, exclusion g. Aircraft, Auto Or Watercraft does not apply to an aircraft provided:

1. It is not owned by any insured;
2. It is hired, chartered or loaned with a trained paid crew;
3. The pilot in command holds a currently effective certificate, issued by the duly constituted authority of the United States of America or Canada, designating her or him a commercial or airline pilot; and
4. It is not being used to carry persons or property for a charge.

However, the insurance afforded by this provision does not apply if there is available to the insured other valid and collectible insurance, whether primary, excess (other than insurance written to apply specifically in excess of this policy), contingent or on any other basis, that would also apply to the loss covered under this provision.

B. NON-OWNED WATERCRAFT

Under Paragraph 2. Exclusions of Section I - Coverage A - Bodily Injury And Property Damage Liability, Subparagraph (2) of exclusion g. Aircraft, Auto Or Watercraft is replaced by the following:

This exclusion does not apply to:

- (2) A watercraft you do not own that is:
 - (a) Less than 52 feet long; and
 - (b) Not being used to carry persons or property for a charge.

C. PROPERTY DAMAGE LIABILITY - ELEVATORS

1. Under Paragraph 2. Exclusions of Section I - Coverage A - Bodily Injury And Property Damage Liability, Subparagraphs (3), (4) and (6) of exclusion j. Damage To Property do not apply if such "property damage" results from the use of elevators. For the purpose of this provision, elevators do not include vehicle lifts. Vehicle lifts are lifts or hoists used in automobile service or repair operations.
2. The following is added to Section IV - Commercial General Liability Conditions, Condition 4. Other Insurance, Paragraph b. Excess Insurance:

The insurance afforded by this provision of this endorsement is excess over any property insurance, whether primary, excess, contingent or on any other basis.

D. EXTENDED DAMAGE TO PROPERTY RENTED TO YOU (Tenant's Property Damage)

If Damage To Premises Rented To You is not otherwise excluded from this Coverage Part:

1. Under Paragraph 2. Exclusions of Section I - Coverage A - Bodily Injury and Property Damage Liability:
 - a. The fourth from the last paragraph of exclusion j. Damage To Property is replaced by the following:

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" (other than damage by fire, lightning, explosion, smoke, or leakage from an automatic fire protection system) to:

 - (i) Premises rented to you for a period of 7 or fewer consecutive days; or
 - (ii) Contents that you rent or lease as part of a premises rental or lease agreement for a period of more than 7 days.

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" to contents of premises rented to you for a period of 7 or fewer consecutive days.

A separate limit of insurance applies to this coverage as described in Section III - Limits of Insurance.

- b. The last paragraph of subsection **2. Exclusions** is replaced by the following:

Exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke or leakage from automatic fire protection systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to Damage To Premises Rented To You as described in **Section III - Limits Of Insurance**.

2. Paragraph **6.** under **Section III - Limits Of Insurance** is replaced by the following:

6. Subject to Paragraph **5.** above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage **A** for damages because of "property damage" to:

- a. Any one premise:

(1) While rented to you; or

(2) While rented to you or temporarily occupied by you with permission of the owner for damage by fire, lightning, explosion, smoke or leakage from automatic protection systems; or

- b. Contents that you rent or lease as part of a premises rental or lease agreement.

3. As regards coverage provided by this provision **D. EXTENDED DAMAGE TO PROPERTY RENTED TO YOU (Tenant's Property Damage)** - Paragraph **9.a.** of **Definitions** is replaced with the following:

- 9.a.** A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or leakage from automatic fire protection systems to premises while rented to you or temporarily occupied by you with the permission of the owner, or for damage to contents of such premises that are included in your premises rental or lease agreement, is not an "insured contract".

E. MEDICAL PAYMENTS EXTENSION

If **Coverage C Medical Payments** is not otherwise excluded, the Medical Payments provided by this policy are amended as follows:

Under Paragraph **1. Insuring Agreement** of **Section I - Coverage C - Medical Payments**, Subparagraph (b) of Paragraph **a.** is replaced by the following:

- (b) The expenses are incurred and reported within three years of the date of the accident; and

F. EXTENSION OF SUPPLEMENTARY PAYMENTS - COVERAGES A AND B

1. Under **Supplementary Payments - Coverages A and B**, Paragraph **1.b.** is replaced by the following:

- b. Up to **\$3,000** for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

2. Paragraph **1.d.** is replaced by the following:

- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to **\$500** a day because of time off from work.

G. ADDITIONAL INSURED - BY CONTRACT, AGREEMENT OR PERMIT

1. Paragraph **2.** under **Section II - Who Is An Insured** is amended to include as an insured any person or organization whom you have agreed to add as an additional insured in a written contract, written agreement or permit. Such person or organization is an additional insured but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part by:

- a. Your acts or omissions, or the acts or omissions of those acting on your behalf, in the performance of your on going operations for the additional insured that are the subject of the written contract or written agreement provided that the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" is committed, subsequent to the signing of such written contract or written agreement; or

- b. Premises or facilities rented by you or used by you; or
- c. The maintenance, operation or use by you of equipment rented or leased to you by such person or organization; or
- d. Operations performed by you or on your behalf for which the state or political subdivision has issued a permit subject to the following additional provisions:
 - (1) This insurance does not apply to "bodily injury", "property damage", or "personal and advertising injury" arising out of the operations performed for the state or political subdivision;
 - (2) This insurance does not apply to "bodily injury" or "property damage" included within the "completed operations hazard".
 - (3) Insurance applies to premises you own, rent, or control but only with respect to the following hazards:
 - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners, or decorations and similar exposures; or
 - (b) The construction, erection, or removal of elevators; or
 - (c) The ownership, maintenance, or use of any elevators covered by this insurance.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

With respect to Paragraph 1.a. above, a person's or organization's status as an additional insured under this endorsement ends when:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

With respect to Paragraph 1.b. above, a person's or organization's status as an additional insured under this endorsement ends when their written contract or written agreement with you for such premises or facilities ends.

With respects to Paragraph 1.c. above, this insurance does not apply to any "occurrence" which takes place after the equipment rental or lease agreement has expired or you have returned such equipment to the lessor.

The insurance provided by this endorsement applies only if the written contract or written agreement is signed prior to the "bodily injury" or "property damage".

We have no duty to defend an additional insured under this endorsement until we receive written notice of a "suit" by the additional insured as required in Paragraph b. of Condition 2. **Duties In the Event Of Occurrence, Offense, Claim Or Suit** under **Section IV - Commercial General Liability Conditions**.

2. With respect to the insurance provided by this endorsement, the following are added to Paragraph 2. **Exclusions under Section I - Coverage A - Bodily Injury And Property Damage Liability:**

This insurance does not apply to:

- a. "Bodily injury" or "property damage" arising from the sole negligence of the additional insured.
- b. "Bodily injury" or "property damage" that occurs prior to you commencing operations at the location where such "bodily injury" or "property damage" occurs.
- c. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

- d. "Bodily injury" or "property damage" occurring after:
 - (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
- e. Any person or organization specifically designated as an additional insured for ongoing operations by a separate **ADDITIONAL INSURED -OWNERS, LESSEES OR CONTRACTORS** endorsement issued by us and made a part of this policy.

3. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- a. Required by the contract or agreement; or
 - b. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

H. PRIMARY AND NON-CONTRIBUTORY ADDITIONAL INSURED EXTENSION

This provision applies to any person or organization who qualifies as an additional insured under any form or endorsement under this policy.

Condition 4. **Other Insurance of SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended as follows:

- a. The following is added to Paragraph a. **Primary Insurance:**

If an additional insured's policy has an Other Insurance provision making its policy excess, and you have agreed in a written contract or written agreement to provide the additional insured coverage on a primary and noncontributory basis, this policy shall be primary and we will not seek contribution from the additional insured's policy for damages we cover.

b. The following is added to Paragraph b. Excess Insurance:

When a written contract or written agreement, other than a premises lease, facilities rental contract or agreement, an equipment rental or lease contract or agreement, or permit issued by a state or political subdivision between you and an additional insured does not require this insurance to be primary or primary and non-contributory, this insurance is excess over any other insurance for which the additional insured is designated as a Named Insured.

Regardless of the written agreement between you and an additional insured, this insurance is excess over any other insurance whether primary, excess, contingent or on any other basis for which the additional insured has been added as an additional insured on other policies.

I. ADDITIONAL INSURED - EXTENDED PROTECTION OF YOUR "LIMITS OF INSURANCE"

This provision applies to any person or organization who qualifies as an additional insured under any form or endorsement under this policy.

1. The following is added to Condition 2. Duties In The Event Of Occurrence, Offense, Claim or Suit:

An additional insured under this endorsement will as soon as practicable:

- a. Give written notice of an "occurrence" or an offense that may result in a claim or "suit" under this insurance to us;
- b. Tender the defense and indemnity of any claim or "suit" to all insurers whom also have insurance available to the additional insured; and
- c. Agree to make available any other insurance which the additional insured has for a loss we cover under this Coverage Part.
- d. We have no duty to defend or indemnify an additional insured under this endorsement until we receive written notice of a "suit" by the additional insured.

2. The limits of insurance applicable to the additional insured are those specified in a written contract or written agreement or the limits of insurance as stated in the Declarations of this policy and defined in Section III - Limits of Insurance of this policy, whichever are less. These limits are inclusive of and not in addition to the limits of insurance available under this policy.

