



# COUNCIL WORK SESSION

Wednesday, March 03, 2021 at 1:00 PM

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## COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Patrick Birkle  
Councilor Stephen R. Topaz  
Councilor Jessica Chilton

## LOCATION & CONTACT:

<https://zoom.us/j/94296384715?pwd=dFV5MFJ3Q0VEcnFJNUJZSEZNeFJRQT09>

Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)

Email | [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)

Phone | 503-397-6272

Fax | 503-397-4016

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## AGENDA

### CALL WORK SESSION TO ORDER

**VISITOR COMMENTS** - *Limited to five (5) minutes per speaker*

**DISCUSSION TOPICS** - *The Council will take a break around 3:00 p.m.*

- [1.](#) Employee Length of Service Recognition
- [2.](#) Columbia County Economic Team (CCET) Semi-Annual Report - *Executive Director Paul Vogel*
- [3.](#) Police Department Semi-Annual Report - *Police Chief Brian Greenway*
- [4.](#) Millard Road Property Developer Solicitation - *Jacob/ECONorthwest*
5. Discussion on Fireworks
- [6.](#) St. Helens Riverwalk Agreement - *John/Jenny*
- [7.](#) S. 1st and Strand Streets Road and Utility Extensions Agreement - *Mouhamad/Sue*
- [8.](#) Review Communications Support Specialist Job Description - *John*
9. Set Date for Tourism Workshop
10. Strategic Action Plan Updates
- [11.](#) City Administrator Report

### OTHER BUSINESS

### ADJOURN

### EXECUTIVE SESSION

*Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

*Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the meeting.*

**FOR YOUR INFORMATION**

## Upcoming Dates to Remember:

- March 3, 1:00 p.m., Council Work Session, Via Zoom
- March 3, 6:15 p.m., Council Special Session
- March 3, 7:00 p.m., Council Regular Session, Via Zoom
- March 8, 4:00 p.m., Parks & Trails Commission, Via Zoom
- March 8, 7:15 p.m., Library Board, Via Zoom

## Future Public Hearing(s)/Forum(s):

- PH: March 17, 6:30 p.m., Annexation of 35526 Firway Lane (Sell)
- PH: March 17, 6:45 p.m., Annexation of 58830 Firlok Park Street (Frank)
- PH: April 7, 6:00 p.m., Development Code Amendments

**VIRTUAL MEETING DETAILS****Join Zoom Meeting:**

<https://zoom.us/j/94296384715?pwd=dFV5MFJ3Q0VEcnFJNUJZSEZNeFJRQT09>

**Meeting ID:** 942 9638 4715

**Passcode:** 8675309

**Dial:** 1 253 215 8782

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The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.

## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: March 3, 2021

I am happy to announce that we have two employees who have reached milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the March 3 Council Work Session.

### **5 Years**

**Ethan Stirling** started working for the City's Public Works Department in February of 2016 as a Utility Worker I. In May of 2019, he was promoted to Water Systems Operator where he currently serves today.

Initially, **April Messenger** began working for the City way back in 2007 as a part-time Deputy Court Clerk. However, due to budget cuts, her position was eliminated in 2009 and she was laid off. She was hired back on March 1, 2016, as an Office Assistant, eventually becoming a Utility, Banking, and Court Specialist in 2017 and a Court Clerk in 2020 where she currently is serving.

**Congratulations, Ethan and April, and thank you** for your service!

# **Columbia County Economic Team**

## **St. Helens City Council**

Member/Partner Update  
Wednesday, March 3, 2021

# Columbia Economic Team - Update

- 2020 Focus and culmination
- Now and Near – Looking Forward
  - Current organizational focus
  - Current activity in investment
    - Business retention
    - Expansion
    - Recruitment
- Communication/Outreach
- General Updates

# Looking back: Core Activity – Business Retention

## 2020 Grant-making activity

- County Grant program -- Summary/results
  - 166 applications, 159 grants = \$929,274
  - Est. 200+ hours
- Business Oregon Grants -- Round 4
  - 110 applications, 103 grants = \$529,952
  - Est. 190 hours
- Business Oregon/County – Round 1
  - 61 applications, 53 grants = \$212,952
- **Total dollars** to businesses/non-profits = \$1,644,506
- **Total estimated hours** = 700+

# Columbia County Grants

## Breakdown of grants received, by community and size of company or organization:

Clatskanie	15	\$72,361.50
Columbia City	7	\$38,085.00
Deer Island	1	\$3,808.50
Rainier	16	\$129,489.00
Scappoose	36	\$190,425.00
<b>St. Helens</b>	<b>64</b>	<b>\$384,653.00</b>
Vernonia	12	\$64,744.50
Warren	8	\$45,702.00

## Awards by size of company

0-3	98
4-10	38
11-25	21
26-50	2

**Specifically, approximately \$258,978 was awarded to the Hospitality sector (Bars/Eateries/Lodging)**

# Grants cont'd

- **Business Oregon** -- Round 5 (4)
- **CRF Grant** (City of St. Helens) – \$15,000; results/expenditures
  - Business workshops
  - PCC Scholarship
  - Grant admin/reporting
  - Computer/technology
  - Subscriptions/content
  - Web development
- **PPE Grant** - \$50,000
- **Lessons learned**, value gained, projections for 2021
  - Local business familiarity & insight
  - Sector insight
  - Business assistance/referrals
  - Business/non-profit consulting
  - Local resource insight
  - Collaboration

# Business engagement

- Direct business assistance - Grant related
  - SBDC (2)
  - Non-profit counselling, development (3)
  - Start-up/re-brand (2)
  - Business/Grant consultation (14)
  - Built Oregon (2)
  - Workshops (14+)
- Property (4)
- Buildings/Commercial (3)

# Looking Forward

- Emerging from grants, pivotal role
- Shift to balance full economic development
- More direct business contact, outreach, referral
- Resuming organizational/administration focus, planning
- Focus on small business resources
- Pick-up in investment inquiries/prospects
- Marketing – website redevelopment
- Stakeholder engagement and updates

# Expansion/Recruitment/Investment

- Enterprise Zone –
  - Cascades – authorized by all partners, agreement signed
  - Control Solutions – Agreement & Authorization, March 2021
- GPI/Business Oregon – 5 projects
  - Falcon
  - Raven
  - Merlin Plastics
  - BioEnergy DEVCO
  - Medical clinic
- Native prospects –
  - 1 relocation
  - 1 expansion
- New/increased activity
  - Global Partners
  - Next Renewables
  - JT Marine
- Port coordination
- Business Oregon & GPI Coordination – New Director & CEO

# Communication/Outreach

- Daily news update – Emphasis on grants, new business start/re-start, new stimulus, re-opening
- Website/Logo/Branding
  - Advisory panels
  - Timeline
- Updates
  - New federal stimulus/PPP
  - OSU Capstone Project
  - Legislature/OEDA Public Policy
  - Workforce/PCC
  - Regional Solutions/Equity in Recovery
  - CCET Community Report

# General Updates

- High Risk
- Governor's proposed budget
- Landlord Relief Fund
- New federal stimulus
- Tourism Destination Development grants
- Grant writing/Small business workshops
- Small business Resource Center
- PPE
- Broadband Action Team
- South County Roundtable
- Chambers of Commerce

# Thank you!

- What you do
- Support
- Partnership
- Creativity, feedback



# St. Helens Police Department Semi- Annual Report

March 2021



# Public Safety

## Our Mission

The mission of the St. Helens Police Department is to work with all citizens to make our city a place where people live safely and to promote individual responsibility and community commitment.

## Our Values

**Professionalism:** Through strong leadership and continuous training we will strive to serve as role models for the community.

**Integrity:** Our actions will demonstrate the highest ethical standards, and we will accept full responsibility for our actions.



**GOAL #1: FOSTER AN EFFECTIVE AND EFFICIENT ORGANIZATIONAL STRUCTURE THAT RESPONDS TO COMMUNITY NEEDS.**



**GOAL #3: CONTINUE TO SUPPORT AND ENHANCE A PHYSICAL ENVIRONMENT THAT PROMOTES LIVABILITY AND SAFETY FOR THE COMMUNITY.**



**GOAL #5: REVIEW, SUPPORT AND IMPLEMENT LONG-TERM PLANS THAT IDENTIFY THE COMMUNITY'S PREFERRED VISION AND SUSTAINABLE REVENUES.**



# Police Personnel

Your Police Department by the numbers:

- 19 Sworn Officers
  - 1 Police Chief
  - 1 Lieutenant
  - 4 Sergeants
  - 2 Corporals
  - 2 Detectives
  - 9 Officers
- 3 Non-Sworn Personnel
  - 1 Code Enforcement Officer
  - 2 Police Support Specialist





## GOAL #1

Foster an effective and efficient organizational structure that responds to community needs.

- Attract, hire, and retain the best employees for SHPD
  - Hired 2 Police Records Specialist (1 Spanish Speaking)
  - Created a 2<sup>nd</sup> Detective position to address the increasing complex criminal case investigations and affords patrol officers the time to conduct proactive policing with the goal of preventing crime.
- Training of employees
  - Conducted Reality Based Use of Force De-Escalation Training.
  - Created training curriculum for Spanish
  - EVOC



## GOAL #1

Foster an effective and efficient organizational structure that responds to community needs.

- Conducted training and policy changes addressing the new Oregon Measure 110 Law which went into effect on February 1, 2021.

VIOLATION: Possessing less than:

1 gram Heroin  
2 grams Cocaine  
2 grams Methamphetamine  
40 pills of Oxycodone  
40 tabs of LSD  
1 gram or 4 pills of MDMA (Ecstasy)  
12 grams of Psilocybin  
40 units of Methadone • Or any amount of other Schedule 1 to 5 drugs

Charged with a: Class E Violation Maximum \$100 fine, or a completed health assessment Failure to pay the fine will not be a basis for further penalties or for a term of incarceration



## GOAL #3

Continue to support and enhance a physical environment that promotes livability and safety for the community.

- New Public Safety Facility
- Scheduled 19 community engagement events to promote the new proposed facility to include media interviews.
- Scheduled resident tours of the current police station.
- Created media video testimony from SHPD personnel promoting the need for the new public safety facility.



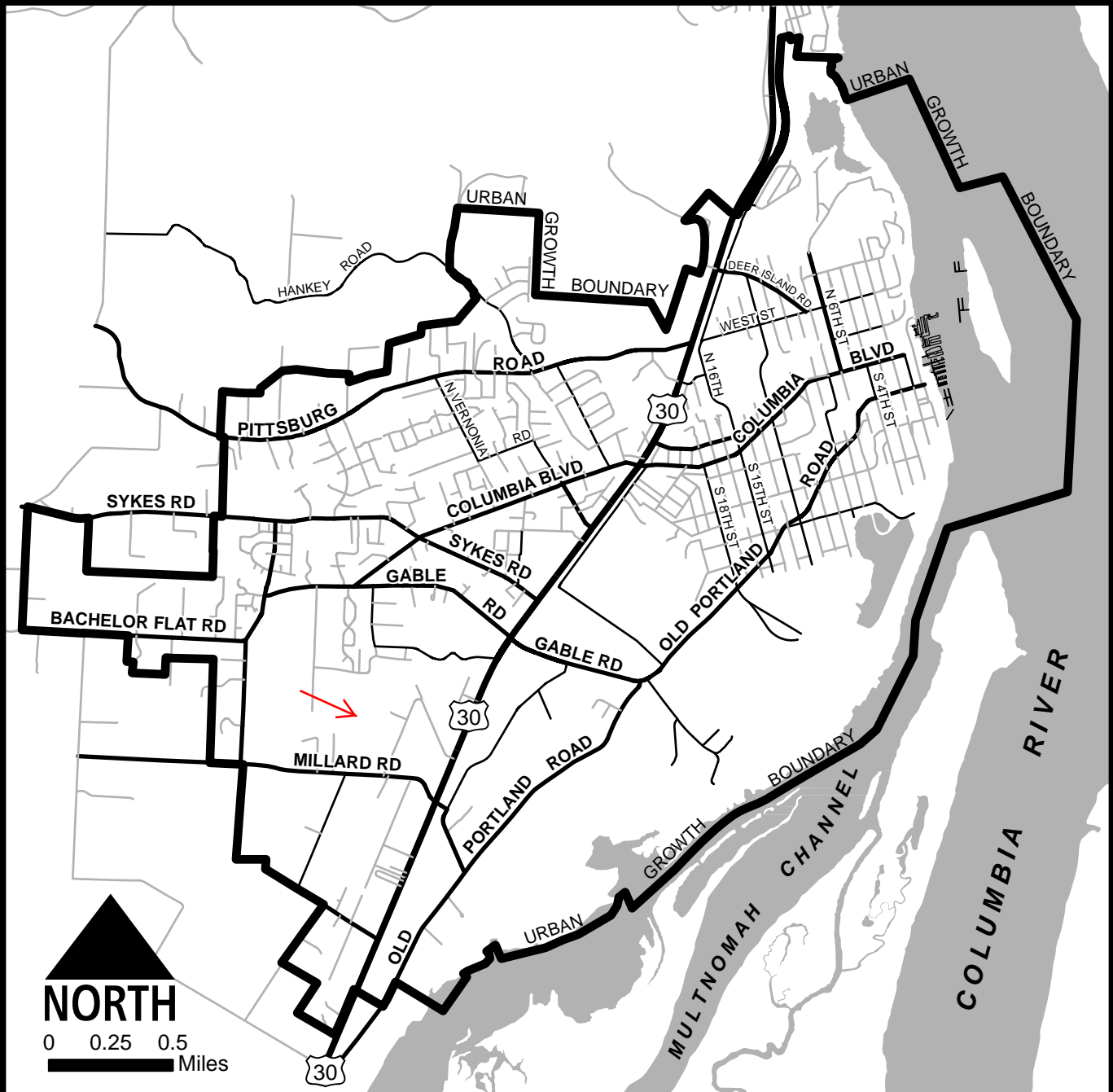
## GOAL #5

Review, support, and implement long-term plans that identify community's preferred vision and sustainable revenues.

- Real-time crime data software for hotspot policing
  - On hold due to COVID
- Created quarterly meeting series between SHPD, CCMH and CAT to discuss long term solution regarding homelessness within city.
- BWC Tagging Program

