



**Rogue Valley Office**  
10558 Hwy 62, Ste. B-1  
Eagle Point, OR 97524  
541-326-4828

**Coos Bay Office**  
486 'E' Street  
Coos Bay, OR 97420  
541-266-8601

**Albany Office**  
200 Ferry St. SW  
Albany, OR 97321  
541-223-5130

**Newport Office**  
409 SW 10<sup>th</sup> Street  
Newport, OR 97365  
541-264-7040

---

## **AMENDMENT # 1**

Date: December 4, 2024

Work Order Number:

To: Blair Larsen, Community & Economic Development Director, City of Sweet Home, OR

From: Kerry Sessions, Senior Project Manager, Civil West Engineering Services, Inc.

RE: **Willow-Yucca LID – Scope Amendment for Additional Engineering Services**  
Civil West Project Number: 2817-008

The purpose of this amendment is to identify additional engineering services that are needed to address changes to the scope of services.

### **Background Summary**

Civil West is in the process of preparing improvement plans for this project per the original contract agreement. In the course of that work effort, we have identified improvement requirements that were not included in the original Scope of Services that will be required to adequately address the needs of the project.

It has come to our attention that the existing 30" storm drain line in 18<sup>th</sup> Avenue includes undesirable interferences with the sanitary sewer system. Additionally, the City has shown an interest in constructing an outlet structure for this system that is compliant with current stormwater management practices. For these reasons, and as discussed with City personnel, we recommend an amendment to the Scope of Services to include abandonment/removal of the existing 30" storm drain line and replacement with a new 36" line along with the new outlet structure.

The outlet structure will require excavation along the banks of the South Santiam River and the potential design of a riprap revetment at the outflow in addition to the outflow structure itself. A geotechnical engineer must be retained to assist with this design. This amendment includes an allowance for retention of a geotechnical consultant to assist with this process.

The outflow structure must be designed to dissipate the energy of large flows and direct the design flows to water quality treatment BMP(s) prior to discharging the flows to the river. We anticipate that custom design of reinforced concrete structure(s) may be required to accomplish the design, and structural engineering calculations will be needed. We have included an allowance for structural engineering of the outlet as part of this amendment.

This scope amendment includes preparation of preliminary documents for the outlet design as described above. This Preliminary Phase includes review and approval of the preliminary design by the City prior to proceeding with the Final Engineering Phase of this scope amendment. Following the review and approval of the preliminary design by the City, Civil West will present the preliminary design to geotechnical and structural sub-consultants to establish their required fees. Civil West will review these costs with the City and an additional amendment to this Scope of Service may be needed to address those costs.

The intention of the street design for this project is to construct streets that meet the existing improvements of the properties adjacent to the streets at the right-of-way. In many cases work outside of the right-of-way on the properties will be required in order to make sure that adequate driveway access to the properties is maintained. In one particular case, the existing driveway onto the property is very steep and elevated above the existing street where it meets the right-of-way. This occurs at a property on 18<sup>th</sup> Street, (1910 18<sup>th</sup> Avenue), in the area where no street improvements were proposed, but sidewalk improvements along the frontage of this property are proposed. As a result, the sidewalk would need to be elevated to meet the existing driveway. This, in turn, would require that the new street elevation be raised as well. Therefore, we recommend that the construction of 18<sup>th</sup> Avenue include a full width replacement of the street from Vine Street to Tamarack Street, in addition to those portions north of Vine Street as were included in the original Scope of Services.

## **Part A: Scope of Services Amendment**

### **Task 1 Project Research & Coordination Services**

- Civil West will conduct additional research and coordination services as required to address the new items as described in this amendment.
- The preferred re-routing of the storm drain would cause a conflict with the existing gas line in 18<sup>th</sup> Avenue. As part of this task Civil West will coordinate with the City and Northwest Natural to facilitate relocation of this line.

### **Task 2 Surveying Services**

- Civil West will conduct additional topographic field surveys and update the topographic information on the base maps as required to:
  - Establish topographic information along 18<sup>th</sup> Avenue, south of Vine Street.
  - Determine the topographic information at the outlet to the South Santiam River.
  - Investigate on-site property drainage conditions to ensure that the new improvements won't exacerbate drainage issues that may exist on the lots.

### **Task 3 18<sup>th</sup> Avenue Storm Drain Replacement**

#### **1. Preliminary Stormwater Outlet Plan**

- Civil West will prepare a preliminary plan to determine the extent of the design elements required for the outlet structure.
- We will review the preliminary design with the City to verify that the design approach is acceptable prior to proceeding with final engineering of the system. Any modifications to the approach that may be required following the review by the City will be addressed in a subsequent amendment to the Scope of Services, if needed.

#### **2. Preliminary Stormwater Management Design**

- This Preliminary Phase will also include the preliminary design of stormwater management BMP(s) designed to meet the requirements of the City's stormwater management standards.
- Civil West will evaluate alternative approaches to addressing the stormwater quality design. The alternative approaches will be reviewed with the City for review and comment.
- This task will include preparation of a Preliminary Stormwater Management Report for review and approval by the City. The report will include preparation of hydrologic and hydraulic calculations to establish sizing and flow characteristics of the system. Also included will be calculations for the design of stormwater management PMP(s) for the system.