**J. WHO IS AN INSURED - INCIDENTAL MEDICAL ERRORS / MALPRACTICE
WHO IS AN INSURED - FELLOW EMPLOYEE EXTENSION - MANAGEMENT EMPLOYEES**

Paragraph 2.a.(1) of Section II - Who Is An Insured is replaced with the following:

(1) "Bodily injury" or "personal and advertising injury":

- (a) To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
- (b) To the spouse, child, parent, brother or sister of that co-"employee" or "volunteer worker" as a consequence of Paragraph (1) (a) above;
- (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs (1) (a) or (b) above; or
- (d) Arising out of his or her providing or failing to provide professional health care services. However, if you are not in the business of providing professional health care services or providing professional health care personnel to others, or if coverage for providing professional health care services is not otherwise excluded by separate endorsement, this provision (Paragraph (d)) does not apply.

Paragraphs (a) and (b) above do not apply to "bodily injury" or "personal and advertising injury" caused by an "employee" who is acting in a supervisory capacity for you. Supervisory capacity as used herein means the "employee's" job responsibilities assigned by you, includes the direct supervision of other "employees" of yours. However, none of these "employees" are insureds for "bodily injury" or "personal and

advertising injury" arising out of their willful conduct, which is defined as the purposeful or willful intent to cause "bodily injury" or "personal and advertising injury", or caused in whole or in part by their intoxication by liquor or controlled substances.

The coverage provided by provision J. is excess over any other valid and collectable insurance available to your "employee".

K. NEWLY FORMED OR ADDITIONALLY ACQUIRED ENTITIES

Paragraph 3. of **Section II - Who Is An Insured** is replaced by the following:

3. Any organization you newly acquire or form and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:
 - a. Coverage under this provision is afforded only until the expiration of the policy period in which the entity was acquired or formed by you;
 - b. Coverage A does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
 - c. Coverage B does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.
 - d. Records and descriptions of operations must be maintained by the first Named Insured.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations or qualifies as an insured under this provision.

L. FAILURE TO DISCLOSE HAZARDS AND PRIOR OCCURRENCES

Under **Section IV - Commercial General Liability Conditions**, the following is added to Condition 6. **Representations**:

Your failure to disclose all hazards or prior "occurrences" existing as of the inception date of the policy shall not prejudice the coverage afforded by this policy provided such failure to disclose all hazards or prior "occurrences" is not intentional.

M. KNOWLEDGE OF OCCURRENCE, OFFENSE, CLAIM OR SUIT

Under **Section IV - Commercial General Liability Conditions**, the following is added to Condition 2. **Duties In The Event of Occurrence, Offense, Claim Or Suit**:

Knowledge of an "occurrence", offense, claim or "suit" by an agent, servant or "employee" of any insured shall not in itself constitute knowledge of the insured unless an insured listed under Paragraph 1. of **Section II - Who Is An Insured** or a person who has been designated by them to receive reports of "occurrences", offenses, claims or "suits" shall have received such notice from the agent, servant or "employee".

N. LIBERALIZATION CLAUSE

If we revise this Commercial General Liability Extension Endorsement to provide more coverage without additional premium charge, your policy will automatically provide the coverage as of the day the revision is effective in your state.

O. BODILY INJURY REDEFINED

Under **Section V - Definitions**, Definition 3. is replaced by the following:

3. "Bodily Injury" means physical injury, sickness or disease sustained by a person. This includes mental anguish, mental injury, shock, fright or death that results from such physical injury, sickness or disease.

P. EXTENDED PROPERTY DAMAGE

Exclusion a. of COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY is replaced by the following:

a. Expected Or Intended Injury

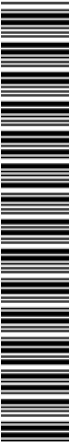
"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

Q. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US - WHEN REQUIRED IN A CONTRACT OR AGREEMENT WITH YOU

Under **Section IV - Commercial General Liability Conditions**, the following is added to Condition **8. Transfer Of Rights Of Recovery Against Others To Us**:

We waive any right of recovery we may have against a person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard" provided:

1. You and that person or organization have agreed in writing in a contract or agreement that you waive such rights against that person or organization; and
2. The injury or damage occurs subsequent to the execution of the written contract or written agreement.



Attachment C Terms of Compensation

Following execution of this Agreement by the Parties, the Contractor shall be authorized to and shall commence performance of the Services as described in Attachment A – Scope of Work, subject to the requirements and limitations on compensation as provided by this Section.

Compensation to be paid hereunder shall not exceed **Eighty Three Thousand Six Hundred and Thirteen Dollars and No Cents (\$83,613.00)** ("Not-to-Exceed Amount") unless a larger amount is agreed to by and between the Parties in accordance with the amendment requirements of this Agreement.



EXHIBIT B - FEE ESTIMATE
CITY OF ST. HELENS
BELTON ROAD STEP SYSTEM CAPACITY STUDY
APRIL 2025

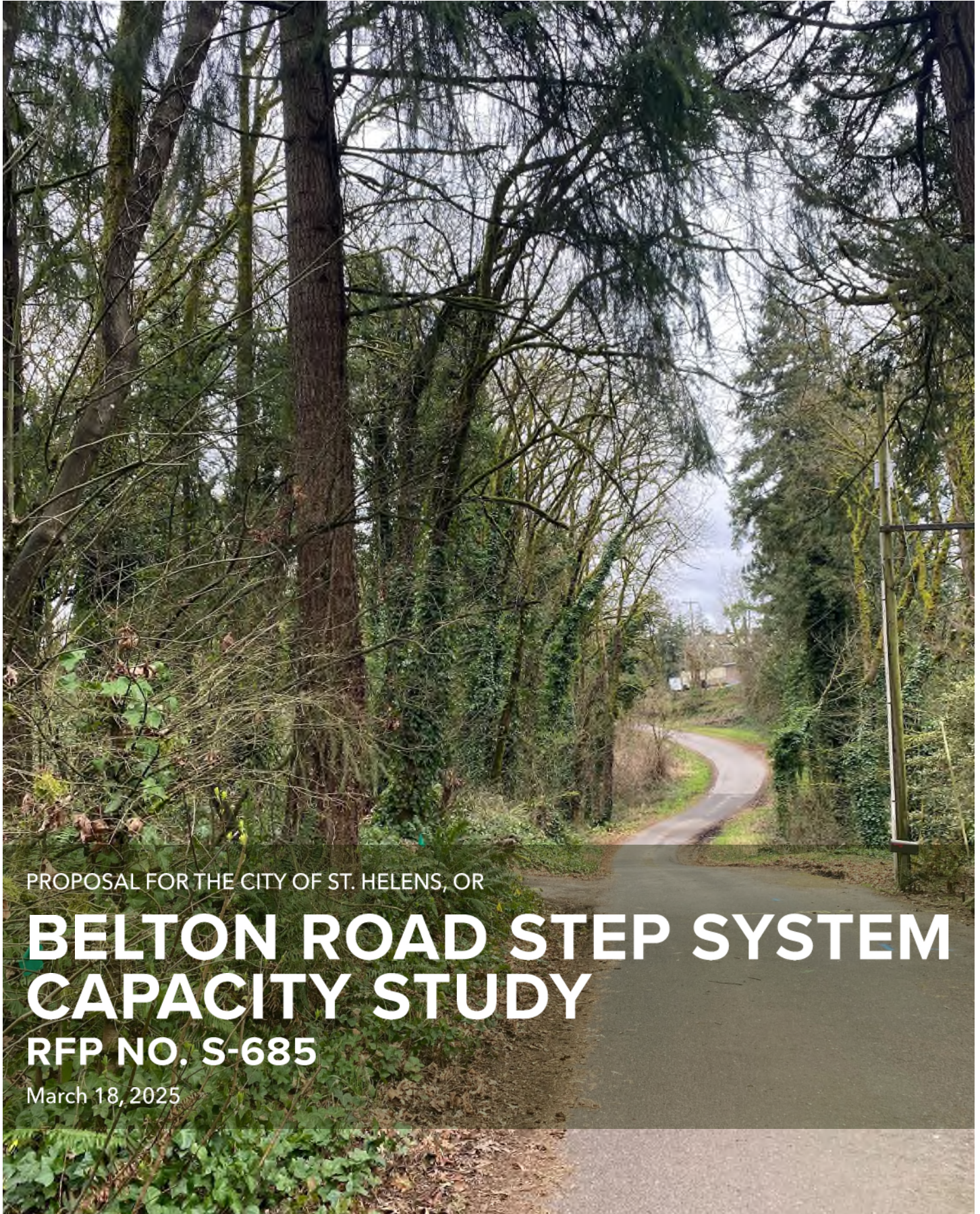
		Engineer, Grade VIII \$262	Engineer, Grade VII \$240	Engineer, Grade VI \$217	Engineer, Grade V \$200	Engineer, Grade IV \$184	Engineer, Grade III \$166	Engineer, Grade II \$149	Engineer, Grade I \$133	Senior Scientist \$217	PM / CM \$217	Senior CAD / GIS Technician \$146	CAD / GIS Technician \$133	DO \$153	Total Hours	Labor Cost	Expenses		Subconsultants	Total
Task	Description																Mileage	Miscellaneous		
1	Project Management	24	0	0	0	0	8	0	0	0	12	0	0	2	46	\$ 10,526	\$ 50	\$ -	\$ -	\$ 10,576
1.1	Project Management and Administration	16									12			2	30	\$ 7,102				\$ 7,102
1.2	Kickoff Meeting	8					8								16	\$ 3,424	\$ 50			\$ 3,474
2	Data Collection and Field Investigations	12	0	0	0	0	40	0	0	0	0	0	0	0	52	\$ 9,784	\$ 100	\$ -	\$ -	\$ 9,884
2.1	Data Collection and Field Investigations	12					40								52	\$ 9,784	\$ 100			\$ 9,884
3	Hydraulic Capacity Analysis	12	0	0	0	0	60	0	0	0	0	0	0	0	72	\$ 13,104	\$ -	\$ -	\$ -	\$ 13,104
3.1	Hydraulic Capacity Analysis	12					60								72	\$ 13,104				\$ 13,104
4	Capacity Assessment Report	12	0	0	0	0	32	0	0	0	0	0	0	2	46	\$ 8,762	\$ -	\$ -	\$ -	\$ 8,762
4.1	Capacity Assessment Report	12					32							2	46	\$ 8,762				\$ 8,762
5	Subconsultant Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 24,900	\$ 24,900
5.1	Topographical Survey														0	\$ -			\$ 9,900	\$ 9,900
5.2	Temporary Sewer Flow Monitoring														0	\$ -			\$ 15,000	\$ 15,000
6	Contingent Tasks	30	0	0	0	0	36	0	0	0	0	0	0	0	66	\$ 13,836	\$ 50	\$ 2,500	\$ -	\$ 16,386
6.1	Council Work Session	8					8								16	\$ 3,424	\$ 50			\$ 3,474
6.2	EPANET Model Training	2					8								10	\$ 1,852				\$ 1,852
6.3	Pressure Monitoring	20					20								40	\$ 8,560		\$ 2,500		\$ 11,060
	Total	90	0	0	0	0	176	0	0	0	12	0	0	4	282	\$ 56,012	\$ 200	\$ 2,500	\$ 24,900	\$ 83,612