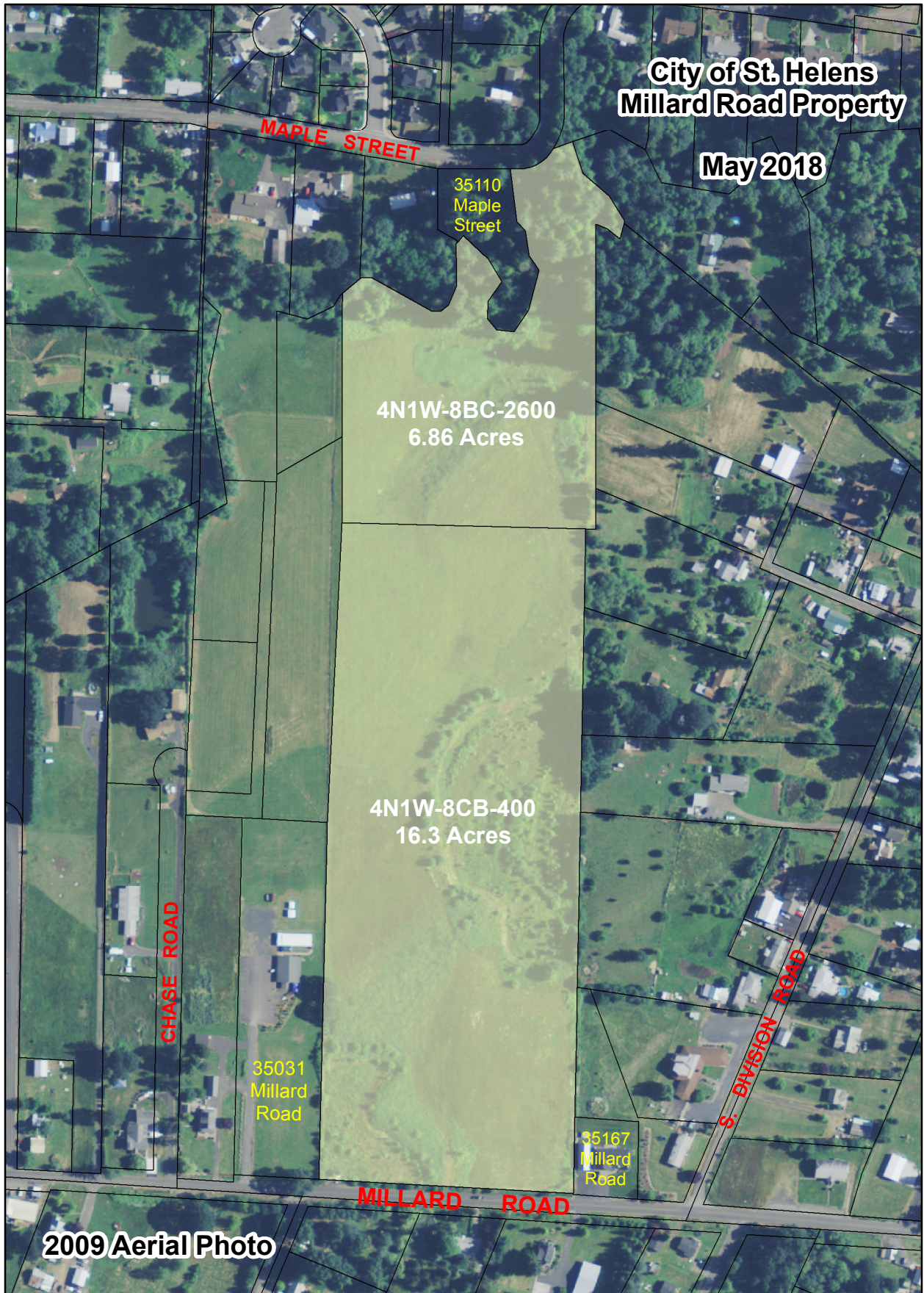
# SUBJECT PROPERTY

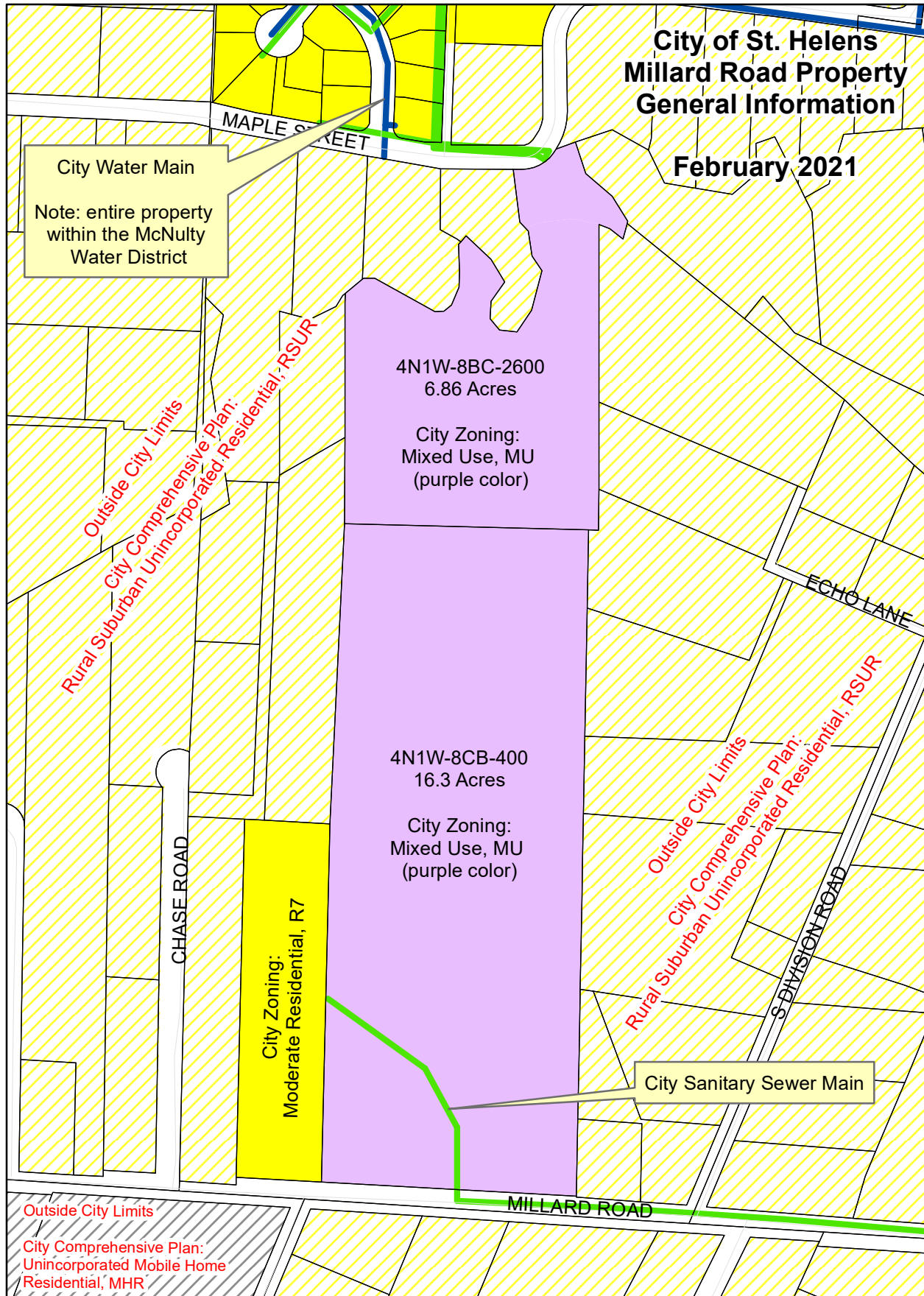
~ Approximate Location ~



City of St. Helens Urban Growth Boundary Area Vicinity

jag/Dec. 2013

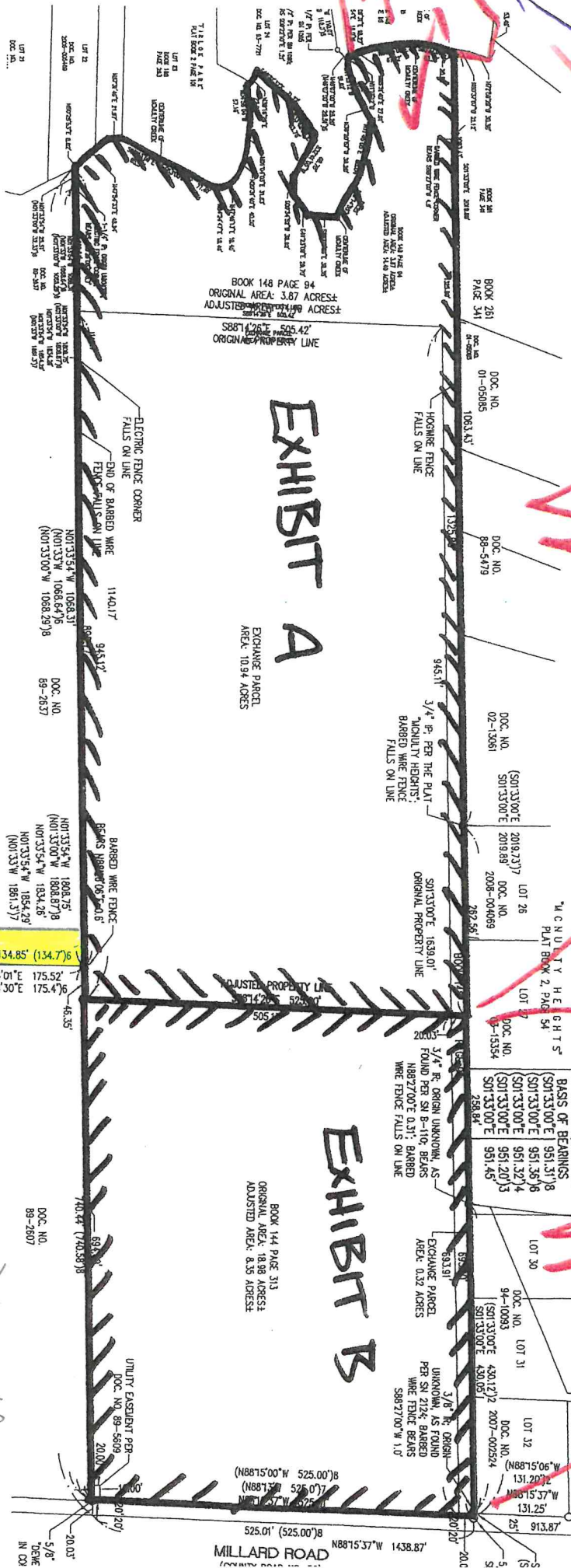




MAPLE ST  
(not shown)

CITY OF  
ST. HELENS  
PROPERTY

COLUMBIA  
HEALTH  
DIST.  
PROPERTY



RE: FILES  
A-1-09 \$ A-2-09

50' WIDE ACCESS  
B UTILITY EASEMENT  
PER FINST.  
NO. 2009-2856

MILLARD ROAD

Columbia County



## Board of Commissioners

230 Strand Street, Rm 331, St. Helens, Oregon 97051-2096  
 \*Ph: 503-397-4322 \*Fax 503-397-7243

Commissioner Margaret Magruder  
 Commissioner Henry Heimuller  
 Commissioner Alex Tardif  
 Jan Greenhalgh, Board Office Administrator  
 Jacyn Normine, Board Office Specialist

[Margaret.magruder@co.columbia.or.us](mailto:Margaret.magruder@co.columbia.or.us)  
[Henry.heimuller@co.columbia.or.us](mailto:Henry.heimuller@co.columbia.or.us)  
[Alex.tardif@co.columbia.or.us](mailto:Alex.tardif@co.columbia.or.us)  
[Jan.greenhalgh@co.columbia.or.us](mailto:Jan.greenhalgh@co.columbia.or.us)  
[Jacyn.normine@co.columbia.or.us](mailto:Jacyn.normine@co.columbia.or.us)

June 20, 2018

City of St. Helens  
 PO Box 278  
 St. Helens, OR 97051

RE: Re-zone of Millard Property

To Whom It May Concern,

The Columbia County Board of Commissioner's appreciates the opportunity to address the re-zone of the Millard property, also known as the hospital property. We have held lengthy discussions and believe that the property would best serve the community being re-zoned as multi-use. We believe that a mix of residential, both low income and moderate income, along with senior housing, mixed with apartments and commercial, would best serve the community. It is our belief that you can achieve this goal by utilizing a cottage cluster model, in conjunction with programs such as, but not limited to, Proud Ground. The Board would also like to see a piece carved out and reserved for a park and the entire development served by a meaningful transit plan, including bus pullouts and shelters and a vibrant bicycle/pedestrian flow. You have an opportunity with this property that could meet the needs of all residents if developed correctly.

We look forward to working with you on this project and providing additional feedback as you move along with the re-zone process. If you need additional information we are more than happy to elaborate.

BOARD OF COUNTY COMMISSIONER  
 FOR COLUMBIA COUNTY, OREGON

By Not Present  
 Margaret Magruder, Chair

By [Signature]  
 Henry Heimuller, Commissioner

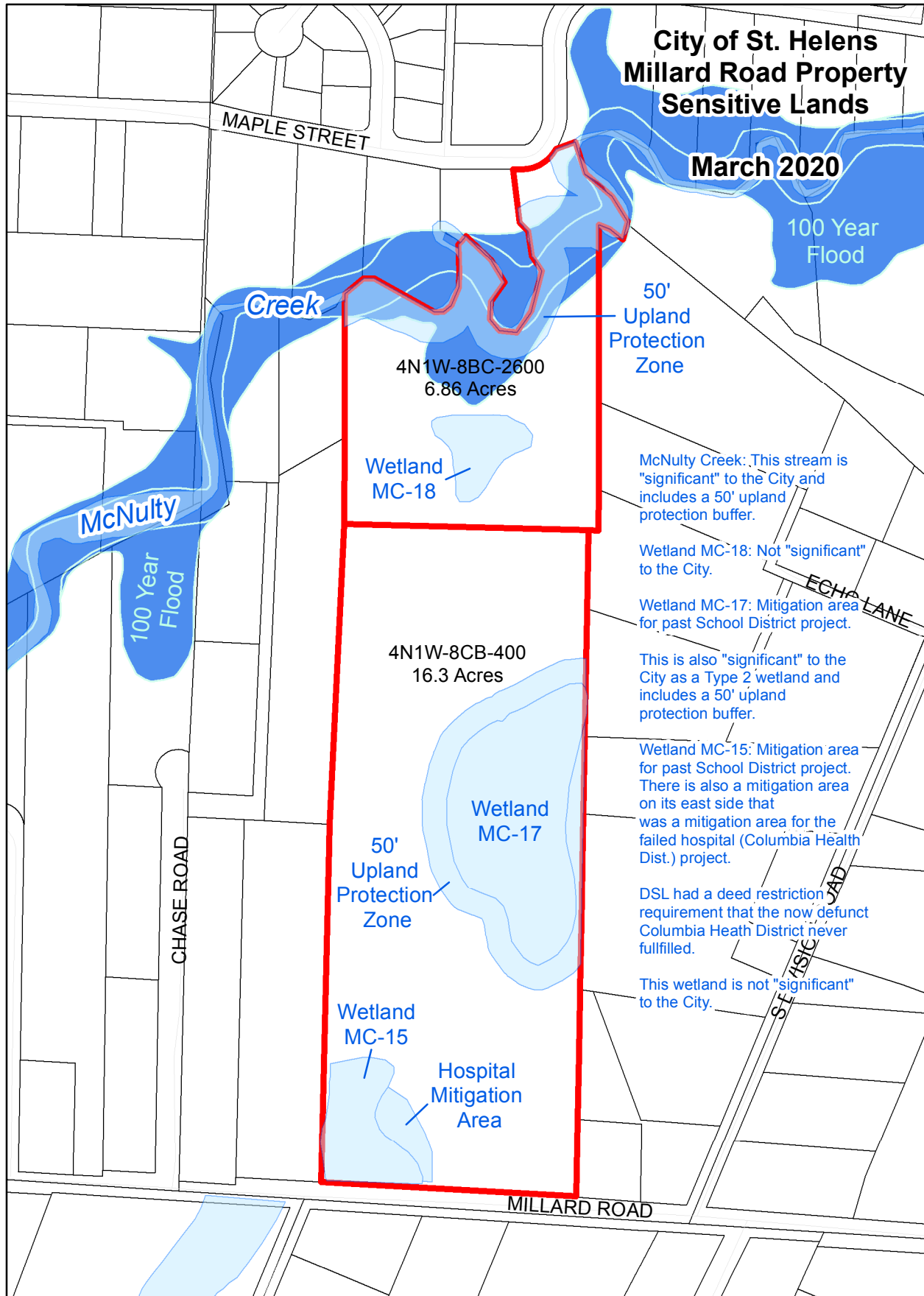
By Alex Tardif  
 Alex Tardif, Commissioner

RECEIVED

JUN 20 2018

CITY OF ST. HELENS

FILE COPY



## Millard Road Property Sensitive Lands – Estimated Net Developable Area

March 2020

**Total gross size: Approximately 23.16 acres**

\* \* \*

### Sensitive Lands Constraints:

McNulty Creek floodplain (100 yr) and 50' upland protection zone (City required)

Approximate area: 97,000 s.f. or 2.23 acres

Basis: DFIRM and City Staff estimate (GIS – not field verified/surveyed)

Wetland MC-18

Approximate area: 0.54 acres

Basis: DSL WD# 06-0677

Wetland MC-17

Approximate area: 2.55 acres

Basis: DSL WD# 06-0677

Wetland MC-17's 50' upland protection zone (city required)

Approximate area: 60,000 s.f. or 1.38 acres

Basis: City Staff estimate (GIS– not field verified/surveyed)

Wetland MC-15

Approximate area: 0.66 acres

Basis: DSL WD# 06-0677

Wetland MC-15 addition (hospital mitigation area)