Civil West will proceed with Final Engineering services once the City approves the documents prepared at the Preliminary Phase as described above.

### **3. Final Engineering**

- a. Civil West will prepare additional improvement plans to depict the work required to relocate the storm drain system.
  - ◆ This task will include
    - Preparation of additional plan & profile sheets for the new system.
    - Design and detailing of the outlet structure for this system.
    - Hydrologic and hydraulic calculations for the system.
    - Design and detailing of a riprap revetment at the outlet and for some distance along the river upstream and downstream of the outlet.
    - Coordination with the City and Northwest Natural to facilitate relocation of the existing gas line as required.

### **4. Final Stormwater Management Design**

- o Civil West will edit and modify the stormwater BMP(s) established in the Preliminary Phase of the project to prepare a final design of the stormwater management system for the project.
- o We will also edit and update the information established in the Preliminary Stormwater Management Report described above and prepare a Final Stormwater Management Report for the project.

### **5. Geotechnical Engineering Services**

- o Civil West will retain the services of a geotechnical subconsultant to provide support for the design of the new outlet structure.

### **6. Structural Engineering Services**

- o Structural calculations for the outlet structure will be prepared, if needed.

## **Task 4 18<sup>th</sup> Avenue Street Improvement Extension**

- Civil West will prepare additional street improvement plan sheets to include improvements of 18<sup>th</sup> Avenue from Vine Street south to Tamarack Street.

## **Task 5 Private Property Improvements**

- Civil West will identify those properties that will require grading and/or drainage improvements outside of the public right-of-way and design proposed improvements to address those needs. This would include:
  - o Removal/relocation of fences or other improvements that are currently within the public right-of-way.
  - o Reconstruction of portions of driveways where necessary to adjust to the final street grades.
  - o Provide improvements at inadequate drainage locations that aren't easily addressed with weep holes under sidewalk improvements.
  - o Showing reconnection of water services from the new water meter to the house.

**Part B: Amendment Fee Proposal:**

Civil West hereby proposes to provide the additional services as specified in Part A: Scope of Services for the budgeted amounts shown below:

Task	Description	Estimated Fee
1	Project Research & Coordination Services	\$7,840
2	Surveying Services	\$10,328
3	18th Avenue Storm Drain Replacement	
3.1	Preliminary Stormwater Outlet Plan	\$4,210
3.2	Preliminary Stormwater Management Design	\$7,168
3.3	Final Engineering	\$9,968
3.4	Final Stormwater Management Design	\$5,264
3.5	Geotechnical Engineering Services	\$23,000
3.6	Structural Engineering Services	\$5,750
4	18th Avenue Street Improvement Extension	\$4,144
5	Private Property Improvements	\$5,992
Total		\$83,664

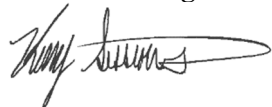
- \* Final costs for the Geotechnical Engineering Services and the Structural Engineering Services shall be determined following the Preliminary Phase of this project as described above. A follow-up amendment to this scope may be required to reflect any changes in these costs.

The above budget is considered to be a not-to-exceed maximum for the scope of work described and will be billed on a percent complete basis to a maximum. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by owner. See the attached **Exhibit A** for current billing rates and reimbursable costs.

We are grateful for this opportunity to provide these additional services to PCF Management Services and are pleased to be part of your project team. Please let me know if you have any questions. We ask that you indicate your understanding and acknowledgment of the additional tasks to be performed and the associated fee by signing below and returning a copy to our office for our records.

Sincerely,

**Civil West Engineering Services, Inc.**



Kerry Sessions, P.E.  
Senior Project Manager  
Civil West Engineering Services, Inc.

---

Authorized Representative Signature Accepting Scope of Services

Date



# Exhibit A

Civil West Engineering Services, Inc. - 2024 Rate Schedule	
STAFF/ITEM	BILLING RATE
<b>ENGINEERING</b>	
Expert Witness	\$416
Principal Engineer	\$182
Regional Manager	\$177
Senior Project Manager	\$172
Senior Project Engineer	\$160
Senior Engineering Technician	\$134
Project Manager	\$167
Project Engineer	\$148
Staff Engineer	\$125
Engineering Technician	\$92
Drafter	\$81
Inspector 1	\$172
Inspector 2	\$150
Inspector 3	\$129
Engineering Intern	\$57
Clerical	\$57
<b>Surveying</b>	
Senior Surveyor (PLS)	\$167
Senior Survey Technician	\$134
Survey Technician	\$114
1-person Survey Crew	\$177
2-person Survey Crew	\$208
3-person Survey Crew	\$247
<b>REIMBURSABLES</b>	
Mileage	\$0.655 - or current IRS Rate
Survey Equipment	\$250/day
GIS Data Collection Unit	\$125/day
Technology Charge	2.0% of Direct labor Costs
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Lab Fees	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using Standard Billing Rates.	