Attachment D Contractor Proposal

(FOR INFORMATION ONLY)



GRAYLING
ENGINEERS



PROPOSAL FOR THE CITY OF ST. HELENS, OR

BELTON ROAD STEP SYSTEM CAPACITY STUDY

RFP NO. S-685

March 18, 2025



Transmittal Letter and Executive Summary

March 18, 2025

Mouhamad Zaher, Public Works Director
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Re: **BELTON ROAD STEP SYSTEM CAPACITY STUDY, RFP NO. S-685**

Dear Mouhamad,

Grayling Engineers (Grayling) is pleased to submit our proposal for the Sewer STEP System Capacity Study for the Belton Road area. We recognize the importance of this project in evaluating the capacity of the existing 2-inch diameter force main sewer STEP system and providing the City of St. Helens (City) with data-driven recommendations to guide future connections and infrastructure investments. Our team is committed to delivering a thorough capacity assessment using hydraulic modeling, field investigations, and flow monitoring to help the City make informed decisions for sustainable growth.

As a firm dedicated to excellence in water and wastewater engineering, we are fully prepared to provide the requested services. If selected, we are committed to working closely with the City to deliver a seamless project experience, offering our expertise, responsiveness, and collaborative approach.

We believe Grayling is the right partner for this project based on the following:

TECHNICAL EXPERTISE: With extensive experience in wastewater system evaluation and hydraulic modeling, our team is well-equipped to analyze the Belton Road STEP system's capacity. We bring a data-driven approach to assessing system performance and identifying potential constraints.

PROACTIVE PLANNING: Our team prioritizes risk assessment and mitigation, working closely with the City to anticipate and address potential challenges. By leveraging lessons learned on past projects and engineering best practices, we help prevent unforeseen issues that could impact future connections.

RESPONSIVENESS AND COLLABORATION: We value open communication and transparency throughout the project life cycle. Our team will work closely with City staff, providing regular updates and clear recommendations to support informed decision-making.

DEDICATED SUPPORT: We understand that infrastructure decisions have long-term impacts. That's why we approach every project with a commitment to delivering reliable, actionable insights that empower our clients to manage their systems effectively.

At Grayling, our guiding principle is simple: "Our job is to make your job easier." We look forward to the opportunity to collaborate with the City on this project and provide the technical expertise needed to support your planning efforts. Thank you for your time and consideration. We welcome any questions and look forward to the opportunity to contribute to the City's infrastructure planning initiatives.

Grayling accepts all terms and conditions contained in the RFP and the Personal Services Agreement. Grayling is an Equal Opportunity Employer and will comply with all Federal, State, and local laws, rules, and regulations.

Sincerely,

GRAYLING ENGINEERS

A handwritten signature in blue ink that reads 'Kyle Thompson'.

Kyle Thompson, PE, President

Main contact, legally authorized to represent and bind the firm to the proposal.

kyle.thompson@graylingeng.com | 360.977.3104

Section B

Consultant's Experience



Offices

VANCOUVER, WA

600 Hatheway Road, Suite 203
Vancouver, WA 98661

HOOD RIVER, OR

408 Cascade Avenue, #63
Hood River, OR 97031

Contact

KYLE THOMPSON, PE

President/Owner

✉ kyle.thompson@graylingeng.com

📞 360.347.6399

Number of staff

- 12 employees
- 3 registered professional engineers



WASTEWATER ENGINEERING

- Project Management
- Utility Master Planning
- Permitting
- Sewer System Modeling
- Sewer Collection Design
- Sewer Lift Station Design
- Force Main Design
- STEP System Design
- Wastewater Treatment
- Subsurface Utility Engineering
- Construction Observation & Administration

Grayling is a civil design firm dedicated to smart solutions for preserving and enhancing water and wastewater infrastructure. We operate with integrity, quality, and trust, delivering clear, effective solutions for clients, employees, contractors, and the public. Our team provides precise answers to complex challenges, equipped to meet your infrastructure needs with excellent service, responsive communication, and transparency.

Founded in 2019, Grayling is a company that brings a wealth of experience and expertise to the table. Our growth over six years of business has been measured. We seek partners, both staff and clients, that fit our vision for skills and the type of work we enjoy. Because of this focus, we have a healthy number of repeat clients that rely on us to help with their infrastructure needs. With headquarters in Vancouver, WA and a branch office in Hood River, OR, we have successfully completed many municipal water and wastewater infrastructure projects in Oregon and Washington. Grayling Engineers' major clientele include the City of St. Helens, the City of Hood River, West Slope Water District, Skamania County PUD No. 1, Sunrise Water Authority, Clark Public Utilities, Lewis County, Lewis County Water District No. 1, and Clark Regional Wastewater District. Our areas of expertise are planning and design of water and wastewater infrastructure for public agencies.

Our organizational structure is a mixture between functional and divisional. Each of us has specific roles, yet we share responsibilities when needed. We communicate regularly on tasks and responsibilities to maximize efficiency.

We have the necessary resources, technical expertise, and industry knowledge to support this project, including specialized hydraulic modeling software, GIS integration capabilities, and in-depth experience with municipal sanitary sewer systems.

EXPERIENCE WITH SANITARY SEWER CAPACITY STUDIES

Grayling Engineers has successfully completed multiple sanitary sewer capacity studies for municipal agencies, evaluating system performance, identifying capacity deficiencies, and recommending cost-effective solutions for future growth. Our work includes flow monitoring analysis, condition assessments, and hydraulic model calibration to provide accurate capacity evaluations.

EXPERIENCE IN SANITARY SEWER CAPACITY MODELING

Our team has extensive experience in developing, calibrating, and utilizing sanitary sewer models to support municipal infrastructure planning. We work with industry-standard software such as EPANET and WaterCAD to conduct dynamic simulations, evaluate system performance under peak flow conditions, and develop capital improvement plans.

SANITARY SEWER CAPACITY STUDIES/SANITARY SEWER CAPACITY MODELING PROJECTS

Below is a list of projects (completed within the last five years) where we performed sanitary sewer capacity studies and modeling.

- 1st and Strand Utility Improvements & Pump Station, City of St. Helens, OR
- Hillhurst Pump Stations Hydraulic Evaluation, Clark Regional Wastewater District (CRWWD), WA
- Wastewater Alternatives Analysis, Lake Merwin Campers Hideaway (LMCH), WA
- 8A Onsite Sewage System (OSS) Pilot, LMCH
- Sunningdale Gardens Pump Station R&R, City of Camas, WA
- Thunderbird OSS Project, Boy Scouts of America
- Grayland Beach State Park Large Onsite Sewage System (LOSS), Washington State Parks and Recreation Commission
- Whipple Creek PS Evaluation, CRWWD, WA
- HQ Sanitary Sewer Planning, Vancouver, WA
- Camas Crossing/ Fisher Lift Station, City of Camas, WA

SIMILAR PROJECTS WITH GOVERNMENT AGENCIES

We have partnered with numerous government agencies to deliver sanitary sewer planning, modeling, and design projects. Our understanding of municipal policies, regulatory requirements, and funding mechanisms allows us to provide solutions tailored to public sector needs. A sampling of similar projects is included in *Section F - Past Projects*.

WORK QUALITY, QA/QC, AND COST CONTROL PROCEDURES

Grayling is committed to delivering high-quality work while maintaining cost efficiency. Our project approach includes:

- **Quality Assurance/Quality Control (QA/QC):** Every project undergoes a structured QA/QC process, including internal peer reviews, senior engineer oversight, and multi-level verification of calculations, modeling results, and final deliverables to maintain accuracy and reliability.
- **Peer Reviews:** Key project deliverables, including hydraulic models and capacity analyses, are subject to independent peer reviews by senior engineers to validate assumptions, methodologies, and conclusions.
- **Cost Control Strategies:** We employ proactive budget tracking, value engineering, and phased implementation strategies to optimize project costs.
- **Efficient Project Delivery:** We leverage digital collaboration tools, standardized workflows, and risk mitigation strategies to maintain schedules and budgets.