Approximate area: 7,341 s.f. or 0.17 acres

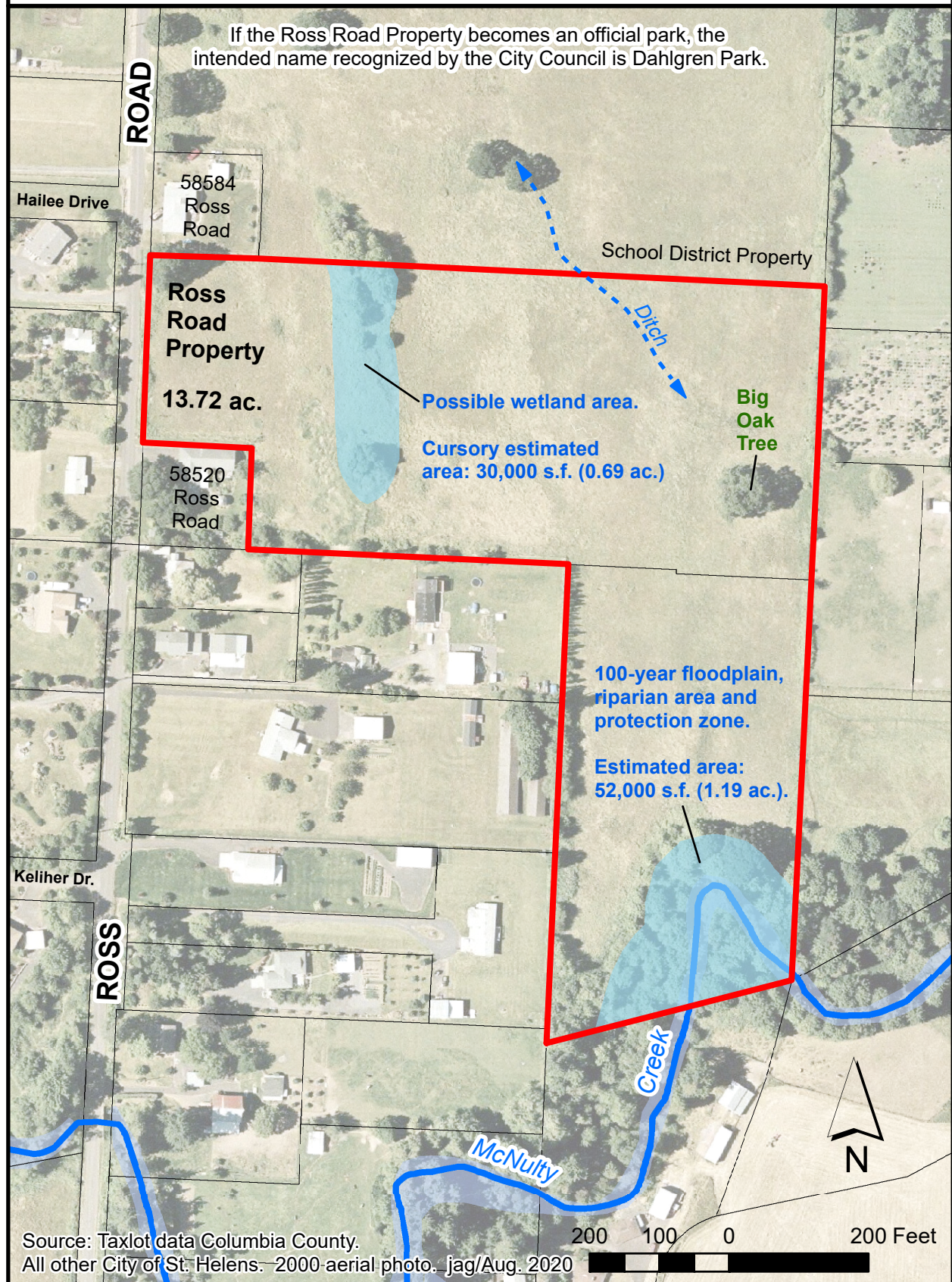
Basis: Hospital project plans

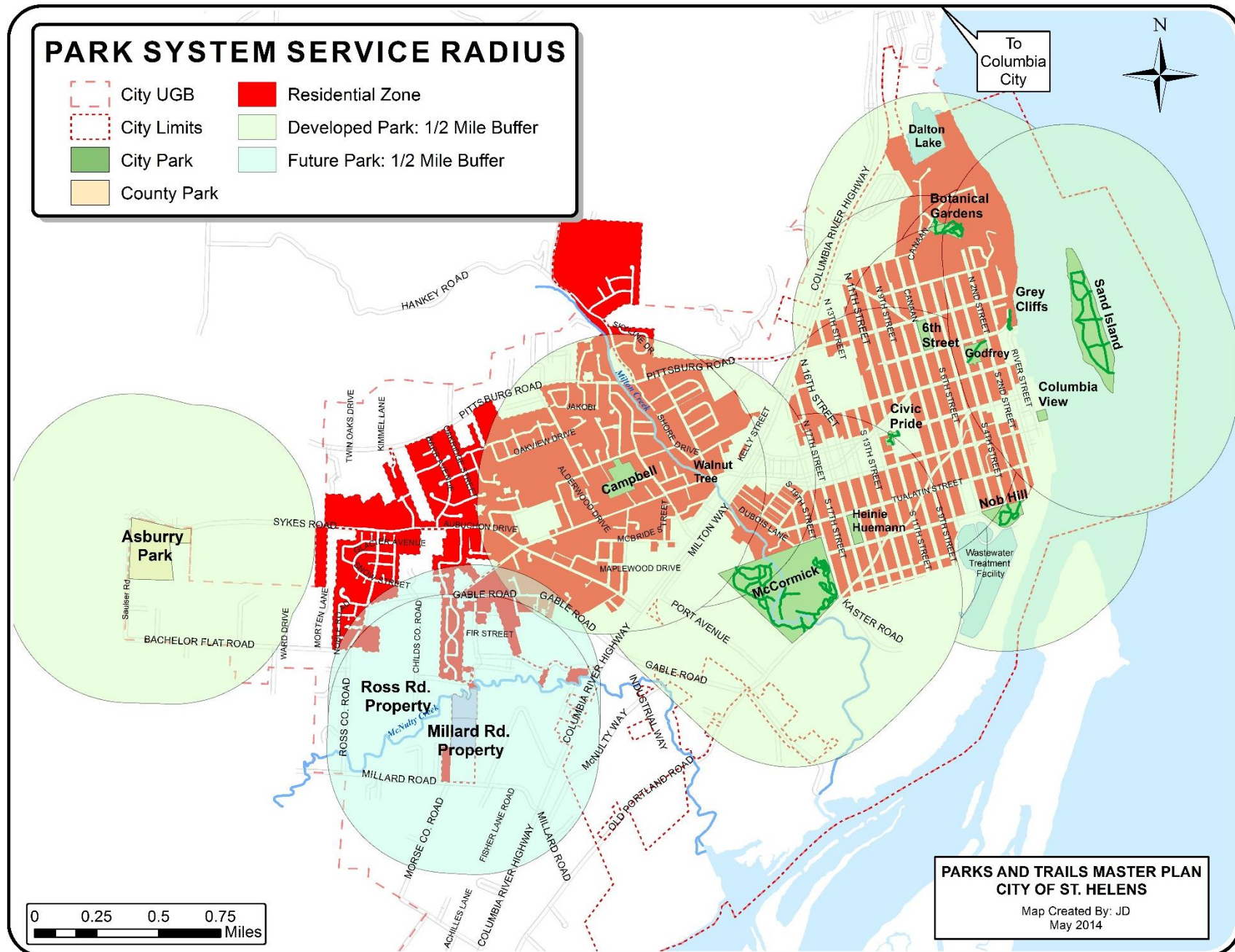
**Total estimated approximate sensitive land constraints: 7.53 acres**

\* \* \*

**Net acres, excluding estimated sensitive land constraints: 15.63 acres**

# ORD No. 3256 - ATTACHMENT "B" - Ross Road Property





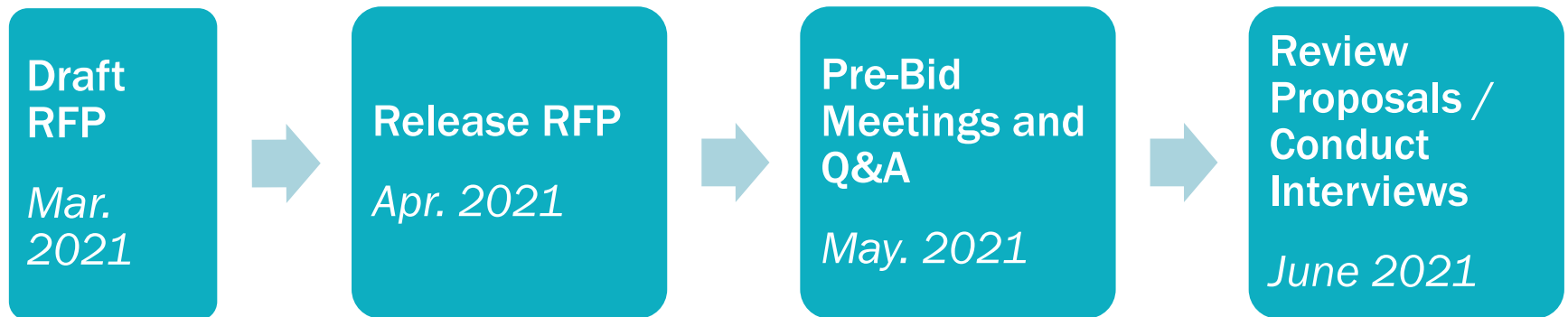


# Millard Road Property Disposition Recommendations and Next Steps



# Recommendation: RFP Process

Item #4.



- Site context
- Planning and public investments
- Market context
- Known site details
- Partnership opportunities
- Submission and evaluation process

# Multifamily Indicators (2020)

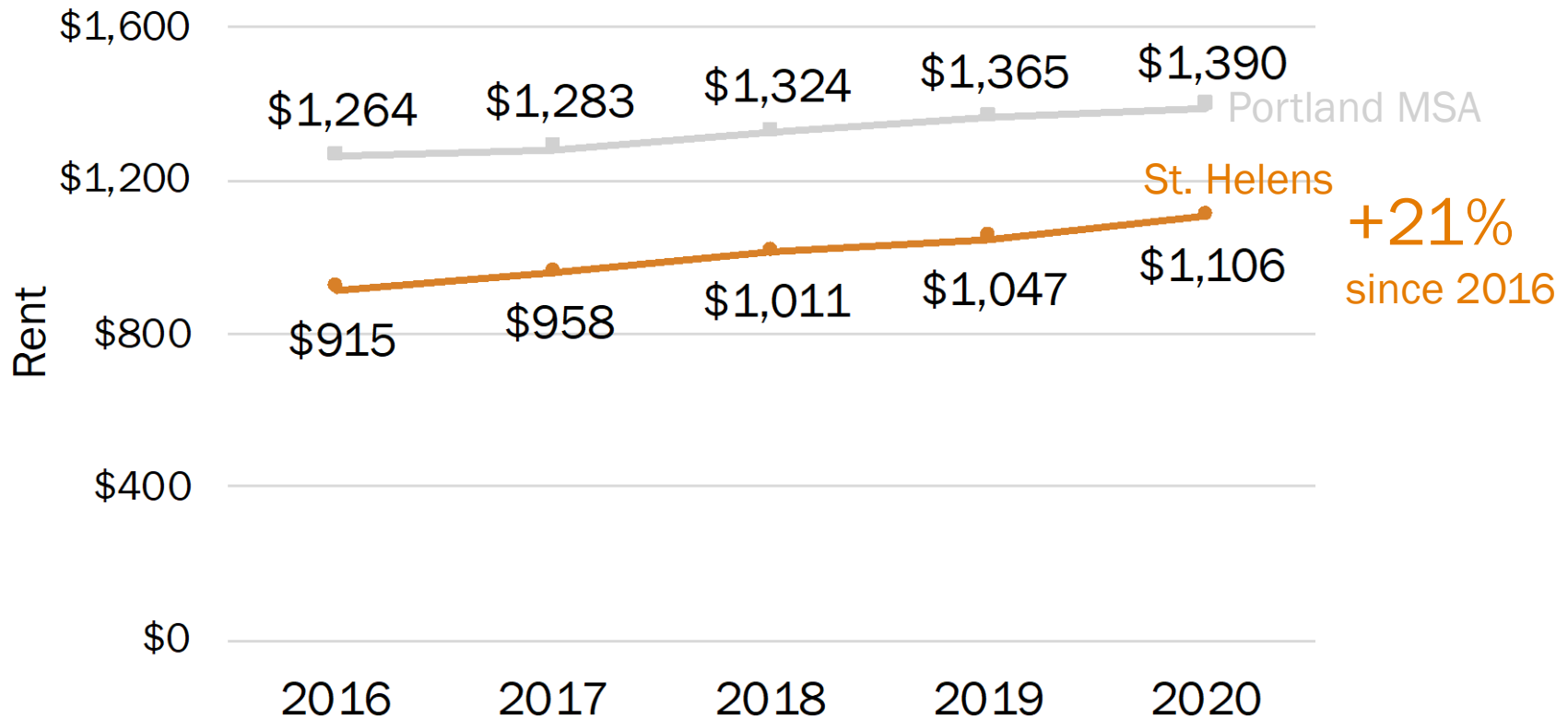
Item #4.

	St. Helens	Columbia County	Portland MSA
Existing Units	754	1,367	263,020
Vacancy Rate	4.9%	4.0%	6.4%
Under Construction			8,642
<b>Effective Rents</b>			
Studio	\$833	\$885	\$1,078
1-bed	\$952	\$800	\$1,203
2-bed	\$1,106	\$1,102	\$1,390

# Multifamily Rents (2016-2020)

Item #4.

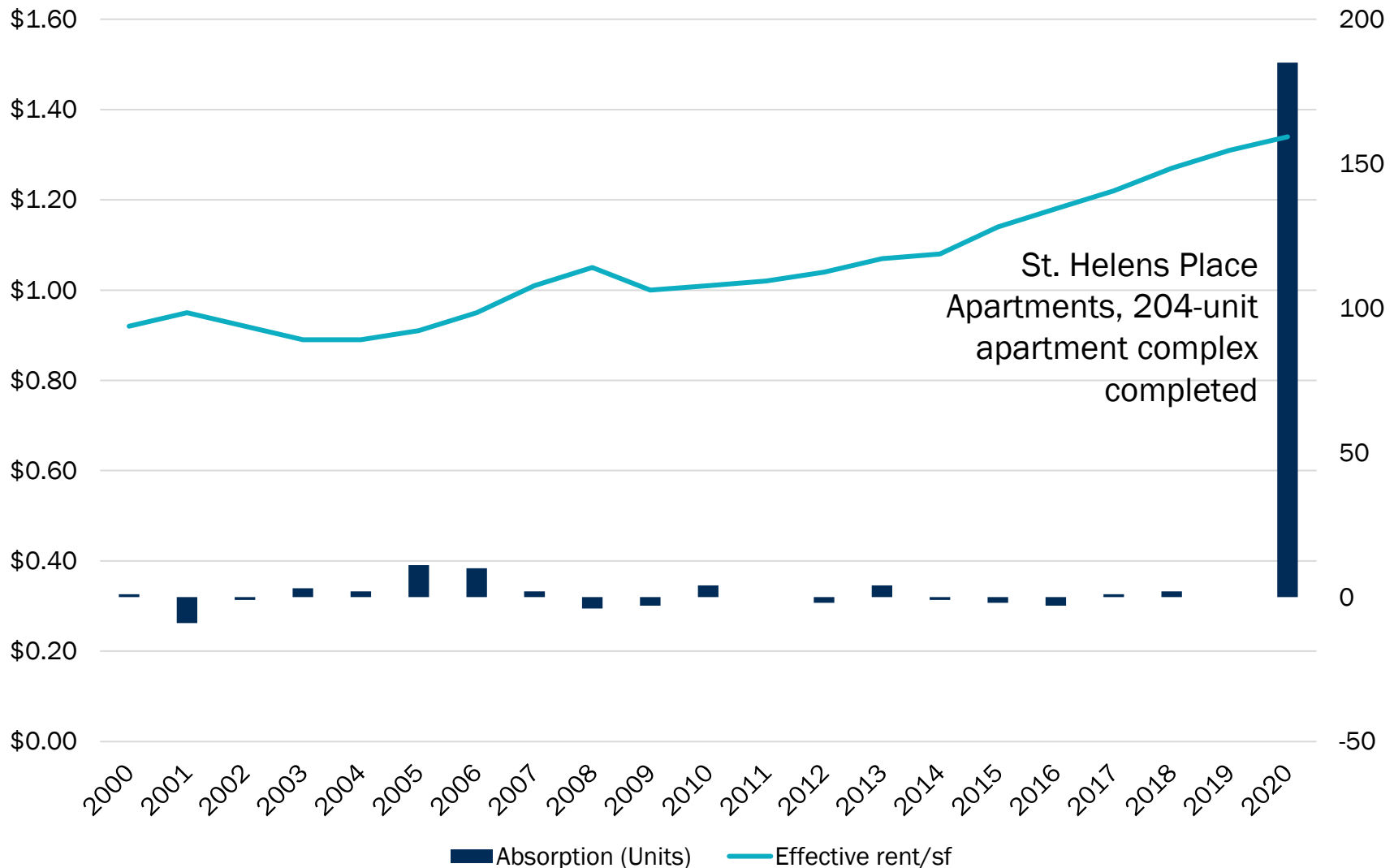
## Average Rent (2BR Units)



Source: Costar

# Apartment Construction in St. Helens

Item #4.





As of February 23<sup>rd</sup>:

0BR \$1,115

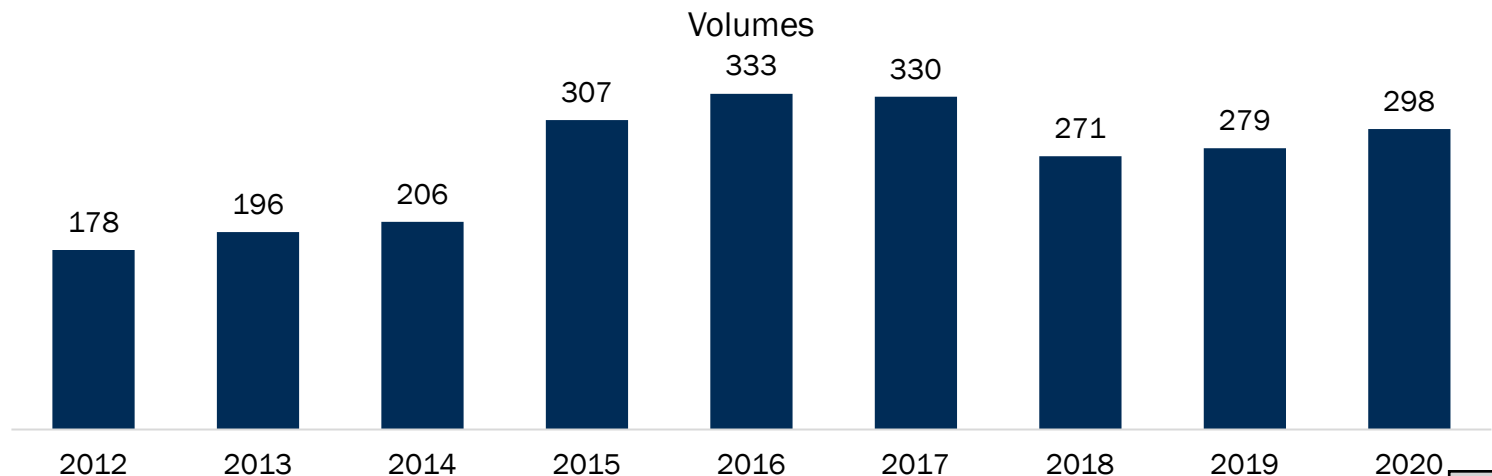
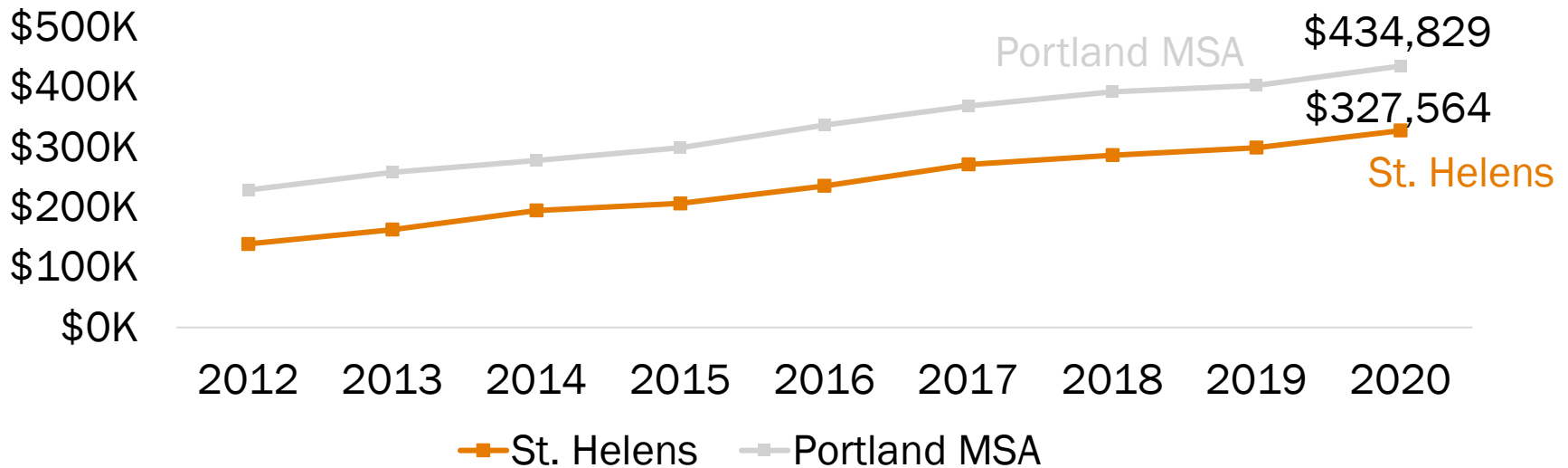
1BR \$1,225

2BR \$1,400-\$1,525

3BR \$1,625

# Home Sales Prices & Volumes (2012-2020)

Item #4.