MANAGEMENT & ORGANIZATIONAL CAPABILITIES

Our firm operates with a streamlined, client-focused approach. Our project management structure promotes clear communication, efficient coordination, and accountability at all project phases. Key highlights include:

- **Project Manager:** Serves as the primary point of contact, overseeing scope, schedule, and budget compliance.
- **Technical Leads:** Specialized engineers responsible for modeling, analysis, and reporting.
- **QA/QC Reviewers:** Senior engineers dedicated to performing peer reviews and maintaining technical accuracy.
- **Support Staff:** Our staff engineers handle data collection, field investigations, modeling, and documentation, contributing to seamless project execution.

Our structured management approach enables us to deliver complex sanitary sewer studies with precision, efficiency, and a strong focus on client satisfaction.

SUBCONSULTANTS

Subconsultants provide specialized expertise that complements our engineering efforts. Grayling selects subconsultants based on technical qualifications, past performance, and local experience. This collaboration strengthens project delivery by incorporating diverse skills, resulting in effective solutions for our clients. For this project, we are teaming with S&F Land Services, who will provide surveying. They have experience working with the City of St. Helens, bringing valuable local knowledge and expertise to the team.

S&F LAND SERVICES (S&F) Surveying



S&F is an industry leader in applying drone-based LiDAR and photogrammetry to in-house professional surveying workflows, using drones and terrestrial LiDAR/imagery tools and applications to reduce time and costs. The Remote Sensing group is led by American Society for Photogrammetry and Remote Sensing (ASPRS) Certified Photogrammetrists and Certified Remote Sensing Scientists. S&F's Professional Land Surveyors and Certified ASPRS Mapping Professionals collaborated to create systematic procedures and workflows, achieving the highest accuracy when combining survey and remote sensing data.

Section C

Consultant’s Project Team Experience

PROJECT TEAM AND QUALIFICATIONS

Grayling Engineers has assembled a highly qualified team for this project, including key personnel and subconsultants with extensive experience in sanitary sewer capacity studies and modeling. Both Grayling and S&F Land Services have experience working with the City of St. Helens.

- **Kyle Thompson, PE, Principal and Project Manager:** Provides executive oversight, quality assurance, and client coordination. Leads the project team, manages schedules, budgets, and client communication, and oversees technical execution.
- **Andy Shatkowski, PE, Senior Engineer/QA/QC:** Responsible for technical analysis and QA/QC.
- **Haillee Nunn, EIT, Design Engineer:** Modeling, reporting, and coordination with stakeholders.
- **Justine Obiazi, Staff Engineer:** Conducts data collection, field investigations, and modeling support.

Subconsultants:

- **S&F Land Services** – Provides surveying services.

TEAM QUALIFICATIONS AND EXPERTISE

- Experience with sanitary sewer capacity studies for municipal agencies.
- Proven expertise in sanitary sewer capacity modeling and infrastructure planning.
- Completed projects for similar government agencies, demonstrating technical capabilities and regulatory knowledge.
- Strong project management, quality control procedures, and cost management strategies.

CURRENT AVAILABILITY OF FIRM PERSONNEL TO COMPLETE THE PROJECT

At Grayling, we prioritize staffing projects with the appropriate expertise and resources to meet client needs efficiently. Our team is currently well-positioned to take on the Belton Road STEP System Capacity Study Project. We have a dedicated team of engineers, project managers, and support staff ready to be mobilized. Our current workload is managed to allow flexibility, enabling us to allocate sufficient personnel to this project. By leveraging our team’s availability and diverse skill set, we are confident in our ability to complete the project on time and to the highest standards. Our staff are available to complete the project and look forward to the opportunity to work with the City. The percentage of time key staff will dedicate to this project, based on a 40-hour workweek, is outlined in their individual bios on the following pages.

KEY PERSONNEL



Kyle Thompson, PE
Project Principal/Project Manager

% of time dedicated to this project: 15%

KEY EXPERTISE

- Project Management
- Sewer Capacity Assessment
- Onsite Sewer Design
- Hydraulic Modeling

EXPERIENCE & QUALIFICATIONS

19 years of engineering experience on projects ranging from on-call contracts to multi-million dollar infrastructure improvements involving multiple disciplines. Kyle has managed dozens of projects ranging in size from small, on-call contracts to multi-million dollar infrastructure improvements involving multiple disciplines. His experience is diverse but focused on drinking water and wastewater. The majority of his projects have encompassed oversight from the kickoff meeting through design, bidding, and construction which provides a broad perspective on all aspects of the project delivery process.

RESPONSIBILITIES

Kyle will be responsible for executive oversight, quality assurance, and client coordination. He will lead the project team, manage schedules and budgets, handle client communication, and oversee technical execution.

KEY PROJECT EXPERIENCE

- **Hillhurst Pump Station Hydraulic Evaluation**
Clark Regional Wastewater District, WA
- **Fisher Lift Station Review**, City of Camas, WA
- **Sunningdale Gardens Pump Station R&R**, City of Camas, WA
- **Wastewater Alternatives Analysis**, Lake Merwin Camper’s Hideaway, WA
- **8A OSS Pilot**, Lake Merwin Camper’s Hideaway, WA

Kyle’s project management style is collaborative and detail-oriented, driven by his commitment to aligning project outcomes with client expectations. He takes a strategic approach to scoping, carefully assessing project needs to create a streamlined path for completion. His ability to foresee potential challenges and proactively address them minimizes disruptions and helps keep projects on track. Kyle values building strong relationships with both clients and team members, creating a foundation of trust and clear expectations. His experience working on high-stakes infrastructure projects enhances his ability to balance technical demands with project timelines, delivering reliable results that reflect a deep understanding of the client’s goals. Table 1 outlines the major elements that form the basis for Kyle’s approach to project development and project management.

Table 1. **PROJECT DEVELOPMENT AND PROJECT MANAGEMENT APPROACH**

ACTIVITY	RISK (if activity is not performed well)	BENEFIT
Development of scope and fee	Changes that impact schedule and budget.	Achieve mutual understanding of project goals and objectives.
Develop project delivery schedule with realistic review periods	Unrealistic schedules can lead to errors and insufficient time for review.	Outlines a path to successful project completion.
Weekly check-in meetings	Lack of communication, missed deadlines, surprises to the owner, scope creep.	Clear expectations of delivery deadlines, delegation of tasks, questions answered, issues discussed and resolved.
Budget updates	Behind schedule, budget creep.	Understand progress, identify issues when correction is still possible.
Weekly project summaries	Lack of communication, “What was I supposed to do next week?”	You are continually up-to-date on decisions made and action items pending. Makes it easy for you to answer “What’s happening with your project?”



Andy Szatkowski, PE
*Senior Engineer/QA/QC/
Technical Advisor*

% of time dedicated to this project: 5%

KEY EXPERTISE

- Pump Station Design
- Sewer Capacity Assessment
- Onsite Sewer Design
- Wastewater Treatment

EXPERIENCE & QUALIFICATIONS

30+ years of experience in water and wastewater engineering. Andy has built a distinguished career managing and designing critical infrastructure projects across the globe. He combines technical expertise with a deep understanding of social, cultural, and economic factors, tailoring solutions to the needs of the communities they serve. His commitment to integrating community input and providing technical training has been instrumental in the successful implementation of projects in both urban and rural settings in the USA and several African countries.

RESPONSIBILITIES

Andy will be responsible for overseeing the Quality Assurance/Quality Control (QA/QC) process and providing technical advisory support throughout the project. His role includes reviewing hydraulic modeling, validating project deliverables, and maintaining alignment with City expectations.

KEY PROJECT EXPERIENCE

- **North Plains Pump Station Relocation and Force Main**, Clean Water Services, OR
- **Nyberg Pump Station Relocation and Force Main Replacement**, Clean Water Services, Tualatin, OR
- **Gaston Pump Station Expansion**, Clean Water Services, OR
- **Miles Crossing Vacuum Sewer System**, Miles Crossing Sanitary Sewer District, Clatsop County, OR
- **Forest Grove WWTP Aeration Basin Modifications**, Clean Water Services, OR
- **Cedar Creek Mitigation Flow Intake and Pump Station**, Springfield Utility Board, Springfield, OR
- **BCC Support Project: Tide Gate Design**, City of Portland Bureau of Environmental Services, OR



Haillee Nunn, EIT

Design Engineer

% of time dedicated to this project: 40%

KEY EXPERTISE

- Sewer System Modeling
- Pump Station Design
- Sewer Capacity Assessment
- Onsite Sewer Design
- Pipeline Design

EXPERIENCE & QUALIFICATIONS

4 years of experience working as a design/consultant engineer. Throughout her career, she has gained insight into drinking water and wastewater systems, utilizing her expertise in design projects. Haillee's project involvement spans across different areas such as chemical treatment systems, pump station design, site design, onsite sewer design, and water and sewer line replacements.

RESPONSIBILITIES

Haillee will be responsible for hydraulic modeling, coordinating field data collection, and analysis of the STEP system.

KEY PROJECT EXPERIENCE

- **1st and Strand Utility Improvements & Pump Station**, City of St. Helens, OR
- **Wastewater Alternatives Analysis**, Lake Merwin Camper's Hideaway, WA
- **8A OSS Pilot**, Lake Merwin Camper's Hideaway, WA
- **4A Onsite Sewage System Design**, Lake Merwin Camper's Hideaway, WA
- **Hillhurst Pump Station Hydraulic Evaluation**, Clark Regional Wastewater District, WA
- **Water System Master Plan**, West Slope Water District, OR
- **System 1 Reservoir Replacement and Pump Station**, Lake Merwin Camper's Hideaway, WA
- **Water System Study**, Lake Merwin Camper's Hideaway, WA
- **System 3 Reservoir Replacement**, Skamania PUD No. 1, WA
- **System 1 Corrosion Control Design**, Lake Merwin Camper's Hideaway, WA



Matt Faulkner, PLS, CFedS

Surveying

% of time dedicated to this project: 10%

KEY EXPERTISE

- Boundary surveys
- Construction staking
- GPS surveys
- Topographic surveys

EXPERIENCE & QUALIFICATIONS

20 years of survey experience across the western United States, including surveys for control, design, and construction as well as surveying for the utility and industrial sectors. Matt possesses strong project management skills to manage multiple large projects along with meeting client specific deliverables, aggressive deliverable schedules, and project standards. He has developed and maintained schedules, budgets, and scope of work for large multi-discipline projects.

RESPONSIBILITIES

Matt will be responsible for conducting a topographic survey to geospatially map the STEP system infrastructure. His role includes collecting precise positional data on force main alignments, lateral connections, and other key system components to support hydraulic modeling and analysis. Additionally, he will provide QA/QC to ensure the accuracy and completeness of the topographic survey.

KEY PROJECT EXPERIENCE

- **McMinnville Sewer Project**, City of McMinnville, OR
- **Gates to Mill City Force Main**, City of Gates, OR
- **St. Helens High School**, St. Helens, OR
- **Citywide Wastewater Survey**, City of Hubbard, OR
- **Waterline NE 3rd Ave**, Clark Public Utilities, WA
- **Tank Upgrades & Pipeline**, Eastmont Water Company, OR

Section D

Project Understanding and Approach

PROJECT UNDERSTANDING

The City of St. Helens proposes a sewer STEP system capacity study for the Belton Road area near the Forest Park subdivision and The St. Helens Elk’s Lodge, located in the northeastern part of the city limits. The study focuses on assessing the capacity of the 2-inch diameter force main sewer STEP system, originally constructed in August 1989, as existing capacity limits are currently unknown. Developers have expressed interest in connecting to the system, but the City lacks sufficient information to determine whether additional flows can be accommodated without negatively impacting system performance.

The primary objective of this project is to conduct a comprehensive capacity evaluation of the system, allowing the City to make informed decisions regarding future connections and necessary infrastructure improvements. By leveraging hydraulic modeling, field investigations, and flow monitoring, this study will establish the system’s maximum capacity, identify potential constraints, and provide data-driven recommendations for managing future growth within the service area.

OBJECTIVES:

- **Determine existing system capacity:** Develop a hydraulic model to analyze performance under peak and average flow conditions.
- **Evaluate potential for future connections:** Assess available capacity and recommend whether new connections can be supported.
- **Analyze system components:** Conduct field investigations to document pump conditions, lateral lengths, and pressure variations.
- **Providing data-driven insights for City planning:** Deliver a comprehensive technical analysis to guide infrastructure investment.

KEY CHALLENGES

PROJECT-SPECIFIC CHALLENGE	DESCRIPTION	APPROACH
LIMITED SYSTEM DOCUMENTATION	<ul style="list-style-type: none">Existing records provide partial information on system capacity and operational performance.	<ul style="list-style-type: none">Conduct a field survey to verify system layout and components.Integrate survey with GIS and hydraulic modeling.Review available as-builts and other City records to supplement information.
ACCESS CONSTRAINTS	<ul style="list-style-type: none">Portions of the STEP system are located outside of the City right-of-way, requiring coordination with property owners for data collection and field assessments.	<ul style="list-style-type: none">Coordinate with property owners early in the project to arrange site access.Plan survey and monitoring activities to minimize disruptions to residents.
UNCERTAIN CONNECTION DETAILS	<ul style="list-style-type: none">The City has limited information on how the 2-inch force main connects to the 4-inch force main, and it is unknown if a reducer or other fitting may contribute to additional head loss.	<ul style="list-style-type: none">Use pressure and flow monitoring to assess head loss impacts.If feasible, deploy Linescape to conduct limited excavation using vacuum excavation techniques to confirm connection details.Update system model based on findings to improve hydraulic accuracy.
PRESSURE MANAGEMENT AND FLOW MONITORING	<ul style="list-style-type: none">Capturing real-time pressure and flow data is essential to establishing an accurate hydraulic model.	<ul style="list-style-type: none">Install pressure and flow monitoring equipment at key locations.Use collected data to calibrate and validate the hydraulic model.

PROJECT APPROACH

Our approach integrates data collection, field investigations and hydraulic modeling to provide a comprehensive understanding of the system’s capacity and constraints. Decision-support analysis will be used to develop informed recommendations for system improvements. The following tasks define our methodology, responsible team members, key deliverables, review points with City staff, and estimated time frames for completion.

TASK 1: PROJECT MANAGEMENT & COORDINATION

Key Team Members

- Kyle Thompson, Project Manager

Task Objective

Provide effective project management and administration of the project. Provide a quality control review and evaluation of all technical analyses and project deliverables.

Task Approach

Kyle Thompson, as the project manager, will oversee project administration and technical analysis, implementing QA/QC procedures and documentation for quality control. He will fulfill all QC requirements and coordinate a project kickoff meeting with the City and relevant design staff to confirm project objectives, assess data availability, and initiate project work.

Expected City Staff Support

City’s PM will work closely with Kyle to coordinate the project and address any issues. We anticipate the City’s active participation and support in providing key insights, background information, and addressing any initial queries or concerns. City staff collaboration is essential for a productive discussion that aligns the project team with the City’s specific goals and requirements.

Tools and Decision-Making Process

Use internal project tracking software to monitor schedule and budget adherence. Decisions will be documented in meeting summaries and technical memorandums.

Deliverables

- Project administration – PM provides routine updates to the City’s PM on the status of the project through monthly invoices and progress reports.
- Prepare agendas, lead study meetings, and provide summary meeting notes.
- QA/QC review process provided for the project and technical analyses.

Timeline

Entire duration of the project.
(April-June 2025)

TASK 2: DATA COLLECTION & FIELD INVESTIGATIONS

Key Team Members

- Haillee Nunn (Grayling)
- Justine Obiasi (Grayling)
- Matt Faulkner (S&F)

Task Objective

The primary objective of this task is to gather comprehensive background information essential to developing a hydraulic model. This includes performing a site topographic survey and a field investigation including inventorying pump models and verifying STEP tank locations, lateral lengths, discharge pressures, and system connections.

Task Approach

Our approach involves close coordination with the City to systematically collect available data on the STEP system. Additionally, we will engage and coordinate with property owners early on to establish the right to entry prior to field surveys. Flow and pressure monitoring will be implemented at strategic locations using temporary pressure gauges and flow meters. These measurements will provide real-world data to validate model assumptions and identify any unexpected constraints within the system. Since homes in the service area rely on City water with metered connections, we assume that wastewater discharge volumes generally correlate with water consumption. We will analyze historical water meter records to approximate wastewater discharge volumes. This analysis assumes that outdoor water usage (e.g., irrigation) is minimal or can be reasonably estimated and excluded to prevent overestimation of wastewater generation. To further assess potential hydraulic limitations, we will investigate the connection between the 2-inch force main and the 4-inch force main, determining if a reducer or other fitting contributes to additional head loss through field verification, pressure monitoring, and hydraulic modeling calibration. If feasible, Linescape may be deployed to conduct limited excavation to confirm connection details using vacuum excavation techniques.

Expected City Staff Support

We anticipate the City’s support in providing background data on the STEP system including system maps, as-built or record drawings, GIS data, O&M records, and O&M procedures.

Tools and Decision-Making Process

Utilize GPS mapping equipment to conduct the site survey. Maintain field logs and photographic records for reference.

Deliverables:

- Field surveys will document pump locations, lateral lengths, discharge pressures, and system connections.
- Topographic survey.

Timeline: April - mid-May 2025

TASK 3: HYDRAULIC CAPACITY ANALYSIS

Key Team Members

- Haillee Nunn
- Andy Szatkowski (QA/QC)

Task Objective

The objective of this task is to develop a hydraulic model in WaterCAD to model and assess the capacity of the STEP system.

Task Approach

Grayling will use the data collected from Task 2 to develop a hydraulic model of the STEP system to simulate system performance under various conditions. Using water meter readings and flow data we will determine a peak instantaneous flow (PIF) for the system. This model will allow us to conduct a capacity assessment, which will determine how much additional flow the system can handle before reaching operational limitations. By evaluating performance at current peak flow conditions, we can establish the system’s maximum sustainable capacity and identify areas where pressure drops or backups may occur. Scenario analysis will also be performed to quantify available capacity under different operational conditions, helping the City assess potential future demands without overloading the system.

Expected City Staff Support

Collaboration with City staff is anticipated for providing historical data and relevant insights as the model is developed and calibrated.

Tools and Decision-Making Process

We will utilize WaterCAD to develop the hydraulic model.

Deliverables

- Grayling will share the hydraulic model with the City for their records. We understand that the City does not currently conduct any modeling in-house. EPANET is a free software that the hydraulic model can be imported into if the City desires to access the model.

Timeline

3-4 weeks (May 2025)

TASK 4: REPORTING & RECOMMENDATIONS

Key Team Members

- Haillee Nunn
- Andy Szatkowski (QA/QC)

Task Objective

The objective of this task is to compile all findings into a comprehensive Capacity Assessment Report that presents a clear, data-driven evaluation of system performance. This report will include a summary of key findings, hydraulic modeling results, identified constraints, and recommended infrastructure improvements to support future planning efforts.