# Commercial Indicators (2020)

Item #4.

	St. Helens	Columbia County	Portland MSA
<b>Office</b>			
Properties Tracked	27	67	6,057
SF	219,721	343,886	110,315,872
Asking Rents	\$15.00	\$15.00	\$25.39
Under Construction			8,642
<b>Retail</b>			
Properties Tracked	87	203	11,828
Existing SF	659,716	1,423,997	123,703,633
Asking Rents	\$8.52	\$10.21	\$19.79

- Redevelop the property with a mix of residential and commercial uses that meet market needs
- Generate revenue for the City
- Balance development objectives with neighborhood goals, including connectivity and open space

# ECONorthwest

ECONOMICS • FINANCE • PLANNING



Los Angeles



Portland



Seattle



Boise

**City of St. Helens**  
**PERSONAL SERVICES AGREEMENT**

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 **Mayer/Reed, Inc.** (“Contractor”).

**RECITALS**

**A.** The City is in need of consulting services to: 1) prepare full plans, specifications, estimates, permitting, and bid assistance for the Riverwalk Project Phase I and the Columbia View Park Amphitheater, 2) prepare plans, specifications, and estimates for Riverwalk Project Phase II at 30 percent design, and 3) bid assistance and construction management services for Riverwalk Project Phase I and Columbia View Park Amphitheater, and Contractor 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 Riverwalk Project Phase I and Phase II and the Columbia View Park Amphitheater, and Contractor accepts such engagement. The principal contact for Contractor shall be Shannon Simms: phone (971) 255-4446 and email ssimms@mayerreed.com.

**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. This Scope of Work includes Work Order #1 which is described in further detail in Attachment A. Future Work Order(s) is/are expected to complete the remainder of the Scope of Work.

**3. Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on March 1, 2024. 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. Future Work Order(s) is/are expected to complete the remainder of the Scope of Work. Invoicing terms are included in Attachment A.

**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, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Reimbursement of mileage shall be at the rate established by the Internal Revenue Service. 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 requirements 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.** Upon acceptance of the Services and payment for such Services by the City, 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 shall become the property of the City. This does not prohibit contractor use for promotional or marketing use of work produced. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

**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:**

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 applicable standards of professional 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. Consequential Damages.** Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

**10. Insurance.**

**10.1** 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.

**10.2** 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.

**10.3** 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 shall retain any cost incurred for same from moneys due Contractor hereunder.

**10.4** 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 amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**10.5** 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.

**11. Termination.** Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

**12. 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.

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

**14. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**15. Indemnification.** 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. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

**16. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

**17. Compliance with Law.**

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

**17.2** Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

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

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

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

**18. 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.

**19. 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.

**20. 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.

**21. 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.

**22. Default.**

**22.1** A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**22.2** Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**22.3** Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

**22.4** If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

**23. 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 and costs incurred herein at trial and on appeal.

**24. Inspection and Audit by the City.**

**24.1** 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.

**24.2** 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 two (2) years following the termination of this Agreement.

**24.3** This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**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 in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

**CITY:**

**CITY OF ST. HELENS**

Council Meeting Date: March 3, 2021

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTOR:**

**Mayer/Reed, Inc.**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**  
**Scope of Work**

February 24, 2021

St Helens Riverwalk

Ms. Jennifer Dimsho and Mr. John Walsh  
City of St. Helens  
265 Strand Street  
St. Helens, Oregon  
97051

Re: St. Helens Riverwalk Work Order 1

Dear Jennifer and John:

Thank you for the opportunity to work with the City of St. Helens. Our team is very excited to have been selected for the Riverwalk project and to help realize the vision of a new and accessible waterfront for the community. Per our scoping discussions in January and February 2021, we understand the need to first develop design alternatives for the Riverwalk Phase I, Amphitheater Stage, and Riverwalk Phase II, so that a preferred design concept may be selected by the City of St. Helens. These design services will be categorized under Work Order 1. After completion of the services in Work Order 1, we understand that our team will refine a scope of work for the remaining phases of design as part of a separate work order.

Mayer/Reed is submitting a scope, fee and schedule for the Work Order 1 tasks, which includes:

- Project kick-off Workshop
- Preliminary public involvement, including one (1) public event
- Technical investigation
- Permitting strategy session
- Riverwalk programming alternatives, including Riverwalk Phase I & II
- Columbia View Park Design Alternatives, including Riverwalk Phase I & Amphitheater Stage

Please see the attached scope of work and fee proposal, which include a detailed list of tasks along with assumptions and exclusions. The estimated fee for Work Order 1 is \$162,834 including project expenses. Design fees are lump sum and shall be billed monthly on a percent complete, per task basis.

Please let us know if this proposal meets your approval. If you have any questions, please don't hesitate to contact me.

Sincerely,

Mayer/Reed, Inc.



Jeramie Shane  
Principal and Landscape Architect

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## St. Helens Riverwalk Work Order 1 Scope of Work Description

This scope of work consists of the technical investigation, preliminary public and stakeholder engagement, design alternative development and interpretive plan for the St. Helens Riverwalk. This scope of services is intended to conclude in a preferred design alternative for the Riverwalk Phase I, Riverwalk Phase II, and Amphitheater Stage, which will be documented further in a later work order.

Design alternatives for the **Riverwalk Phase I** may include any combination of cantilevered boardwalk structures, hard surface paths, and overlooks within Columbia View Park. The extent of Phase I includes all areas along the Columbia River in the existing park, and a small section on the Veneer Property south of Columbia View Park. Riverwalk Phase I design will include connections to existing interior park sidewalks and amphitheater (see below). The approximate length of Phase I is 310 feet. Other Riverwalk Phase I project elements may include bank stabilization and rip-rap repair where needed, and riparian restoration areas along the bank. Design alternatives may include lighting, railing, furnishings, and areas for public art and interpretive signage. Phase I will transition into an inland path with riparian landscaping along the bank of the Columbia River before transitioning into Phase II.

Design alternatives will also be prepared for the **Columbia View Park Amphitheater**, which will replace the existing gazebo stage structure adjacent to the Riverfront Project Phase I. The existing Columbia View Park Amphitheater seating which has been constructed into the hillside of the park will remain. Design alternatives will include an elevated stage, accommodate an area for dancing, consider on-site equipment storage options, and be designed for quality sound amplification. Events that currently use the Columbia View Amphitheater include concerts, weddings, receptions, community events, large picnic gatherings, a 4th of July fireworks celebration, and more.

Programming alternatives will be prepared for the **Riverwalk Project Phase II**. The Riverwalk Phase II Project will extend Phase I to the existing street network of Plymouth Street to the south which is approximately 2,780 feet from Phase I. Phase II programming alternatives may include additional overlooks, areas for cantilevered boardwalk, and/or pedestrian access down to the river. Phase II design will need to plan for an unknown public/private development interface on the Veneer Property. Phase II design will require coordination with the firm selected to design the roadway connections on the Veneer Property. The design will need to include a typical pedestrian connection design to the future roadway, although these exact connection locations may be unknown.

Note: Scope for tasks and subtasks shown in gray are not included at this time. Scope for these tasks is anticipated to be included in a later work order.

### Task 1: Project Start-Up & Management

- 1.1 Develop Work Plan & Schedule
- 1.2 Prepare for and attend (1) Kick-off Workshop with TAC (1.5 hrs)
- 1.3 Prepare for and attend (6) PM Progress Meetings with Client (1 hr)
- 1.4 Develop Quality Management Plan

Task 1 Deliverables: Project Work Plan, Schedule, Workshop and Meeting Notes

### Task 2: Public Involvement

- 2.1 Prepare Public Involvement Plan
  - Includes (1) City Communication Team meeting (1 hr)
- 2.2 Prepare for and attend Public Event #1
  - Purpose: Listening session prior to development of design alternatives
  - Assume: Virtual meeting, Spring 2021
  - Includes (1) planning meeting with City Communications Team (1 hr)
  - Includes (1) debrief meeting with Client (1 hr)
  - Includes preparation of presentation materials & survey questionnaire

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### 2.3 Prepare for and attend Public Event #2 (scope & fee not included at this time)

Task 2 Deliverables: Public Involvement Plan, Public Event Presentation Materials & Questionnaires

Task 2 Assumptions & Exclusions:

- Excludes attendance at city council or commission presentations
- Excludes one-on-one stakeholder meetings
- Assumes City staff will prepare all print, web and social media outreach, update project website
- Assumes City staff will synthesize public input after each public event, provide summary comments to the team and direction on any conflicting feedback

### Task 3: Technical Investigations

#### 3.1 Prepare Topographic Survey

- Survey limits are coordinated with 1<sup>st</sup> & Strand Street Scope and will include Ordinary Low Water Boundary.
- Establish survey control. Project coordinates will be reference to Oregon Coordinate Reference System (OCRS), Columbia River West Zone. Vertical datum shall be on North American Vertical Datum of 1988 (NAVD88).
- Complete a topographic survey of Columbia View Park and the park extension consisting of data from terrestrial survey, including terrain and all man-made physical features. Features to be shown, but not limited to topography for structures, sidewalks, driveways, ramps, restrooms, seating, playground, trees that are 6 inches or more in diameter (DBH), utilities, fences, light poles, and rim/invert elevations and pipe sizes of inlets and manholes as accessible.
- Contact the Oregon Utility Notification Center's One-Call Center for mark-up of existing utilities and request maps.

#### 3.2 Prepare Geotechnical & Environmental Reports

##### 3.2.1 Geotechnical Investigation

- Review available geotechnical and geologic information in the site area from our in-house project files.
- Review historical aerial photographs to help identify the potential locations of buried remnant wood piling at the site.
- Coordinate and manage the field explorations, including private and public utility locates, access preparation, and scheduling contractors and GeoDesign staff.
- Conduct the following subsurface explorations at the site:
  - Push to CPT probes to refusal at the site, one in the interior of the site and one near the riverbank. Conduct pore pressure dissipation testing in each of the CPT probes to assist in evaluating the groundwater depth.
- Maintain a detailed log of the soil and groundwater conditions encountered in the explorations. Materials will be classified in general accordance with ASTM D2488.
- Conduct a laboratory testing program. Specific laboratory tests will be selected based on the subsurface conditions.
- Provide preliminary recommendations for:
  - foundations to support the new amphitheater and, if necessary, cantilever supported path section. We anticipate the amphitheater can be supported on shallow foundations. Deep foundation recommendations and/or ground improvement will be provided for support of the cantilever supported path section if necessary.
  - site preparation, grading and drainage, stripping depths, fill type for imported material, compaction criteria, trench excavation and backfill, use of on-site soil, and wet/dry weather earthwork.

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- permanent and temporary slopes.
  - preparation of the subgrade for floor slabs and hardscapes.
  - managing identified groundwater conditions that may affect the performance of structures.
  - design criteria for retaining walls, including lateral earth pressures, backfill, compaction, and drainage.
  - Evaluate the potential for liquefaction and lateral spreading at the site and provide mitigation options, if necessary.
  - Provide seismic design parameters in accordance with the 2018 IBC. We assume a site-specific seismic hazard report will not be required.
  - Provide a written geotechnical engineering report summarizing the results of our geotechnical evaluation and recommendations.
- 3.2.2 Environmental Investigation
- Provide regulatory liaison services with representatives of DEQ's Cleanup Division, including notification of planned pre-construction soil-disturbing activities and if necessary enrollment of the Project into DEQ's Voluntary Cleanup Program.
  - Coordinate and manage the field explorations, including private and public utility locates, access preparation, and scheduling contractors and GeoDesign staff.
  - Subcontract a licensed drilling contractor to advance up to ten direct-push borings at the Project to anticipated depths of between 5 and 10 feet BGS or probe refusal, whichever comes first.
  - Collect continuous soil samples from each direct-push boring, to the extent practical, for visual identification and field screening. Field screening will consist of visual observation for staining, water sheen testing, and headspace vapor measurements using a hand-held photoionization detector.
  - Submit up to eight composite soil samples collected from the borings to a chemical analytical laboratory for analysis of gasoline-range hydrocarbons by Method NWTPH-Gx, diesel- and oil-range hydrocarbons by Method NWTPH-Dx, VOCs by EPA Method 8260B, PAHs by EPA Method 8270D SIM, and RCRA 8 metals by EPA Method 6020A.
  - Decommission all soil borings in accordance with state and local rules and regulations immediately upon the conclusion of field work for this investigation.
  - Place soil cuttings and decontamination water in a labeled, Oregon Department of Transportation-approved, 55-gallon drum and leave it on site.
  - Subcontract with a waste disposal subcontractor to dispose of the drum at an approved facility.
  - Summarize the results of the investigation in a report that will include a summary of field activities and observations, laboratory reports, and a discussion of the analytical results within the context of DEQ's regulatory framework. If necessary, submit the report to DEQ for review and approval.
- 3.3 Review relevant project planning documents, codes and standards
- 3.4 Review site historic photos and documents
- 3.5 Preliminary site visit, photo documentation
- 3.6 Prepare base plans
- 3.7 Prepare existing conditions assessment

Task 3 Deliverables: Topographic Survey, Geotechnical Report, Environmental Report, Site Analysis Diagrams

Task 3 Assumptions & Exclusions:

- Assumes site access for survey, Geotech and environmental investigations will be arranged by others.
- Right-of-way and property lines will be resolved in the St. Helens 1<sup>st</sup> and Strand Street Project and will be utilized for this project.

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- Assumes that contaminated soil will not be encountered in the explorations. If necessary, services to address contaminated soils will be presented in a separate scope of services.
- Assumes that geotechnical recommendations will not be finalized until drilled borings and additional lab testing is performed, which may be provided in a separate scope of services.
- Assumes that drilling mud and cuttings will be drummed and removed from the site.
- Assumes that all grading activities will be above the ordinary high water elevation so an evaluation of erosion potential and recommendations for protection from waves is not required. If necessary, these services will be presented in a separate scope of services.
- Assumes that infiltration testing is not required.
- Assumes site work can be completed on weekdays between 8 am and 6 pm.
- Assumes soil cuttings and decontamination water will be drummed and temporarily stored onsite pending disposal.
- Assumes soil cuttings and decontamination water generated during the investigation can be disposed of as non-hazardous waste.
- Excludes preparation of a Work Plan for DEQ review and approval, describing planned pre-construction soil disturbing activities. If such a work plan is requested during the preliminary DEQ liaison, these services will be presented in a separate scope of services.
- Excludes DEQ-required construction and post-construction environmental services. If necessary, these services will be presented in a separate scope of services.

#### **Task 4: Permitting Strategy & Process**

4.1 Prepare for and attend (1) Permitting Strategy Session with TAC (mtg = 1.5 hrs)

- Purpose: discuss permitting scenarios to client, Q&A session, determine if any permitting paths are “off the table” for design alternatives
- Assume Pacific Habitat & Otak lead presentation
- Include (1) prep meeting with internal team

4.2 Prepare and submit USACE over-water permit application (scope & fee not included at this time)

4.3 Prepare and submit local permit applications (scope & fee not included at this time)

Task 4 Deliverables: Permitting Strategy Session Materials, Meeting Notes

#### **Task 5: Riverwalk Phase II**

5.1 Develop Riverwalk Programming Alternatives

- Purpose: Synthesize input from Public Event #1 and TAC meetings into up to 3 programming alternatives for the Riverwalk (phase I & phase II)
- Include: Input from environmental/water resources & permitting on feasibility of different programs along the riverfront, include input from project architect
- Prepare for and attend (1) Riverwalk Programming Alternatives Workshop with TAC (1.5 hr)

5.2 Prepare draft 30% design submittal (scope & fee not included at this time)

5.3 Prepare and submit final 30% design submittal (scope & fee not included at this time)

Task 5 Deliverables: Riverwalk Programming Alternatives Workshop Materials, Meeting Notes

Task 5 Assumptions & Exclusions:

- Assumes boardwalk structure in Phase II will be similar to the one in Phase I.

#### **Task 6: Riverwalk Phase I**

6.1 Develop Design Alternatives for Columbia View Park Improvements

- Include up to (3) design alternatives for the Riverwalk Phase I and the Amphitheater Stage
- Include ROM costs for each
- Prepare for and attend Columbia View Park Design Alternatives Workshop with TAC

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- 6.2 Prepare 30% design submittal (scope & fee not included at this time)
- 6.3 Prepare 60% design submittal (scope & fee not included at this time)
- 6.4 Prepare 90% design submittal (scope & fee not included at this time)
- 6.5 Prepare bid documents (scope & fee not included at this time)
- 6.6 Project team coordination meetings (assume 6)

Task 6 Deliverables: Columbia View Park Design Alternatives Workshop Materials, Meeting Notes

Task 6 Assumptions & Exclusions:

- Excludes design of interpretive, wayfinding & signage
- Exclude artwork & art selection
- Exclude coordination with donors or donated site elements
- Assumes pedestrian pathway lighting only
- Assumes the cantilevered boardwalk structure will be limited in size to approximately 20 by 40 feet and will cantilever over the edge of the bank approximately 12 feet.
- Assumes redesign of existing pathways within Columbia View Park to align with new design elements.
- Excludes redesign of existing splashpad, playground, picnic area, amphitheater seating, restrooms, and parking.
- See diagram below for Task 6 anticipated limit of work. This diagram is intended only to show limit of work, and not design intent.

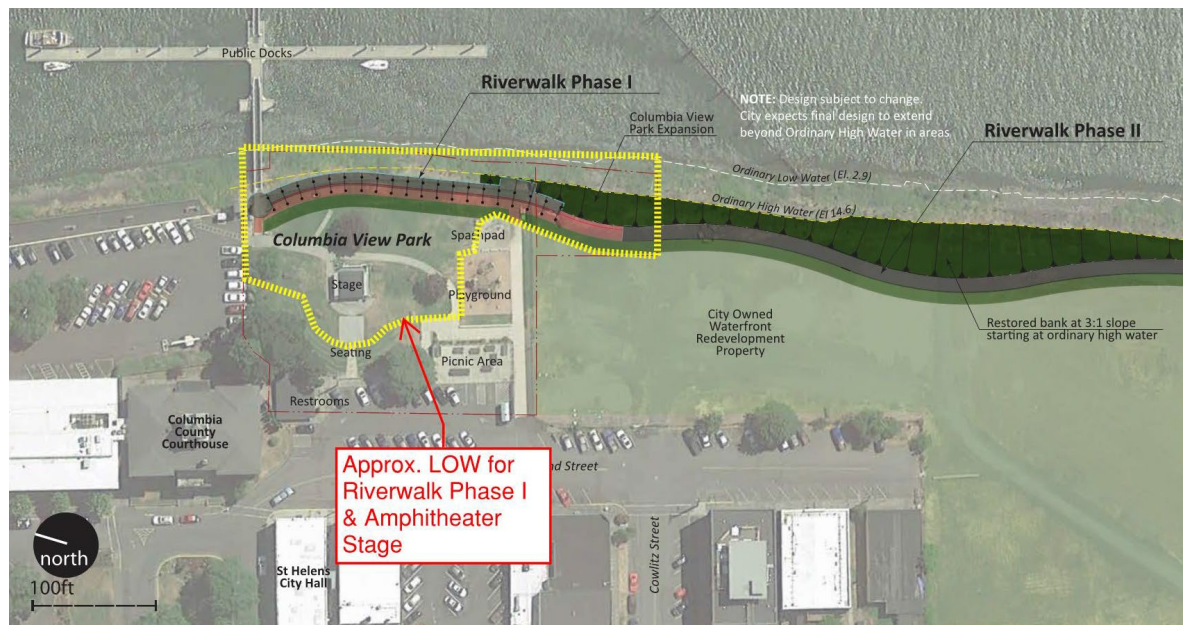


Figure 1: Diagram of Task 6 limit of work

Task 7: Amphitheater Stage (scope & fee not included at this time)

Note: Conceptual design alternatives for the Amphitheater Stage are included under Subtask 6.1. Preparation of 30%, 60%, 90% and bid documents for the Amphitheater Stage may be provided in a separate scope of services.

### Task 8: Interpretive Plan

- 8.1 Pre-kick off (design overview, establish focus group)
- 8.2 Focus Group Workshops (3 – kick-off, draft, revised)
- 8.3 Develop interpretive themes (draft, revised, final)
- 8.4 Content location plan (draft, revised, final)
- 8.5 Interpretive Design Approach (schematic design)

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8.6 Interpretive cost construction allowance

8.7 Interpretive plan document

Task 8 Deliverables: Workshop Exhibits & Notes, Interpretive Plan Document

Task 8 Assumptions & Exclusions:

- Excludes construction drawings, content development, final artwork and construction observation. These serves may be scoped at a later time, if desired.

Task 9: Contingency Task - In-Water Work (scope & fee not included at this time)

Task 10: Design Services During Construction (scope & fee not included at this time)

Task 11: Bid Assistance & Construction Management (scope & fee not included at this time)

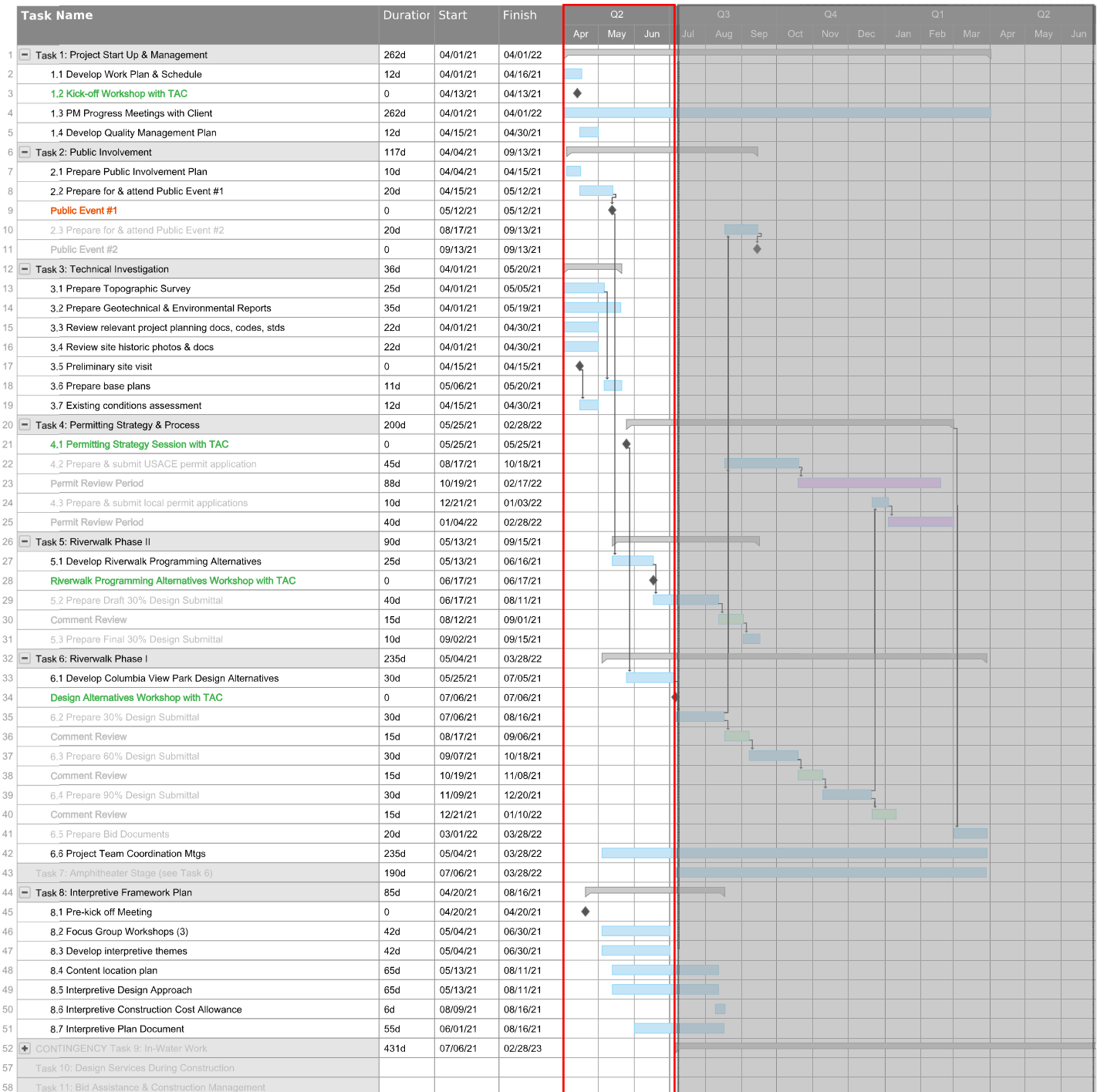
# St. Helens Riverwalk Schedule

Item #6.

## Work Order 1

## Work Order 1

## Work Order 2



## 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
<b>General Liability</b>	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/NO
Please indicate if Claims Made or Occurrence			
<b>Automobile Liability</b>	Combined Single – covering any vehicle used on City business	\$2,000,000	YES/NO
<b>Workers' Compensation</b>	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES/NO
<b>Professional Liability</b>	Per occurrence  Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES/NO

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.

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 Contract 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 Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

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 \_\_\_\_\_ Contract.

**ATTACHMENT C  
TERMS OF COMPENSATION**

## ATTACHMENT C - Cost Summary

		Mayer/Reed Prime - Landscape Architecture, Interpretive		OTAK Civil, Water Resources, Permitting, Structural , Architecture, Survey		PHS Environmental Permitting		GeoDesign Geotechnical, Environmental		ACC Cost Estimating		PAE Electrical, Lighting	
		Total Task Fee	Task %										
<b>TASK 1</b>	<b>PROJECT START UP &amp; MANAGEMENT</b>	\$ 9,898	6%	\$ 7,088	72%	\$ 1,886	19%	\$ 252	3%	\$ 672	7%	\$ -	0%
	1.1 Develop Work Plan & Schedule												
	1.2 Kick-off Workshop with TAC												
	1.3 PM Progress Mtgs with Client												
	1.4 Develop Quality Management Plan												
<b>TASK 2</b>	<b>PUBLIC INVOLVEMENT</b>	\$ 8,036	5%	\$ 5,414	67%	\$ 2,622	33%	\$ -	0%	\$ -	0%	\$ -	0%
	2.1 Prepare Public Involvement Plan												
	2.2 Prepare for & attend Public Event #1												
	2.3 Prepare for & attend Public Event #2												
<b>TASK 3</b>	<b>TECHNICAL INVESTIGATION</b>	\$ 38,412	24%	\$ 10,776	28%	\$ 12,166	32%	\$ 2,574	7%	\$ 12,896	34%	\$ -	0%
	3.1 Prepare Topographic Survey												
	3.2 Prepare Geotechnical & Environmental Reports												
	3.3 Review relevant project planning docs, codes, stds												
	3.4 Review site historic photos & docs												
	3.5 Preliminary site visit												
	3.6 Prepare base plans												
	3.7 Existing conditions assessment												
<b>TASK 4</b>	<b>PERMITTING STRATEGY &amp; PROCESS</b>	\$ 7,758	5%	\$ 3,990	51%	\$ 1,952	25%	\$ 1,816	23%	\$ -	0%	\$ -	0%
	4.1 Permitting Strategy Session with TAC												
	4.2 Prepare & submit USACE/DSL permit application												
	4.3 Prepare & submit local permit applications												
<b>TASK 5</b>	<b>RIVERWALK PHASE II</b>	\$ 22,064	14%	\$ 12,400	56%	\$ 8,320	38%	\$ 1,344	6%	\$ -	0%	\$ -	0%
	5.1 Develop Riverwalk Programming Alternatives												
	5.2 Prepare Draft 30% Design Submittal												
	5.3 Prepare Final 30% Design Submittal												
<b>TASK 6</b>	<b>RIVERWALK PHASE I</b>	\$ 47,628	29%	\$ 21,258	45%	\$ 18,063	38%	\$ 1,680	4%	\$ -	0%	\$ 6,627	14%
	6.1 Develop Columbia View Park Design Alternatives												
	6.2 Prepare 30% Design Submittal												
	6.3 Prepare 60% Design Submittal												
	6.4 Prepare 90% Design Submittal												
	6.5 Prepare Bid Documents												
	6.6 Project Team Coordination Mtgs												
<b>TASK 7</b>	<b>AMPHITHEATER STAGE - fee not included at this time</b>												
	7.1 Prepare 30% Design Submittal												
	7.2 Prepare 60% Design Submittal												
	7.3 Prepare 90% Design Submittal												
	7.4 Prepare Bid Documents												
	7.5 Project Team Coordination Mtgs												
<b>TASK 8</b>	<b>INTERPRETIVE PLAN</b>	\$10,520	6%	\$ 10,520	100%								
	8.1 Pre-kick off (design overview, establish focus group)												
	8.2 Focus Group Workshops (3 - kick-off, draft, revised)												
	8.3 Develop interpretive themes (draft, revised, final)												
	8.4 Content location plan (draft, revised, final)												
	8.5 Interpretive Design Approach (schematic design)												
	8.6 Interpretive cost construction cost allowance												
	8.7 Interpretive Plan Document												
<b>Total Fee</b>		\$ 144,316		\$ 71,446	50%	\$ 45,009	31%	\$ 7,666	5%	\$ 13,568	9%	\$ 6,627	5%
<b>Expenses</b>		\$ 18,518	11%										
<b>Total</b>		\$ 162,834	100%										

TASK 9 CONTINGENCY TASK - IN-WATER WORK Fee not included at this time.

TASK 10 DESIGN SERVICES DURING CONSTRUCTION Fee not included at this time.

TASK 11 BID ASSISTANCE & CONSTRUCTION MANAGEMENT Fee not included at this time.

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

# ATTACHMENT C - Cost By Consultant

Mayer/Reed									
	Principal in Charge Jeremie Shaine	Project Manager Shannon Simms	Sr. Advisor Carol Mayer-Reed	Design Lead Ryan Gibson	Design Support Cami Culbertson	Visual Communications Kathy Fry	Design Lead	Writer	FIRM TOTAL
	\$210	\$115	\$250	\$127	\$88	\$210	\$100	\$75	
<b>TASK 1 PROJECT START UP &amp; MANAGEMENT</b>									
1.1 Develop Work Plan & Schedule	2	8	0	0	0	0	0	0	
1.2 Prepare for & attend Kick-off Workshop with TAC	4.0	4.0	0.0	4.0	0.0	0.0	0.0	0.0	
1.3 PM Progress Mtgs with Client	6	12	0	0	0	0	0	0	
1.4 Develop Quality Management Plan	4	4	0	0	0	0	0	0	
Subtotal Hours	16.0	28.0	0.0	4.0	0.0	0.0	0.0	0.0	
Subtotal Fees	\$ 3,360	\$ 3,220	\$ -	\$ 508	\$ -	\$ -	\$ -	\$ -	\$ 7,088
<b>Total TASK 1 Fees</b>									
<b>TASK 2 PUBLIC INVOLVEMENT</b>									
2.1 Prepare Public Involvement Plan	2	8	1	0	0	0	0	0	
2.2 Prepare for & attend Public Event #1 (virtual)	4	8	2	4	12	0	0	0	
2.3 Prepare for & attend Public Event #2									
Subtotal Hours	6.0	16.0	3.0	4.0	12.0	0.0	0.0	0.0	
Subtotal Fees	\$ 1,260	\$ 1,840	\$ 750	\$ 508	\$ 1,056	\$ -	\$ -	\$ -	\$ 5,414
<b>Total TASK 2 Fees</b>									
<b>TASK 3 TECHNICAL INVESTIGATION</b>									
3.1 Prepare Topographic Survey	0	2	0	0	0	0	0	0	
3.2 Prepare Geotechnical & Environmental Reports	0	2	0	0	0	0	0	0	
3.2b Post-Preferred Design: DEQ workplan, drilled borings									
3.3 Review relevant project planning docs, codes, stds	0	4	0	4	8	0	0	0	
3.4 Review site historic photos & docs	0	4	0	0	0	0	0	0	
3.5 Preliminary site visit	4	4	0	4	0	0	0	0	
3.6 Prepare base plans	0	8	0	0	24	0	0	0	
3.7 Existing conditions assessment	0	8	0	8	16	0	0	0	
Subtotal Hours	4.0	32.0	0.0	16.0	48.0	0.0	0.0	0.0	
Subtotal Fees	\$ 840	\$ 3,680	\$ -	\$ 2,032	\$ 4,224	\$ -	\$ -	\$ -	\$ 10,776
<b>Total TASK 3 Fees</b>									
<b>TASK 4 PERMITTING STRATEGY &amp; PROCESS</b>									
4.1 Permitting Strategy Session with TAC	4	16	0	2	12	0	0	0	
4.2 Prepare & submit USACE over-water permit application									
4.3 Prepare & submit local permit applications									
Subtotal Hours	4.0	16.0	0.0	2.0	12.0	0.0	0.0	0.0	
Subtotal Fees	\$ 840	\$ 1,840	\$ -	\$ 254	\$ 1,056	\$ -	\$ -	\$ -	\$ 3,990
<b>Total TASK 4 Fees</b>									
<b>TASK 5 RIVERWALK PHASE II</b>									
5.1 Develop Riverwalk Programming Alternatives	4	32	4	32	32	0	0	0	
5.2 Prepare Draft 30% Design Submittal									
5.3 Prepare Final 30% Design Submittal									
Subtotal Hours	4.0	32.0	4.0	32.0	32.0	0.0	0.0	0.0	
Subtotal Fees	\$ 840	\$ 3,680	\$ 1,000	\$ 4,064	\$ 2,816	\$ -	\$ -	\$ -	\$ 12,400
<b>Total TASK 5 Fees</b>									
<b>TASK 6 RIVERWALK PHASE I</b>									
6.1 Develop Columbia View Park Design Alternatives	12	40	4	24	64	0	0	0	
6.2 Prepare 30% Design Submittal									
6.3 Prepare 60% Design Submittal									
6.4 Prepare 90% Design Submittal									
6.5 Prepare Bid Documents									
6.6 Project Team Coordination Mtgs	6	12	0	6	12	0	0	0	
Subtotal Hours	18.0	52.0	4.0	30.0	76.0	0.0	0.0	0.0	
Subtotal Fees	\$ 3,780	\$ 5,980	\$ 1,000	\$ 3,810	\$ 6,688	\$ -	\$ -	\$ -	\$ 21,258
<b>Total TASK 6 Fees</b>									
<b>TASK 7 AMPHITHEATER STAGE</b>									
7.1 Prepare 30% Design Submittal									
7.2 Prepare 60% Design Submittal									
7.3 Prepare 90% Design Submittal									
7.4 Prepare Bid Documents									
7.5 Project Team Coordination Mtgs									
Subtotal Hours									
Subtotal Fees									
<b>Total TASK 7 Fees</b>									
<b>TASK 8 INTERPRETIVE PLAN</b>									
8.1 Pre-kick off (design overview, establish focus group)	1	0	0	0	0	6	2	0	
8.2 Focus Group Workshops (3 - kick-off, draft, revised)	0	0	0	0	0	12	6	6	
8.3 Develop interpretive themes (draft, revised, final)	1	0	0	0	0	2	0	12	
8.4 Content location plan (draft, revised, final)	0	0	0	0	0	2	2	0	
8.5 Interpretive Design Approach (schematic design)	0	0	0	0	0	4	8	0	
8.6 Interpretive cost construction cost allowance	0	0	0	0	0	0	1	0	
8.7 Interpretive Plan Document	0	0	0	0	0	4	4	2	
Subtotal Hours	2.0	0.0	0.0	0.0	0.0	30.0	23.0	20.0	
Subtotal Fees	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ 6,300	\$ 2,300	\$ 1,500	\$ 10,520
<b>Total TASK 8 Fees</b>									
Subtotal									\$ 71,446
Expenses									\$ 2,143
<b>Total Fee</b>									\$ 73,589