Task Approach

Grayling will develop a comprehensive report that summarizes the methodology, results, and recommendations found from the analysis. Visual aids will be utilized to illustrate system conditions, capacity limitations, and recommended solutions. Prior to finalizing the report, a draft report will be submitted to the City for review, ensuring that the City has the necessary information to make informed decisions regarding infrastructure investments and future connections to the STEP system. A final workshop will be hosted to review the findings and recommendations with the City. This will allow Grayling and the City to address any final comments prior to finalizing the report.

Expected City Staff Support

We anticipate the City’s involvement will include reviewing and commenting on the written draft report and participating in a final review meeting, if desired.

Tools and Decision-Making Process

We will utilize Google Docs to draft the report. A MS Word version can be provided on request. Internal reviews will be conducted prior to submittal to the City.

Deliverables

- Draft and Final Capacity Assessment Report in PDF format.

Timeline

3-4 weeks (June 2025)

Section E

Proposed Project Schedule

PROPOSED PROJECT SCHEDULE

The project schedule shown here is driven by the City’s desire to have the capacity study completed by June 30, 2025. Following contract award, the project team will prioritize the kick-off meeting and initiate communication with property owners regarding site access. This early coordination will facilitate timely site access, allowing for seamless data collection and field investigations that directly inform the hydraulic capacity analysis. Once these initial phases are complete, the team will transition into hydraulic modeling and analysis, using field data to assess system performance and constraints. Our project team is able to dedicate the necessary resources to aggressively pursue the work with the goal of achieving the City’s desired schedule of completing the study in June 2025.

TASKS/MILESTONES	2025			
	March	April	May	June
CONSULTANT SELECTION				
Proposal Due Date	★ Mar 18, 2025			
City Selection		★ Mar 26, 2025		
Commencement of Contract		★ Apr 14, 2025		
1.0 PROJECT MANAGEMENT AND ADMINISTRATION				
1.1 Project Management				
1.2 Kick-off Meeting		★ Apr 16, 2025		
2.0 DATA COLLECTION AND FIELD INVESTIGATION				
2.1 Data Collection				
2.2 Site Survey				
3.0 HYDRAULIC CAPACITY ANALYSIS				
3.1 Hydraulic Capacity Analysis				
4.0 REPORTING AND RECOMMENDATIONS				
4.1 Draft Report				
Submit Draft Report to City				Jun 10, 2025 ★
Review Meeting w/ City				Jun 17, 2025 ★
4.2 Final Report				
Submit Final Report				Jun 30, 2025 ★

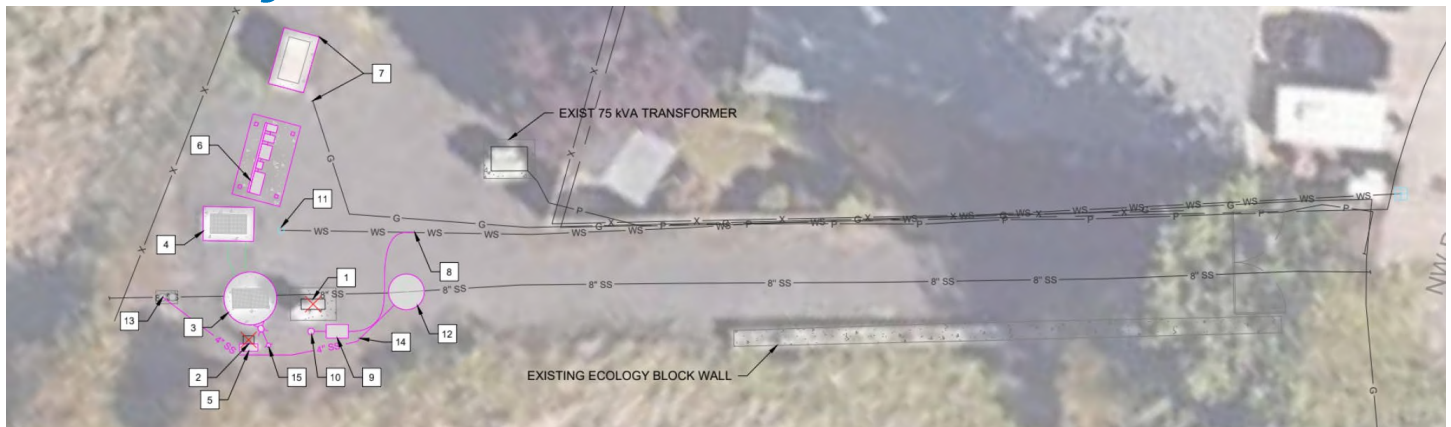
ABILITY TO MEET SCHEDULE AND PROJECT DEADLINES

We understand that timely project completion is not only essential for our clients but also crucial for the successful execution of any civil engineering project. We employ a proactive and strategic approach to project management that revolves around effective planning, resource allocation, and diligent monitoring. Here’s how we achieve on-time project delivery:

- **Strategic Planning:** Clearly define objectives, scope, and milestones to set realistic timelines and allocate resources effectively.
 - **Project Management Tools:** Utilize advanced software for scheduling, task assignments, and real-time progress tracking.
 - **Efficient Resource Allocation:** Assign tasks based on team expertise and project needs for optimal efficiency.
- **Risk Mitigation:** Identify potential disruptions early and implement strategies to minimize schedule impacts.
 - **Ongoing Monitoring:** Provide regular status updates to track milestones and address deviations.
 - **Collaborative Communication:** Maintain transparency with clients through consistent updates and feedback loops.
 - **Continuous Improvement:** Conduct post-project reviews to refine processes and enhance future scheduling accuracy.

Section F

Past Projects



SUNNINGDALE GARDENS PUMP STATION R&R CITY OF CAMAS, WA

KEY PROJECT ELEMENTS

- Data collection and condition assessment of existing facilities
- Determination of sanitary basin flows and resulting design criteria
- Effluent arriving at the pump station primarily originates from STEP
- Hydraulic analysis of existing facilities to size pump equipment
- Documentation of the analysis and recommendations for City review

LOCATION

Camas, WA

CONTRACT VALUE

\$224,000 for analysis, design, and construction assistance

PROJECT DATES

03/21 - 04/22

KEY PERSONNEL

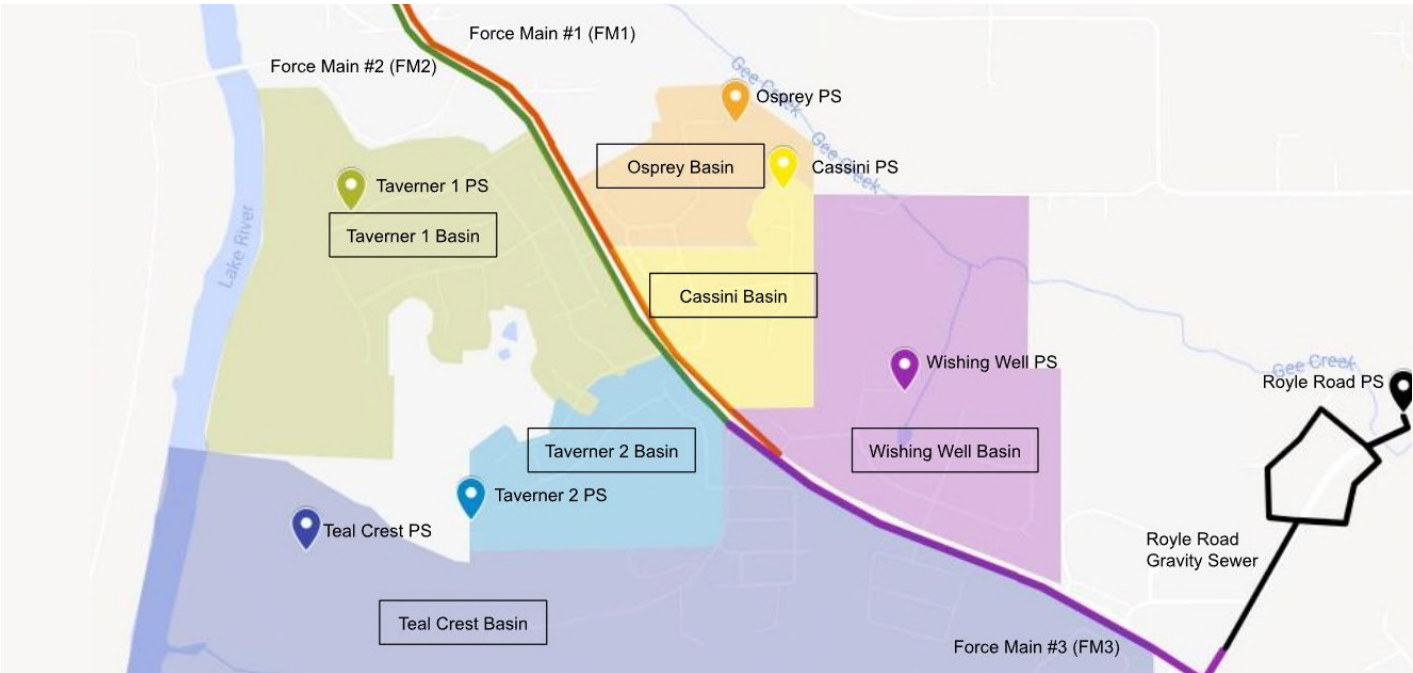
- **Kyle Thompson, PE**, Senior Engineer and QA/QC

PROJECT DESCRIPTION

Installed in 1996, the Sunningdale Gardens Pump Station is a sanitary pump station serving the Sunningdale Gardens subdivision in Camas, Washington. Capacity issues and numerous other deficiencies resulted in numerous alarms and overflow events happening repeatedly over the years. The goal of the project was to rehabilitate and upgrade the mechanical and electrical equipment at this existing pump station to improve operations, safety, and reliability. Work included performing a condition assessment, determining design flows for the sanitary basin, sizing equipment to satisfy peak hour flow (PHF) conditions, and providing recommendations for other improvements with the pump station.