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

## St. Helens Riverwalk - Work Order 1 Fee Proposal

Item #6.

St. Helens Riverwalk - Work Order 1 Fee Proposal		OTAK - Civil		Admin		OTAK - WR		OTAK - Struct			OTAK - Arch			PM		Otak - Survey					FIRM TOTAL		
		Sr. PIC/Sr. PM Civil (Peabes)	Civil Engineer VIII (Bakman)	Engineering Designer III (Saugham)	Engineering Tech VI (Saller)	Project Admin Assist (Trommel)	PIC/Sr. PM Civil (Timmins)	Civil Engineer VI (Horton)	PIC/Sr. PM Civil (Sarkinen)	Civil Engineer VII (Mines)	Engineering Designer III (Gregg)	Studio Leader (Schedla-Cox)	Sr. PM - Architecture (Waters)	Architect VI (Dean)	Architect IV (Greiner)	Architectural Tech III (Phillips)	CM Documentation Specialist III (Flett)	PIC/PLS Sr. Manager (Yamashita)	PLS V (Tee)	Survey Crew Chief II		Survey Field Tech III	Survey Office Tech III
		\$281	\$170	\$96	\$129	\$81	\$244	\$147	\$244	\$155	\$96	\$200	\$202	\$184	\$147	\$90	\$118	\$238	\$192	\$101	\$81	\$102	
TASK 1 PROJECT START UP & MANAGEMENT																							
1.1 Develop Work Plan & Schedule		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1.2 Prepare for & attend Kick-off Workshop with TAC		1.5	1.5	0.0	0.0	0.0	1.5	0.0	1.5	0.0	0.0	1.5	0.0	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	0.0	
1.3 PM Progress Mtgs with Client		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1.4 Develop Quality Management Plan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal Hours		1.5	1.5	0.0	0.0	0.0	1.5	0.0	1.5	0.0	0.0	1.5	0.0	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ 422	\$ 255	\$ -	\$ -	\$ -	\$ 366	\$ -	\$ 366	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 177	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 1 Fees																							\$ 1,886
TASK 2 PUBLIC INVOLVEMENT																							
2.1 Prepare Public Involvement Plan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2.2 Prepare for & attend Public Event #1 (virtual)		0	0	0	0	0	0	0	0	0	0	3	2	4	6	0	0	0	0	0	0	0	
2.3 Prepare for & attend Public Event #2																							
Subtotal Hours		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	2.0	4.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 404	\$ 736	\$ 882	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 2 Fees																							\$ 2,622
TASK 3 TECHNICAL INVESTIGATION																							
3.1 Prepare Topographic Survey		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4	18	18	14	
3.2 Prepare Geotechnical & Environmental Reports		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.2b Post-Preferred Design: DEQ workplan, drilled borings																							
3.3 Review relevant project planning docs, codes, stds		0	0	0	0	0	4	0	0	0	0	1	0	0	4	0	0	0	0	0	0	0	
3.4 Review site historic photos & docs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5 Preliminary site visit		0	0	0	0	0	4	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	
3.6 Prepare base plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.7 Existing conditions assessment		0	2	4	0	2	4	0	0	0	0	1	0	1	4	0	0	0	0	0	0	0	
Subtotal Hours		0.0	2.0	4.0	0.0	2.0	12.0	0.0	0.0	0.0	0.0	2.0	0.0	1.0	14.0	0.0	0.0	1.0	4.0	18.0	18.0	14.0	
Subtotal Fees		\$ -	\$ 340	\$ 384	\$ -	\$ 162	\$ 2,928	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 184	\$ 2,058	\$ -	\$ -	\$ 238	\$ 768	\$ 1,818	\$ 1,458	\$ 1,428	
Total TASK 3 Fees																							\$ 12,166
TASK 4 PERMITTING STRATEGY & PROCESS																							
4.1 Permitting Strategy Session with TAC		0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4.2 Prepare & submit USACE over-water permit applications																							
4.3 Prepare & submit local permit applications																							
Subtotal Hours		0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 4 Fees																							\$ 1,952
TASK 5 RIVERWALK PHASE II																							
5.1 Develop Riverwalk Programming Alternatives		0	8	0	0	0	12	0	0	0	0	6	2	8	0	8	2	0	0	0	0	0	
5.2 Prepare Draft 30% Design Submittal																							
5.3 Prepare Final 30% Design Submittal																							
Subtotal Hours		0.0	8.0	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0	6.0	2.0	8.0	0.0	8.0	2.0	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ -	\$ 1,360	\$ -	\$ -	\$ -	\$ 2,928	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 404	\$ 1,472	\$ -	\$ 720	\$ 236	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 5 Fees																							\$ 8,320
TASK 6 RIVERWALK PHASE I																							
6.1 Develop Columbia View Park Design Alternatives		0	8	0	0	0	4	0	3	0	0	8	2	36	4	8	10	0	0	0	0	0	
6.2 Prepare 30% Design Submittal																							
6.3 Prepare 60% Design Submittal																							
6.4 Prepare 90% Design Submittal																							
6.5 Prepare Bid Documents																							
6.6 Project Team Coordination Mtgs		0	3	0	0	0	6	0	3	3	0	0	0	0	0	0	6	0	0	0	0	0	
Subtotal Hours		0.0	11.0	0.0	0.0	0.0	10.0	0.0	6.0	3.0	0.0	8.0	2.0	36.0	4.0	8.0	16.0	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ -	\$ 1,870	\$ -	\$ -	\$ -	\$ 2,440	\$ -	\$ 1,464	\$ 465	\$ -	\$ 1,600	\$ 404	\$ 6,624	\$ 588	\$ 720	\$ 1,888	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 6 Fees																							\$ 18,063
TASK 7 AMPHITHEATER STAGE																							
7.1 Prepare 30% Design Submittal																							
7.2 Prepare 60% Design Submittal																							
7.3 Prepare 90% Design Submittal																							
7.4 Prepare Bid Documents																							
7.5 Project Team Coordination Mtgs																							
Subtotal Hours																							
Subtotal Fees																							
Total TASK 7 Fees																							
TASK 8 INTERPRETIVE PLAN																							
8.1 Pre-kick off (design overview, establish focus group)																							
8.2 Focus Group Workshops (3 - kick-off, draft, revised)																							
8.3 Develop interpretive themes (draft, revised, final)																							
8.4 Content location plan (draft, revised, final)																							
8.5 Interpretive Design Approach (schematic design)																							
8.6 Interpretive cost construction cost allowance																							
8.7 Interpretive Plan Document																							
Subtotal Hours																							
Subtotal Fees																							
Total TASK 8 Fees																							
Subtotal																							\$ 45,009
Expenses																							\$ 1,350
Total Fee																							\$ 46,359

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

## St. Helens Riverwalk - Work Order 1 Fee Proposal

Item #6.

		Pacific Habitat Services				FIRM TOTAL
		John van Staveren Environmental Lead	Biologist 2	Graphics Specialist	Jane LeBlanc Technical Editor	
		\$168	\$118	\$92	\$82	
<b>TASK 1</b>	<b>PROJECT START UP &amp; MANAGEMENT</b>					
1.1	Develop Work Plan & Schedule	0	0	0	0	
1.2	Prepare for & attend Kick-off Workshop with TAC	1.5	0.0	0.0	0.0	
1.3	PM Progress Mtgs with Client	0	0	0	0	
1.4	Develop Quality Management Plan	0	0	0	0	
	Subtotal Hours	1.5	0.0	0.0	0.0	
	Subtotal Fees	\$ 252	\$ -	\$ -	\$ -	
	<b>Total TASK 1 Fees</b>					<b>\$ 252</b>
<b>TASK 2</b>	<b>PUBLIC INVOLVEMENT</b>					
2.1	Prepare Public Involvement Plan	0	0	0	0	
2.2	Prepare for & attend Public Event #1 (virtual)	0	0	0	0	
2.3	Prepare for & attend Public Event #2					
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 2 Fees</b>					<b>\$ -</b>
<b>TASK 3</b>	<b>TECHNICAL INVESTIGATION</b>					
3.1	Prepare Topographic Survey	0	0	0	0	
3.2	Prepare Geotechnical & Environmental Reports	0	0	0	0	
3.2b	Post-Preferred Design: DEQ workplan, drilled borings					
3.3	Review relevant project planning docs, codes, stds	3	3	0	0	
3.4	Review site historic photos & docs	0	0	0	0	
3.5	Preliminary site visit	6	6	0	0	
3.6	Prepare base plans	0	0	0	0	
3.7	Existing conditions assessment	0	0	0	0	
	Subtotal Hours	9.0	9.0	0.0	0.0	
	Subtotal Fees	\$ 1,512	\$ 1,062	\$ -	\$ -	
	<b>Total TASK 3 Fees</b>					<b>\$ 2,574</b>
<b>TASK 4</b>	<b>PERMITTING STRATEGY &amp; PROCESS</b>					
4.1	Permitting Strategy Session with TAC	8	4	0	0	
4.2	Prepare & submit USACE over-water permit applications					
4.3	Prepare & submit local permit applications					
	Subtotal Hours	8.0	4.0	0.0	0.0	
	Subtotal Fees	\$ 1,344	\$ 472	\$ -	\$ -	
	<b>Total TASK 4 Fees</b>					<b>\$ 1,816</b>
<b>TASK 5</b>	<b>RIVERWALK PHASE II</b>					
5.1	Develop Riverwalk Programming Alternatives	8	0	0	0	
5.2	Prepare Draft 30% Design Submittal					
5.3	Prepare Final 30% Design Submittal					
	Subtotal Hours	8.0	0.0	0.0	0.0	
	Subtotal Fees	\$ 1,344	\$ -	\$ -	\$ -	
	<b>Total TASK 5 Fees</b>					<b>\$ 1,344</b>
<b>TASK 6</b>	<b>RIVERWALK PHASE I</b>					
6.1	Develop Columbia View Park Design Alternatives	10	0	0	0	
6.2	Prepare 30% Design Submittal					
6.3	Prepare 60% Design Submittal					
6.4	Prepare 90% Design Submittal					
6.5	Prepare Bid Documents					
6.6	Project Team Coordination Mtgs	0	0	0	0	
	Subtotal Hours	10.0	0.0	0.0	0.0	
	Subtotal Fees	\$ 1,680	\$ -	\$ -	\$ -	
	<b>Total TASK 6 Fees</b>					<b>\$ 1,680</b>
<b>TASK 7</b>	<b>AMPHITHEATER STAGE</b>					
7.1	Prepare 30% Design Submittal					
7.2	Prepare 60% Design Submittal					
7.3	Prepare 90% Design Submittal					
7.4	Prepare Bid Documents					
7.5	Project Team Coordination Mtgs					
	Subtotal Hours					
	Subtotal Fees					
	<b>Total TASK 7 Fees</b>					
<b>TASK 8</b>	<b>INTERPRETIVE PLAN</b>					
8.1	Pre-kick off (design overview, establish focus group)					
8.2	Focus Group Workshops (3 - kick-off, draft, revised)					
8.3	Develop interpretive themes (draft, revised, final)					
8.4	Content location plan (draft, revised, final)					
8.5	Interpretive Design Approach (schematic design)					
8.6	Interpretive cost construction cost allowance					
8.7	Interpretive Plan Document					
	Subtotal Hours					
	Subtotal Fees					
	<b>Total TASK 8 Fees</b>					
	Subtotal					\$ 7,666
	Expenses					\$ 230
	<b>Total Fee</b>					<b>\$ 7,896</b>

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

## St. Helens Riverwalk - Work Order 1 Fee Proposal

Item #6.

GeoDesign											
	Shawn Dinko Geotech Principal	Coby Hunt Environmental Principal	Tyler Pierce Geotech Project Manager	Kyle Hagbart Environmental Project Manager	John Book Field Geologist	Tim Hainley Environmental Field Geologist	CAD and Senior Project Assistant (Geotech)	CAD and Senior Project Assistant (Environmental)	Support Staff (Geotech)	Support Staff (Environmental)	Expenses
	\$224	\$224	\$164	\$164	\$133	\$133	\$97	\$97	\$77	\$77	\$0
<b>TASK 1 PROJECT START UP &amp; MANAGEMENT</b>											
1.1 Develop Work Plan & Schedule	0	0	0	0	0	0	0	0	0	0	0
1.2 Prepare for & attend Kick-off Workshop with TAC	1.5	1.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.3 PM Progress Mtgs with Client	0	0	0	0	0	0	0	0	0	0	0
1.4 Develop Quality Management Plan	0	0	0	0	0	0	0	0	0	0	0
Subtotal Hours	1.5	1.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ 336	\$ 336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 1 Fees</b>											\$ 672
<b>TASK 2 PUBLIC INVOLVEMENT</b>											
2.1 Prepare Public Involvement Plan	0	0	0	0	0	0	0	0	0	0	0
2.2 Prepare for & attend Public Event #1 (virtual)	0	0	0	0	0	0	0	0	0	0	0
2.3 Prepare for & attend Public Event #2											
Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 2 Fees</b>											\$ -
<b>TASK 3 TECHNICAL INVESTIGATION</b>											
3.1 Prepare Topographic Survey	0	0	0	0	0	0	0	0	0	0	0
3.2 Prepare Geotechnical & Environmental Reports	4	8	16	14	0	30	5	6	2	1	\$ 14,189
3.2b Post-Preferred Design: DEQ workplan, drilled borings											
3.3 Review relevant project planning docs, codes, stds	0	0	0	0	0	0	0	0	0	0	0
3.4 Review site historic photos & docs	0	0	0	0	0	0	0	0	0	0	0
3.5 Preliminary site visit	0	0	0	0	0	0	0	0	0	0	0
3.6 Prepare base plans	0	0	0	0	0	0	0	0	0	0	0
3.7 Existing conditions assessment	0	0	0	0	0	0	0	0	0	0	0
Subtotal Hours	4.0	8.0	16.0	14.0	0.0	30.0	5.0	6.0	2.0	1.0	
Subtotal Fees	\$ 896	\$ 1,792	\$ 2,624	\$ 2,296	\$ -	\$ 3,990	\$ 485	\$ 582	\$ 154	\$ 77	
<b>Total TASK 3 Fees</b>											\$ 12,896
<b>TASK 4 PERMITTING STRATEGY &amp; PROCESS</b>											
4.1 Permitting Strategy Session with TAC	0	0	0	0	0	0	0	0	0	0	0
4.2 Prepare & submit USACE over-water permit applications											
4.3 Prepare & submit local permit applications											
Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 4 Fees</b>											\$ -
<b>TASK 5 RIVERWALK PHASE II</b>											
5.1 Develop Riverwalk Programming Alternatives	0	0	0	0	0	0	0	0	0	0	0
5.2 Prepare Draft 30% Design Submittal											
5.3 Prepare Final 30% Design Submittal											
Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 5 Fees</b>											\$ -
<b>TASK 6 RIVERWALK PHASE I</b>											
6.1 Develop Columbia View Park Design Alternatives	0	0	0	0	0	0	0	0	0	0	0
6.2 Prepare 30% Design Submittal											
6.3 Prepare 60% Design Submittal											
6.4 Prepare 90% Design Submittal											
6.5 Prepare Bid Documents											
6.6 Project Team Coordination Mtgs	0	0	0	0	0	0	0	0	0	0	0
Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 6 Fees</b>											\$ -
<b>TASK 7 AMPHITHEATER STAGE</b>											
7.1 Prepare 30% Design Submittal											
7.2 Prepare 60% Design Submittal											
7.3 Prepare 90% Design Submittal											
7.4 Prepare Bid Documents											
7.5 Project Team Coordination Mtgs											
Subtotal Hours											
Subtotal Fees											
<b>Total TASK 7 Fees</b>											
<b>TASK 8 INTERPRETIVE PLAN</b>											
8.1 Pre-kick off (design overview, establish focus group)											
8.2 Focus Group Workshops (3 - kick-off, draft, revised)											
8.3 Develop interpretive themes (draft, revised, final)											
8.4 Content location plan (draft, revised, final)											
8.5 Interpretive Design Approach (schematic design)											
8.6 Interpretive cost construction cost allowance											
8.7 Interpretive Plan Document											
Subtotal Hours											
Subtotal Fees											
<b>Total TASK 8 Fees</b>											
Subtotal											\$ 13,568
Expenses											\$ 14,189
<b>Total Fee</b>											\$ 28,164