The analysis work and resulting recommendations were documented in a Basis of Design memorandum for review by the City. Recommendations were carried forward into contract documents for construction by a contractor. The design included a detailed bypass plan to allow replacement of the wetwell protective coating and addition of epoxy coating to the discharge piping within the wetwell. In addition, new pumps were installed, all electrical controls were replaced, and a new standby generator was installed. The project was successfully completed and has been operating without issue.

An electronic copy of our Basis of Design Memorandum, which reflects our approach and quality of work in sewer capacity evaluations, is submitted on a flash drive for the City's review.



HILLHURST PUMP STATION HYDRAULIC EVALUATION
CLARK REGIONAL WASTEWATER DISTRICT, WA

KEY PROJECT ELEMENTS

- Data collection of multiple pump stations
- Hydraulic analysis of various pumping scenarios to determine force main capacity
- Determination of sanitary basin flows and resulting design criteria
- Documentation of the analysis and recommendations for District review
- Develop contract documents to implement design recommendations

LOCATION
Ridgefield, WA

CONTRACT VALUE
\$73,000

PROJECT DATES
11/19 - 10/21

- KEY PERSONNEL**
- **Kyle Thompson, PE**, Project Manager, Senior Engineer
 - **Haillee Nunn, EIT**, Design Engineer

PROJECT DESCRIPTION

Grayling Engineers (Grayling) was contracted by the Clark Regional Wastewater District (District) to evaluate and enhance the performance of several sanitary pump stations located along Hillhurst Road in Ridgefield. The goal of the project was to modify the flow direction of six existing pump stations. The pump stations are located within residential neighborhoods in the southwest portion of the City of Ridgefield along South Hillhurst Road. Originally, flows were conveyed via two separate force mains to the Ridgefield Wastewater Treatment Plant. The project modified the existing force mains so that flows from all six of these pump stations is redirected towards the Royle Road Pump Station and ultimately the Salmon Creek Wastewater Treatment Plant.

Grayling’s scope included collecting as-built data on each pump station, such as force main size/ length and operating points within the wetwell. The information was used to build the hydraulic model. Drawdown tests were conducted to provide data to calibrate the model. Once built, various pumping scenarios were explored to determined the optimal configuration and recommended upgrades to pump stations to meet design criteria. A technical memorandum documented the analysis and recommendations and formed the basis for design documents to construct modifications to the force mains.



WASTEWATER ALTERNATIVES & OSS PILOT PROJECT

LAKE MERWIN CAMPER'S HIDEAWAY, WA

KEY PROJECT ELEMENTS

- Hydraulic modeling and design of pressurized OSS and STEP systems
- Site selection for drainfields and STEP zones
- Wastewater flow and water quality analysis
- Treatment capacity estimation based on projected flows
- Evaluation of decentralized vs. centralized treatment options
- Multi-year wastewater treatment planning
- Documentation of analysis and recommendations for LMCH review

LOCATION

Amboy, WA

CONTRACT VALUE

Wastewater Alternatives Analysis: \$140,000
8A OSS Pilot: \$58,000 design, bid, and construction assistance

PROJECT DATES

Wastewater Alternatives Analysis: 04/2021 - current
8A OSS Pilot: 07/2022 - 10/2022

KEY PERSONNEL

- **Kyle Thompson, PE**, Project Manager, Senior Engineer
- **Haillee Nunn, EIT**, Design Engineer

PROJECT DESCRIPTION

Grayling was contracted by Lake Merwin Camper's Hideaway (LMCH), a large-scale private RV campground, to assess and improve its onsite wastewater management. The project aimed to transition away from inefficient wastewater handling practices and develop a phased collection, conveyance and treatment approach to support over 1,500 RV sites. The project required a comprehensive approach to STEP system design, including pump selection, hydraulic modeling, service area configurations, and phased implementation planning. By integrating hydraulic performance analysis and flow projections, the project developed a scalable and data-driven wastewater management strategy tailored to site-specific constraints, such as topography, soil conditions, and regulatory requirements. Through detailed hydraulic modeling and capacity analysis, Grayling provided a structured roadmap to systematically connect all RV sites while balancing infrastructure investment with operational efficiency. This phased implementation plan ensures regulatory compliance, environmental sustainability, and scalability as LMCH transitions to an optimized wastewater management system.

Section G

References

Our approach to projects will focus on communication, transparency, and clarity. We will work with staff collaboratively to understand the City’s needs and gather buy-in from all of the stakeholders, thereby avoiding surprises during construction or afterwards, during operation. We have extensive experience supporting municipalities with sewer capacity evaluations and are eager to collaborate with the City on the Belton Road project.

At Grayling, our mission is to make our clients’ jobs easier. We accomplish this through reliable service, clear communication, and a strong commitment to quality. With our consulting experience, streamlined processes, and responsive team, we deliver projects efficiently and effectively, exceeding expectations. Our client-centric approach, combined with rigorous quality control and efficient communication, helps us consistently meet and surpass client goals.

Grayling has built strong, enduring relationships with a variety of municipal clients, reflecting our commitment to quality service and reliability. Our clients appreciate our consistent delivery and proactive approach to problem-solving. Our clients can provide valuable insights into our firm’s capabilities. Their feedback will attest to our ability to meet project requirements, maintain open communication, and deliver projects that align with their expectations. We encourage the City to reach out to our references to gain a comprehensive understanding of our firm’s experience, the expertise and the collective capabilities of our project team. Their firsthand experiences will provide valuable insights into our commitment to excellence and successful project delivery.

Rob Charles, PE, Utilities Manager
City of Camas, WA

📞 360.817.1563
✉ RCharles@cityofcamas.us
🏠 1620 SE 8th Ave, Camas, WA 98607

Jerry Barnett, PE, Senior Project Manager
Clark Regional Wastewater District, WA

📞 360.993.8855
✉ jbarnett@crwwd.com
🏠 8000 NE 52nd Ct
Vancouver, WA 98665

Bryan Sauerman, Camp Manager
Lake Merwin Camper’s Hideaway, WA

📞 360.247.5589
✉ campmanager@lmch.com
🏠 24706 NE Columbia Tie Rd
Amboy, WA 98601

Grayling Engineers consistently deliver high-quality engineering services with thoughtful design and efficient problem solving. They are highly skilled at construction management, helping our projects stay organized and on budget from conception through construction. I would highly recommend their services to anyone who is looking for value-added and technical expertise.

Melanie Sharp, Project Coordinator, Skamania PUD No. 1

Kyle and his team at Grayling are the Seal Team Six of the Civil Engineering world. We have done the construction on a couple of the projects they have designed and managed and I would say they are right up there as the best, most common sense and fair engineering firms we have ever worked with. Thanks Grayling team!

Luke Williamson, Odyssey Contracting, LLC

Attachment A Proposal Signature Page

The undersigned hereby submits this proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Personal Services Contract, and associated inclusions and references, specifications, Proposal Form, Consultant response, mutually agreed clarifications, exceptions which are acceptable to the City, and all other Consultant submittals.

The undersigned hereby certifies and represents that the Consultant:

- has examined and is thoroughly familiar with the Request for Proposal
- has examined and is thoroughly familiar with the Personal Services Contract, and agrees to accept the contract terms, and execute such contract upon award
- understands that the City reserves the right to accept a proposal or reject all proposals if deemed in the best interest of the City
- understands that all information included in, attached to, or required by this RFP shall be public record subject to disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502.

Receipt of Addenda

Consultant acknowledges that ADDENDA NUMBERED 1 THROUGH 2 have been reviewed as part of the Request for Proposal.

Signature

The Consultant hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Grayling Engineers

FIRM NAME

Kyle Thompson, PE/President

CONTACT PERSON NAME/ TITLE

600 Hathway road, Suite 203, Vancouver, WA 98661

MAILING ADDRESS, CITY, STATE, AND ZIP CODE

(360) 347-6399

FIRM TELEPHONE NUMBER

(360) 977-3104

CONTACT PERSON TELEPHONE

kyle.thompson@graylingeng.com

CONTACT PERSON EMAIL ADDRESS

IF CORPORATION, ATTEST:

(CORPORATE OFFICER)

☐ CORPORATION

☐ PARTNERSHIP

☐ INDIVIDUAL

☐ OTHER, **PLLC**

FEDERAL TAX IDENTIFICATION NUMBER (TIN):

83-2783630

Kyle Thompson, PE/President

PRINT NAME AND TITLE OF FIRM'S AUTHORIZED REPRESENTATIVE



SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE

March 18, 2025

DATE



Resumes



Kyle Thompson, PE | *Project Principal/Project Manager*

EXPERIENCE & QUALIFICATIONS

19 years of engineering experience on projects ranging from on-call contracts to multi-million dollar infrastructure improvements involving multiple disciplines. His experience is diverse but focused on drinking water and wastewater. Kyle has managed a wide range of projects, including water and sewer replacements, reservoir replacements, water treatment improvements, and comprehensive system studies. His portfolio features extensive work with municipalities and public utilities on projects that improve drinking water and wastewater systems. His approach to project management begins with understanding your goals and objectives. Working with you, he will develop a path to successful project completion during the scoping process, clarifying roles and responsibilities. From there on he will use open and regular communication along with consistent tracking of the schedule and budget to manage the project. Kyle will be responsible for leading the team throughout the project, facilitating communication and overseeing project delivery.

RELEVANT PROJECT EXPERIENCE

- **1st and Strand Utility Improvements & Pump Station**, City of St. Helens, OR
- **Hillhurst Pump Station Hydraulic Evaluation**, Clark Regional Wastewater District, WA
- **Wastewater Alternatives Analysis**, Lake Merwin Camper’s Hideaway, WA
- **Fisher Lift Station Performance Review**, City of Camas, WA
- **Sunningdale Gardens Pump Station R&R**, City of Camas, WA
- **Crestview Green Sanitary Pump Station**, City of Newberg, OR
- **Teal Crest Lift Station**, Clark Regional Wastewater District, WA
- **8A OSS Pilot**, Lake Merwin Camper’s Hideaway, WA
- **4A Onsite Sewage System Design**, Lake Merwin Camper’s Hideaway, WA
- **Hillhurst Pump Stations Redirection**, Clark Regional Wastewater District, WA
- **Prospect Avenue Water & Sewer Replacement**, City of Hood River, OR
- **Montello Avenue Water & Sewer Replacement**, City of Hood River, OR
- **Oak Street Water & Sewer Replacement**, City of Hood River, OR
- **Knoll Ridge South Pump Station R&R**, Clark Regional Wastewater District, WA
- **Whipple Creek West PS Evaluation**, Clark Regional Wastewater District, WA
- **North Junction Pump Station & Trunk Sewer**, Clark Regional Wastewater District, WA
- **Abrams Park Pump Station Repair and Rehabilitation**, Clark Regional Wastewater District, WA
- **Mill Creek Pump Station Repair and Rehabilitation**, Clark Regional Wastewater District, WA
- **NW Hillhurst Road Force Main Redirection**, Clark Regional Wastewater District, WA
- **North Junction Trunk Sewer and Pump Station**, Clark Regional Wastewater District, WA
- **NE 10th Avenue Pump Station and Force Main**, Clark Regional Wastewater District, WA
- **Sewer Main Replacement – Pioneer to Shobert Lane**, Clark Regional Wastewater District, WA

LICENSES

- Professional Engineer:
- Oregon - 87090 PE
 - Washington - 49717
 - Montana - 17881 PE

EDUCATION

- BS, Civil Engineering, Montana State University
- BA, Biology, University of Montana

KEY EXPERTISE

- Wastewater System Master Planning
- Sewer System Modeling
- Sewer Collection Design
- Sewer Lift Station Design
- Force Main Design
- STEP System Design
- Wastewater Treatment
- Condition Assessment



Andy Szatkowski, PE | Senior Engineer/QA/QC

EXPERIENCE & QUALIFICATIONS

30+ years of experience in water and wastewater engineering. Andy has built a distinguished career managing and designing critical infrastructure projects across the globe. As a Senior Civil Engineer at a leading engineering consulting firm in Portland, Oregon, Andy has spearheaded numerous high-profile projects, including the conceptual design for a large-scale membrane treatment plant and the construction of multiple aquifer storage and recovery facilities. He combines technical expertise with a deep understanding of social, cultural, and economic factors, tailoring solutions to the needs of the communities they serve. His commitment to integrating community input and providing technical training has been instrumental in the successful implementation of projects in both urban and rural settings in the USA and several African countries.

RELEVANT PROJECT EXPERIENCE

- **North Plains Pump Station Relocation and Force Main**, Clean Water Services, OR
- **Nyberg Pump Station Relocation and Force Main Replacement, Clean Water Services**, Tualatin, OR
- **Gaston Pump Station Expansion**, Clean Water Services, OR
- **Miles Crossing Vacuum Sewer System**, Miles Crossing Sanitary Sewer District, Clatsop County, OR
- **Forest Grove WWTP Aeration Basin Modifications**, Clean Water Services, OR
- **Cedar Creek Mitigation Flow Intake and Pump Station**, Springfield Utility Board, Springfield, OR
- **BCC Support Project: Tide Gate Design**, City of Portland Bureau of Environmental Services, OR
- **Rehabilitation and Improvement Measures for Gravity Sewer Trunks and the Chambishi Facultative Sewage Treatment Ponds**, City of Chambishi, Zambia
- **Long-Term Water Source Study**, Phase 1A, City of Stevenson, WA
- **Carson WTP Design and Construction Support Services**, Skamania PUD No. 1, WA
- **General Engineering Services**, Lake Merwin Camper's Hideaway, WA
- **Hart Mountain Antelope Refuge Headquarters Water System Upgrades**, USFS, Southeast OR
- **Aquifer Storage and Recovery (ASR) Production Well COT-3**, City of Tigard, OR
- **Aquifer Storage and Recovery Treatment Facility**, City of Salem, OR
- **Cooper Mountain Reservoir Number 2 (Pumping & Chemical Feed Systems)**, City of Beaverton, OR
- **Columbia Water Supply Project**, City of Pasco, WA
- **USBR Irrigation Connection (Pump Station Design)**, City of Pasco, WA
- **Water Treatment Plant Chemical System Improvements**, City of Albany, OR
- **Emergency Portable Water Treatment Trailer**, City of Grants Pass, OR
- **Albany-Millersburg WTP Improvements**, City of Albany, OR
- **Cedar Creek Mitigation Flow Intake and Pump Station**, Springfield Utility Board, Springfield, OR
- **McKenzie River Water Source Study**, Springfield Utility Board, Springfield, OR
- **Fisk Well Volatile Organic Compound Treatment System**, United Water Idaho, ID

LICENSES

Professional Engineer:

- Oregon
- Washington

EDUCATION

- MS, Environmental Engineering, University of North Carolina
- BS, Chemical Engineering, University of Texas
- BS, Chemistry, University of Texas

KEY EXPERTISE

- Water Treatment
- Pump Station Design
- Aquifer Storage and Recovery (ASR) Systems
- Raw Water and Finished Water Pumping Facilities
- Wastewater Pumping

**Haillee Nunn, EIT***Design Engineer***CERTIFICATION**

- Engineer-in-Training: Oregon

EDUCATION

- BS, Environmental Engineering, Portland State University

KEY EXPERTISE

- Hydraulic Modeling
- STEP System Design
- Pump Station Design
- Onsite Sewer Design
- Force Main Design

EXPERIENCE & QUALIFICATIONS

4 years of experience working as a design/ consultant engineer. Throughout her career, she has gained insight into drinking water and wastewater systems, utilizing her expertise in design projects. Haillee's project involvement spans across different areas such as chemical treatment systems, pump station design, site design, onsite sewer design, and water and sewer line replacements.

RELEVANT PROJECT EXPERIENCE

- **1st and Strand Utility Improvements & Pump Station**, City of St. Helens, OR
- **Wastewater Alternatives Analysis**, Lake Merwin Camper's Hideaway, WA
- **8A OSS Pilot**, Lake Merwin Camper's Hideaway, WA
- **4A Onsite Sewage System Design**, Lake Merwin Camper's Hideaway, WA
- **Sewer Main Replacement – Pioneer to Shobert Lane**, Clark Regional Wastewater District, WA
- **Abrams Park Pump Station Repair and Rehabilitation**, Clark Regional Wastewater District, WA
- **Water System Master Plan and Rate Study**, West Slope Water District, OR
- **System 1 Reservoir Replacement and Pump Station**, Lake Merwin Camper's Hideaway, WA
- **Water System Study**, Lake Merwin Camper's Hideaway, WA
- **System 3 Reservoir Replacement**, Skamania PUD No. 1, WA

**Matt Faulkner, PLS, CFedS***Surveying***LICENSES**

- Professional Land Surveyor: OR, WA, ID, AK, MT, NM
- Certified Federal Surveyor

EDUCATION

- BS, Geomatics, Oregon Institute of Technology

KEY EXPERTISE

- Boundary surveys
- Construction staking
- GPS surveys
- Topographic surveys

EXPERIENCE & QUALIFICATIONS

23 years of survey experience across the Pacific Northwest, including control, design, and construction surveys, as well as work in the utility and industrial sectors. As a Principal at S&F Land Services, he has led sanitary sewer mapping projects in McMinnville, Oregon City, Tualatin, Bend, and Mill City and has played a key role in S&F's successful work throughout Columbia County. For the Belton Road Sewer Step System, Matt is committed to the success of S&F's support. His strong project management skills enable him to oversee multiple large projects while meeting client-specific deliverables, aggressive schedules, and project standards. He has extensive experience developing and maintaining schedules, budgets, and scopes of work for complex, multi-discipline projects.

RELEVANT PROJECT EXPERIENCE

- **McMinnville Sewer Project**, City of McMinnville, OR
- **Gates to Mill City Force Main**, City of Gates, OR
- **St. Helens High School**, St. Helens, OR
- **Citywide Wastewater Survey**, City of Hubbard, OR
- **Waterline NE 3rd Ave**, Clark Public Utilities, WA
- **Tank Upgrades & Pipeline**, Eastmont Water Company, OR



OUR MISSION

To make life easier by providing value-based engineering solutions for public utilities.

.....



OUR VISION

To be a partner in improving the wellbeing of people and the planet by designing sustainable, world-class infrastructure for communities.

.....



OUR CORE VALUES

Wellness

We care about the wellness and wellbeing of our employees, our clients, the public, and the health of the environment.

Trust

Trust is at the foundation of every successful business. If we say we're going to do something, we do it.

Flexibility

Life happens. We work with the schedules of our employees and our clients to support a sustainable work-life balance.



GRAYLING
ENGINEERS

600 Hatheway Road, Suite 203
Vancouver, WA 98661

.....

408 Cascade Avenue, #63
Hood River, OR 97031

.....

graylingeng.com