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

		ACC Cost Consultants				FIRM TOTAL
		Principal	Senior Estimator	Estimator	MEP Estimator	
		\$182	\$145	\$100	\$161	
<b>TASK 1</b>	<b>PROJECT START UP &amp; MANAGEMENT</b>					
1.1	Develop Work Plan & Schedule	0	0	0	0	
1.2	Prepare for & attend Kick-off Workshop with TAC	0.0	0.0	0.0	0.0	
1.3	PM Progress Mtgs with Client	0	0	0	0	
1.4	Develop Quality Management Plan	0	0	0	0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 1 Fees</b>					\$ -
<b>TASK 2</b>	<b>PUBLIC INVOLVEMENT</b>					
2.1	Prepare Public Involvement Plan	0	0	0	0	
2.2	Prepare for & attend Public Event #1 (virtual)	0	0	0	0	
2.3	Prepare for & attend Public Event #2	0.0	0.0	0.0	0.0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 2 Fees</b>					\$ -
<b>TASK 3</b>	<b>TECHNICAL INVESTIGATION</b>					
3.1	Prepare Topographic Survey	0	0	0	0	
3.2	Prepare Geotechnical & Environmental Reports	0	0	0	0	
3.2b	Post-Preferred Design: DEQ workplan, drilled borings	0	0	0	0	
3.3	Review relevant project planning docs, codes, stds	0	0	0	0	
3.4	Review site historic photos & docs	0	0	0	0	
3.5	Preliminary site visit	0	0	0	0	
3.6	Prepare base plans	0	0	0	0	
3.7	Existing conditions assessment	0	0	0	0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 3 Fees</b>					\$ -
<b>TASK 4</b>	<b>PERMITTING STRATEGY &amp; PROCESS</b>					
4.1	Permitting Strategy Session with TAC	0	0	0	0	
4.2	Prepare & submit USACE over-water permit applications	0	0	0	0	
4.3	Prepare & submit local permit applications	0.0	0.0	0.0	0.0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 4 Fees</b>					\$ -
<b>TASK 5</b>	<b>RIVERWALK PHASE II</b>					
5.1	Develop Riverwalk Programming Alternatives	0	0	0	0	
5.2	Prepare Draft 30% Design Submittal	0.0	0.0	0.0	0.0	
5.3	Prepare Final 30% Design Submittal	0.0	0.0	0.0	0.0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 5 Fees</b>					\$ -
<b>TASK 6</b>	<b>RIVERWALK PHASE I</b>					
6.1	Develop Columbia View Park Design Alternatives	6	16	16	8	
6.2	Prepare 30% Design Submittal					
6.3	Prepare 60% Design Submittal					
6.4	Prepare 90% Design Submittal					
6.5	Prepare Bid Documents	1	1	0	0	
6.6	Project Team Coordination Mtgs					
	Subtotal Hours	7.0	17.0	16.0	8.0	
	Subtotal Fees	\$ 1,274	\$ 2,465	\$ 1,600	\$ 1,288	
	<b>Total TASK 6 Fees</b>					\$ 6,627
<b>TASK 7</b>	<b>AMPHITHEATER STAGE</b>					
7.1	Prepare 30% Design Submittal					
7.2	Prepare 60% Design Submittal					
7.3	Prepare 90% Design Submittal					
7.4	Prepare Bid Documents					
7.5	Project Team Coordination Mtgs					
	Subtotal Hours					
	Subtotal Fees					
	<b>Total TASK 7 Fees</b>					
<b>TASK 8</b>	<b>INTERPRETIVE PLAN</b>					
8.1	Pre-kick off (design overview, establish focus group)					
8.2	Focus Group Workshops (3 - kick-off, draft, revised)					
8.3	Develop interpretive themes (draft, revised, final)					
8.4	Content location plan (draft, revised, final)					
8.5	Interpretive Design Approach (schematic design)					
8.6	Interpretive cost construction cost allowance					
8.7	Interpretive Plan Document					
	Subtotal Hours					
	Subtotal Fees					
	<b>Total TASK 8 Fees</b>					
	Subtotal					\$ 6,627
	Expenses					\$ 199
	<b>Total Fee</b>					\$ 6,826

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.



Personal Service Agreement

## **S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**

## **Design, Construction, and Permit Documents**

Otak  
808 SW Third Ave., Suite 800  
Portland, OR 97204  
503.415.2354



## CITY OF ST. HELENS PERSONAL SERVICES AGREEMENT

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 **Otak** (“Contractor”).

### RECITALS

**A.** The City is in need of consulting services for engineering, planning, surveying, design, and construction plan development to extend two streets and various utilities through the City’s waterfront property known as the Veneer Site, and Contractor 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 engineering, planning, surveying, design, and construction plan development to extend two streets and various utilities through the City’s waterfront property known as the Veneer Site, and Contractor accepts such engagement. The principal contact for Contractor shall be Mike Peebles, phone 503.415.2354.

**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.

**3. Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on December 31, 2023. 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 requirements 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.** Upon acceptance of the Services and payment for such Services by the City, 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 shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

**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:** Otak  
Attn: Mike Peebles  
808 SW Third Ave., Suite 800  
Portland, OR 97204  
503.415.2354

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 applicable standards of professional 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. Consequential Damages.** Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

## **10. Insurance.**

**10.1** 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.

**10.2** 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.

**10.3** 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 shall retain any cost incurred for same from moneys due Contractor hereunder.

**10.4** 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 amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**10.5** 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.

**11. Termination.** Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

**12. 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.

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

**14. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**15. Indemnification.** 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. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

**16. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

**17. Compliance with Law.**

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

**17.2** Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

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

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

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

**18. 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.

**19. 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.

**20. 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.

**21. 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.

## **22. Default.**

**22.1** A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**22.2** Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**22.3** Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

**22.4** If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

**23. 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 and costs incurred herein at trial and on appeal.

## **24. Inspection and Audit by the City.**

**24.1** 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.

**24.2** 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 two (2) years following the termination of this Agreement.

**24.3** This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**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 in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

**CITY:**

**CITY OF ST. HELENS**

Council Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTOR:**

\_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL SERVICES AGREEMENT  
ATTACHMENT A  
SCOPE OF WORK**

# City of St. Helens

## S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions Design, Construction, and Permit Documents

### Scope of Work

February 24, 2021

## Project Understanding

The City of St. Helens has identified the street and utility extensions of Strand Street and S. 1st Street as a catalyst for redevelopment of the prime riverfront property (Veneer Property) along the Columbia River. The improvements will provide multimodal connectivity for the community to the proposed Riverwalk project, historic downtown, existing pathway/trail connections, and support revitalization of the Columbia View Park area as a community gathering place and event space.

**S. 1ST STREET** is proposed to extend from Cowlitz Street south to Plymouth Street. This street extension will include multiple mid-block crossings to allow for pedestrian and bicycle crossings that provide access to the river and future property development. The street section proposes two narrow shared travel lanes that allow for bike traffic and minimize the pedestrian street crossing length at designated crossings. The coordinated location of the street crossings with adjacent future development parcels provide the opportunity to maintain view corridors to the river, as well as enhanced multimodal connections between the proposed Riverwalk trail, S. 1st Street, and connections to the west (Tualatin St stairway, Nob Hill Nature Park, Plymouth Street).

**STRAND STREET** is proposed to extend south and west from Columbia View Park to intersect S. 1st Street opposite the Tualatin pedestrian stairway. The extension will begin about 180 feet south of the Cowlitz Street Intersection. In accordance with previous community input, the design of the Strand Street extension should include ample parking and maintain view access to the river, so there is a great opportunity to integrate the streetscape design into the Riverwalk design (wider sidewalks, head-in-parking, connections to Riverwalk trail, overlook/nodes, etc.). Strand Street is targeted to be a festival street with a gateway or special streetscape treatment at the intersection of 1st and Strand to highlight an arrival to the riverfront.

**NEW UTILITY EXTENSIONS** and the relocation of the existing sanitary sewer lift station on the Veneer Property will support new development and improve the existing City systems (looping of water, alleviating sewer capacity issues). Utility infrastructure and stormwater management should be designed in accordance with City Master Plan documents and provide coordinated stubs and services (including franchise utilities) to future development parcels, providing flexibility for different configurations and development patterns for the area. Stormwater management will include the exploration of low impact development options. A challenge for drainage will be maintaining adequate depth and conveyance to utilize the existing stormwater outfalls to the Columbia River.

#### *Design Team: Roles and Responsibilities*

Firm/Lead	Responsibilities
Otak, Inc. / Mike Peebles, PE; Keith Buisman, PE; Rose Horton, PE; Li Alligood, AICP; Jon Yamashita, PLS; Sue Tsoi, PLS	Project Management, Civil/Roadway Design and Utility Coordination, Stormwater Management, Survey, Urban Planning and Design, Development Planning, Cost Estimating, Construction Management

Mayer-Reed / Jeramie Shane, Shannon Simms	Landscape Architecture, Urban Design, Wayfinding
GeoDesign, Inc. / Krey Younger, Colby Hunt, Shawn Dimke	Geotechnical Engineering and Environmental Consulting
Leeway Engineering Solutions / Robert Lee	Sanitary / Water Design, Lift Station Relocation
Grayling / Kyle Thompson	
DKS Associates / Steve Boice, Kevin Chewuk	Traffic Engineering, Street & Pedestrian Illumination, Signing / Striping, Multimodal Safety Design

## Task 1 – Project Management

The Design Team will plan, manage, and execute the tasks described herein in accordance with the schedule, budget, and quality expectations that are established. This task is for overall Project Management by Otak in managing the Design Team and City management staff. Design team meetings and project task management performed by the design team members are included in the design tasks.

For the purposes of defining the scope of this task, the duration of the project design effort is assumed to be through Task 6 – Permitting Coordination/Support with a total duration of thirty-nine (39) weeks, from March 2021 through November 2021. Additional Project Management scope will be provided when the remaining Tasks 7 and 8 are negotiated in the future.

This project management task includes the following work activities to be performed by Otak.

### Task 1.1: Project Management and Administration

The following items are included:

- Provide the management, and coordination to the Design Team and City management staff.
- Track consultant contract costs and budgets on a monthly basis. Prepare monthly invoices and summary reports, up to nine (9) invoices are included.
- Prepare and administer sub-consultant contracts.
- Maintain the document files.

### Task 1.2: Project Coordination, Meetings, and Schedule

The proposed approach to project coordination during design is to hold project meetings with key project team members and representatives from the City and their designated Project Manager and others as needed. The following items are included within this task:

1. Project Kickoff Meeting - A meeting will be held with the key members of the consulting team and the City to start the project. The following information will be reviewed during the meeting:
  - Project schedule
  - Project roles and lines of communication, including a team member contact list
  - Project scope
  - Project deliverable requirements
  - Project stakeholders
  - Project constraints
  - Existing project data
  - Design criteria
2. Project Design Review Meetings (Alignment Alternatives, Preliminary Design (30%), Final Design (90%), Final PS&E (100%)) – A meeting will be held with key members of the consulting team and the City to review and coordinate the design. Assumes four (4) three-hour meetings attended by the Project Manager and Project Coordinator. Prepare meeting agendas and summaries for the Project Team meetings.

3. City Council Meeting – Key staff will prepare for attend one (1) City Council meeting / worksession to present the recommendation from the staff advisory committee and a clear list of pros and cons for the two options
4. Bi-Weekly Project Design Meetings – These meetings will be used to resolve issues and establish key action item through the design process. Assumes up to nineteen (19) one-hour bi-weekly meetings with key design staff.
5. Attend design coordination meetings with agencies external to the Project Team, such as franchise utility providers, adjacent property owners/developers, etc. This task assumes four (4) one-hour meetings attended by the Project Manager and Project Coordinator.
6. Prepare a project activity schedule for presentation to the City. The schedule will show appropriate milestones for the project including intermediate and final submittal dates for design documents and key decision points. Revise the project schedule to reflect major changes in the project schedule. Two (2) revisions to the project schedule are included.
7. Maintain an on-going project log with meeting minutes, project design decisions, and key communications with team.

#### **Assumptions:**

- Meetings to be held virtually via MS Teams through July 1, 2021.
- In-person meeting starting July 1, 2021 will be held at Otak offices for design team coordination meetings and at City for Project Design Review Meetings (dependent on Covid-19 guidelines).

#### **Deliverables:**

- Meeting Notes from Kickoff and Project Design Review Meetings within one week after the meeting.
- Draft schedule to be presented at Kickoff Meeting.
- Baseline Project Schedule within one week of receipt of comments to the draft schedule. Two (2) Schedule Revisions, as coordinated with City.
- Monthly Invoices and Monthly Summary Reports by the end of the month following the completion of services.
- On-going Project Log.

## **Task 2 – Survey and Geotechnical / Environmental Investigation**

The purpose of this task is to support the Project design and construction with topographic survey which will include utilities, topography, boundary, and hard surfaces. This task will also include a geotechnical and environmental investigation of the site soils with the roadway/utility project limits.

### **Task: 2.1 Topographic and Boundary Survey (Otak)**

- Establish survey control for the project area. Project coordinates will be reference to Oregon Coordinate Reference System (OCRS), Columbia River West Zone. Vertical datum shall be on North American Vertical Datum of 1988 (NAVD88).
- Complete a topographic survey of project limit consisting of data from terrestrial survey, including terrain and all man-made physical features. Features to be shown, but not limited to topography for roadway, curbs, sidewalks, driveways, buildings, structures, ramps, concrete pads, trees that are 6 inches or more in diameter (DBH), utilities (including poles, overhead lines, risers, cabinets, and pedestals), utility pothole locations, fences, light poles, traffic striping and permanent signs, piers, rim/invert elevations, water valve elevations, and pipe sizes of inlets and manholes as accessible.
- Contact the Oregon Utility Notification Center's One-Call Center for mark-up of existing utilities and request maps. A private utility locator will be utilized outside of the public right-of-ways.
- Provide orthophoto.
- Perform research of existing records for right-of-way and boundary resolution.

- Recover existing monuments to preserve the locations of any monuments of record that are endangered by an activity related to the project which addresses the requirements of ORS 209.150.
- Resolve rights-of-way and property lines.
- Prepare and file a pre-construction record of survey with Columbia County.
- Incorporate the topographic data and right-of-way/property lines into the design base map and prepare an AutoCAD (Civil 3D) digital terrain model.

### Task: 2.2 Geotechnical (GeoDesign)

- Review existing documentation to be provided by the City.
- Coordinate and manage the field investigation, including locating utilities, access preparation, and scheduling of contractors and GeoDesign staff.
- Prepare traffic control plans and obtain right-of-way permits from the City for investigations within existing streets with traffic (if necessary).
- Complete subsurface explorations including the following:
  - Five borings at existing road locations (S. 1st Street (2) and Strand Street Plymouth Street, Tualatin Street ), ten borings at new pavement locations, and two borings at potential outfall locations. The borings will be advanced to depths of 15 feet below ground surface (BGS) or a minimum of 5 feet into rock. Borings will be advanced using hollow stem auger and push probe methods. Where bedrock is encountered, borings will be advanced via rock coring, if feasible.
  - After the location of the lift station is finalized, return to advance one geotechnical boring at or near the location of the proposed wet well.
  - After the location of the lift station is finalized, return to advance one cone penetrometer (CPT) probe to provide a continuous log of subsurface conditions at or near the location of the proposed wet well and pump station.
  - Install two v/w piezometers at or near the wet well and record readings with data loggers for up to 3 months.
- Complete dynamic cone penetrometer testing in each existing road boring and approximately 50 percent of the borings at new pavement locations.
- Maintain a detailed log of each exploration, visually classify the soil encountered, obtain soil samples as appropriate for the soil conditions encountered, and observe groundwater conditions in the boring.
- All samples will be drummed and stored on site pending results from tests from environmental sampling.
- Coordinate disposal of drums with the City following completion of environmental testing.
- Conduct the following laboratory tests using soil samples obtained from the explorations:
  - Up to 35 Moisture Content tests in general conformance with American Society for Testing and Materials (ASTM) D 2216.
  - Up to 4 Atterberg limit tests in general conformance with ASTM D 4318.
  - UP to 4 unconfined compression tests on rock in general conformance with ASTM D7012.
  - Up to 8 Grain size determinations in general conformance with ASTM D422.
- Analyze traffic information to be provided by the design team and estimate pavement design ESAL.
- Analyze subsurface and DCP results to determine pavement support characteristics.
- Provide recommendations for pavement repair and rehabilitation in existing pavement areas.
- Provide recommendations for new pavement structures.
- Provide a draft geotechnical report for the project including the following:
  - Geotechnical engineering construction recommendations for site preparation, structural fill compaction criteria, and wet/dry weather earthwork procedures.
  - Geotechnical engineering recommendations for utility trenching including rock excavation information.
  - Pavement geotechnical and pavement engineering material recommendations.
  - Foundation recommendations, if necessary, for the pump station. CPT probe data will be used to evaluate the liquefaction potential at the pump station, if necessary.
- Finalize the draft report after incorporating review comments from the City and the design team.

### Task: 2.3 Environmental Investigation (GeoDesign)

The Project is primarily located on the Boise Cascade Veneer Plant site (Veneer Plant), which is listed on the Oregon Department of Environmental Quality (DEQ) Environmental Cleanup Site Information (ECSI) database (ECSI No. 3283) because of the presence of petroleum hydrocarbons and metals contamination in soil and groundwater. DEQ issued a conditional No Further Action letter for ECSI No. 3283 in June 2015 and a Consent Judgement was issued in July 2015. Based on the 2015 conditional NFA and Consent Judgement, planned soil disturbance activities must be conducted in accordance with a previously prepared Contaminated Media Management Plan (CMMP).

The CMMP requires DEQ notification prior to all cases of planned soil-disturbing activities at the site, characterization of all soil removed from the site for offsite disposal, and preparation of construction summary reports for each project involving contaminated soil disturbance. DEQ may require work plans describing planned pre-construction and construction-related soil disturbing activities in addition to characterization of soil that will be generated during soil-disturbing activities prior to approving exploration or construction activities on the Veneer Plant site.

Additionally, because the presence or absence of contaminants in soil beneath portions on the Project not included in the Veneer Plant site are not known, it would be prudent to analyze soil from these areas to evaluate appropriate soil disposal options for soil that may be generated from these portions of the Project.

The purpose of the environmental scope of services is to satisfy the requirements of the CMMP for the Boise Cascade Veneer Plant portion of the Project and to evaluate appropriate disposal options for soil that will be generated during Project construction and either be managed onsite or disposed of offsite. The specific planned scope of services is summarized below. However, the planned scope of services may require modification based on potential input from DEQ:

- Provide regulatory liaison services with representatives of DEQ's Cleanup Division, including notification of planned pre-construction soil-disturbing activities and, if necessary, enrollment of the Project into DEQ's Voluntary Cleanup Program.
- If necessary, prepare a Work Plan for DEQ review and approval describing planned pre-construction soil-disturbing activities on the Veneer Plant. The Work Plan will include a general description of the Project and present a scope of services intended to pre-characterize soil prior to excavation to allow for the soil to be directly loaded for offsite disposal, if necessary.
- Coordinate and manage the field explorations, including private and public utility locates, access preparation, and scheduling contractors and GeoDesign staff.
- Subcontract a licensed drilling contractor to 26 direct-push borings at the Project to an anticipated depth of 15 feet BGS or probe refusal, whichever comes first. The borings will be spaced at approximately 100-foot intervals along the planned lengths of S. 1st Street and Strand Street, including 17 borings on future S. 1st Street and 9 borings on future Strand Street.
- Collect continuous soil samples from each direct-push boring to the extent practical for visual identification and field screening. Field screening will consist of visual observation for staining, water sheen testing, and headspace vapor measurements using a hand-held photoionization detector.
- From each boring, collect a total of three 3-point composite soil samples, including one 3-point composite soil sample representative of soil between 0 and 5 feet BGS, one 3-point composite soil sample representative of soil between 5 and 10 feet, and one composite soil sample representative of soil between 10 and 15 feet BGS. A total of up to 78 three-point composite soil samples will be collected from the 26 direct-push borings.
- Submit up to 78 three-point composite soil samples collected from the borings to a chemical analytical laboratory for analysis of diesel- and oil-range hydrocarbons by Method NWTPH-Dx, VOCs by EPA Method 8260B, PAHs by EPA Method 8270D SIM, PCBs by EPA Method 8082, and RCRA 8 metals by EPA Method 6020A.
- Decommission all soil borings in accordance with state and local rules and regulations immediately upon the conclusion of field work for this investigation.

- Place soil cuttings and decontamination water in labeled, Oregon Department of Transportation-approved, 55-gallon drums and leave it on site.
- Subcontract with a waste disposal subcontractor to dispose of the drums generated during this investigation and the geotechnical investigation at an approved facility.
- Summarize the results of the investigation in a report that will include a summary of field activities and observations, laboratory reports, and a discussion of the analytical results within the context of DEQ's regulatory framework. If necessary, submit the report to DEQ for review and approval.

#### **Assumptions:**

- Client to provide preliminary title reports of affected properties for proposed acquisitions.
- Obtain electronic file of 2014 AKS ALTA survey.
- The need for utility potholing will be evaluated following the 30% design submittal. If required, potholing will be coordinated and contracted as an additional service.
- Site access will be arranged by others.
- Site work can be completed on three consecutive weekdays between 8 am and 6 pm.
- Soil cuttings and decontamination water will be drummed and temporarily stored onsite pending disposal.
- Geotechnical boring for Tualatin Street waterline connection will be made at accessible location at top or bottom of bluff as coordinated with design team.
- No more than 9 drums of soil cuttings and decontamination water will be generated during the environmental and geotechnical investigations and the drums can be disposed of as non-hazardous waste.
- If necessary, potential DEQ-required construction and post-construction environmental services will be presented in a separate scope of services.
- Environmental investigation is for on-site soils only and does not include wetland reports/studies, biological assessments, archeological/historical surveys.

#### **Deliverables:**

- AutoCAD drawing file with base mapping, property boundary information, and Digital Terrain Model (DTM).
- PDF of Final Topographic Survey map
- Up to eight (8) legal descriptions and exhibits for project easements or acquisitions.
- Pre-Construction Record of Survey
- Geotechnical Report
- Piezometer readings
- Environmental Report (soils)

## **Task 3 – Alignment Alternatives/Concept Development Plans**

The purpose of this task is to explore layout options looking at horizontal geometry to meet minimum design speed criteria, creation of developable parcels, existing topography, pedestrian crossings and connectivity, and access to the riverfront. The design team will review current Development Code requirements and adopted Master Plans and prepare a concept development plan for use when analyzing the alternatives.

### **Task: 3.1 Planning Code and Zoning Requirements Review**

Review the City's Community Development Code to identify applicable use, development, and land division standards and provide feedback about potential parcel configurations or areas of potential revision to accommodate the desired development. This step is necessary to provide a framework for the alignment alternatives and concept development plan of Tasks 3.2 and 3.3.

### Task: 3.2 Alignment Alternatives

- The alternatives will address two S. 1st Street alignments: one located closer to the base of the existing bluff (maximize development area on river side of roadway) and one shifted away from the existing bluff to create more “useable” space between the roadway and the bluff. The alternatives will also address the alignment of Strand and its intersection with S. 1st Street (sweeping curve or more right-angle approach).
- Provide strip maps with preliminary horizontal roadway alignment and adjacent parcels.
- The design team will prepare a single alignments for water, sewer, and storm improvements. Two alignment alternatives will be developed for the lift station relocation.
- Provide conceptual stormwater management strategies that consider both the new roadway and adjacent development parcels (regional stormwater management facility versus individual ROW/development parcel facilities). The design team will consider the use of the existing storm outfall locations as part of the stormwater strategy.
- Provide conceptual design of pedestrian crossing treatments.
- Review existing River District, Mill Sub-District requirements and other standards (shared with Riverwalk Project).
- Design team to review existing S. 1<sup>st</sup> and St. Helens intersection design and coordinate designs so they are consistent for the River District area.
- Develop concept exhibits demonstrating the following landscape/streetscape elements of the alignment alternatives.
  - Existing and proposed pedestrian connections between bluff, roadways, and the future Riverwalk.
  - Gateway concept at 1st and Strand intersection.
  - Street tree layout.
  - Streetscape elements furnishings, conceptual scoring and pavement treatments, landscape planting areas.
  - Coordinate stormwater types and locations, led by Civil.
  - Coordinate lighting types and locations, led by DKS.

### Task: 3.3 Concept Development Plan

Prepare a concept development plan for adjacent parcels based on the alignment alternatives identified under Task 3.2 to provide conceptual yield studies for building footprints, parking, circulation, and site analysis. The Project Team will focus on parcel development by providing developable parcel options for the street alignments that are confined between the bluff and the river, so maximizing developable, attractive land is that increases economic activity and provides viable community centers.

The team will provide the following services:

- Prepare a working base map for the Concept Development Plan.
- Prepare a site analysis map that depicts development opportunities and constraints, including zoning, environmental overlays, and other site conditions that may affect the Concept Development Plan and Alignment Alternatives.
- Solicit input from at least four (4) developers on development opportunities and constraints of the project site. This input is not considered a formal proposal or solicitation of the property to developers, just a peer level review for considering concept development plan options.
- Define building types to use for footprints.
- Prepare two freehand Concept Development Plans, including buildings, parking, open space, pedestrian circulation, and the road alignment alternatives.
- Prepare up landscape / streetscape exhibits for up to three (3) alternatives. This includes an illustrative plan (1 roll map), typical sections, and materials/precedent image boards.
- Clearly annotate the plans for ease of review.
- Circulate for review and comment.

- Attend one (1) meeting with the City and the staff advisory committee to review the conceptual plan and provide a recommendation to the City Council.

### **Task 3.4 Scoring Criteria / Worksession**

Otak will work with the City to develop criteria for analyzing the alternatives, with a weighted system toward the highest priorities. These would likely include the following:

- Parcel development
- Riverfront access
- Multimodal activity

The team will participate in the following activities:

- Assist in preparing an evaluation matrix for scoring for the staff advisory committee to review the options and develop a recommendation on a preferred option for the City Council.
- Prepare for and attend one (1) City Council meeting / worksession to present the alignment alternatives and concept development plans. This presentation will include the recommendation from the staff advisory committee, a clear list of pros and cons for the two options, and a general ROM (rough order of magnitude) cost differences between alternatives.

### **Assumptions:**

- Concept Development Plan exhibits to be presented in concept sketch level format with annotations and demonstrative photos for communicating the plan. No renderings or CAD plans will be prepared.
- No cost estimating will be provided at Alternative/Concept Design phase

### **Deliverables:**

- Base site map
- Two Alignment Alternatives (10% Design)
- Two Concept Plans in freehand format
- Preferred Concept Plan in digital format
- Scoring criteria for analyzing alternatives

## **Task 4 –Road and Utility Extensions: Preliminary Design (30%)**

The purpose of this task is to advance the preferred alignment alternative conceptual design to improved site information and prepare 30% design roll-map. 30% preliminary design milestone will include streetscape layout, street cross sections, alignment geometry and profile, schematic utility layout, proposed lift station location and concept, illumination, and delineation of landscaped areas and stormwater management facilities. Included in this task is the assessment of cost-effective relocation options for the lift station and conceptual design based on City requirements.

### **Task: 4.1 Development of 30% Roll-map Plans**

Civil Roadway and Utility Coordination (Otak)

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

- Otak will establish communication with public utilities and private utility companies to notify them of this project and timeline, identify existing infrastructure in the project limits, and develop a composite list of potential utility conflicts and necessary demolition. Submit 30% plans to franchise utility providers for their reference in advancing design of new facilities.
- The design team will coordinate with the Columbia River PUD and incorporate their designs for placing the existing overhead utilities underground on the developed portions of S. 1<sup>st</sup> Street starting at the St. Helens intersection.
- Identify required ROW and easements for the project.

#### Utility Design (Leeway Engineering)

Sanitary sewer and water utilities will be conceptually designed based on topographic survey, geotechnical investigations, and current City hydraulic (sanitary) and demand (water) requirements. Hydraulic basis of design shall be based on the City's current Sanitary Sewer Master Planning efforts and any updates from the City's Water Master Plan (2012). Subtask activities will include:

- Development of background data request and review of data, including wet-weather and dry weather flow records.
- Coordination with the City regarding future extensions and connection points (including waterline connection at Tualatin Street).
- Evaluation of utility capacity requirements, including projection of wet-weather 5-year 24-hour event sanitary flows and peak hour/fire flow water demand.
- Development of preliminary layout of utilities, including coordination with Otak on storm and other dry utilities.
- Initial discussions with the Oregon Department of Environmental Quality (DEQ) regarding lift station force main discharge requirements.
- Evaluation and feasibility of connection to proposed force main to influent "tunnel" interceptor.
- Preparation for and attendance at one (1) design meeting to review design criteria and 30% design.
- Preparation for and attendance at one (1) design meeting to solicit O&M feedback and review design progress and criteria at the midway point of the 90% design.

#### Multimodal Transportation / Illumination (DKS)

- The design team will prepare a Traffic Analysis Memorandum that summarizes available pertinent traffic information. This includes evaluating and making recommendations regarding the location and possible treatment options for pedestrian crossings within the Project limits. This evaluation will be based on information gathered in the field, current Agency standards, land uses, Corridor Master Plan, Riverfront Connector Plan, and Wayfinding Plan, and NCHRP Report 562. The Design Team will evaluate and make recommendations to determine recommended alignment and cross sections for 1<sup>st</sup> and Strand Streets. Operations analysis will not be performed at any intersections.
- The design team will evaluate traffic and pedestrian circulation through the "pinch" point between the County Courthouse and City Hall in relation to how the Columbia View Park parking area may be modified and/or potential for one-way vehicular traffic through this area to provide more area for pedestrian traffic (sidewalks, etc) and how traffic circulates north of City Hall. The evaluation will consider the Riverfront Connector Plan and the Corridor Master Plan.
- Lighting analysis will be performed along S. 1<sup>st</sup> Street and Strand between the street extension limits at public intersections and pedestrian crossings and summarized in a memorandum with results of the findings.
- The design team will coordinate with Columbia River PUD on design and approved street lighting equipment. Roadway illumination plans will be prepared per City of St. Helens and Columbia River PUD standards showing all lighting infrastructure (conduit, wiring, foundations, junction boxes, poles, light fixtures, service cabinet) for the new lighting system.
  - Decorative lighting fixtures will be consistent with the S. 1<sup>st</sup> and St. Helens Street intersection design but understand they could change based on recommendations from the Riverwalk project to ensure consistency.

- Development of signing design through guidance provided by City of St. Helens, the current edition of the ODOT Traffic Sign Design Manual, the MUTCD and Oregon Supplements to the MUTCD (OAR 734-020-005) and with the Sign Policy and Guidelines for the State Highway System. In addition, the design team will take into account any signing designs from the City's Wayfinding Master Plan.
- Sign Plans include permanent signing plan, signing details, and sign post and data table. Design team will prepare striping design with guidance provided by City of St. Helens, the ODOT Traffic Line Manual, ODOT Traffic Manual, the MUTCD, the Oregon Supplement to the MUTCD, the Oregon Standard Drawings, and Standard Details. Permanent Striping Plans include roadway alignment, stationing, channelization information, tapers, centerlines, lane lines, shoulder width information, bike markings, crosswalks, and dimensions.

#### Landscape Architecture (Mayer-Reed)

- Develop streetscape designs for
  - Sidewalk paving patterns and materials.
  - Furnishing zone treatments and amenities.
  - Street tree layout and species.
  - Landscape zones and preliminary species.
- Stormwater planting – preliminary species
- Gateway elements – preliminary design.
  - Coordinate with lighting and other disciplines as needed.
- Prepare exhibits for client review meeting including:
  - Enlarged plans.
  - Sections and elevations.

#### Task: 4.2 Stormwater Management

- Prepare preliminary Stormwater Management Report for the project, including evaluation of regional stormwater facility option versus multiple smaller facilities within project limits.
- Storm water analysis includes conveyance, water quality treatment, and stormwater outfall to the Columbia River. It is assumed that water quality treatment will be based on ODOT stormwater treatment design standards, to be confirmed with City during the Preliminary Design phase.
- A preliminary report is to be submitted to the City for review and comment.
- Provide initial evaluation of stormwater outfalls and floodplain impacts from roadway/utility design and determine if additional analysis or permitting required for project.

#### Task: 4.3 Lift Station Relocation Analysis (Leeway Engineering and Grayling)

The lift station will be conceptually designed based on topographic survey, geotechnical investigations, and current / project hydraulic capacity requirements. Subtask activities will include:

- Development of background data request and review of data, including wet-weather and dry weather flow records.
- A site visit to evaluate existing conditions.
- Preliminary electrical engineering including coordination with the local electrical utility.
- Attendance at a design review meeting with the City.

As part of this work, a hydraulic analysis of the pressure sewer associated with the relocated lift station will be completed to determine equipment sizes and operating parameters. Key tasks include:

- Development of a sanitary basin plan.
- Confirmation that peak design flow based on a 20-year forecast, or greater is included in the City's other planning efforts.
- Overflow storage analysis.
- Draft and final technical memorandum (TM) outlining design criteria.

#### Task: 4.4 30% Cost Estimate / Constructability Review

- Prepare a preliminary cost estimate (AACE Class 3 level) for project based on 30% plans
- Otak CM team to provide constructability review and submit a summary report of potential construction/staging issues that may impact final design and permitting.
- Perform a review of overall construction estimate to advise City on budget status.

#### Assumptions:

- The Design Team will use the 2021 ODOT Standard Specifications.
- Land division is not included in this permitting scope of work. If a land division is desired or required to permit infrastructure improvements, the Otak team can provide a proposal for that work separately.
- Gateway design may include wayfinding / signage elements from the Riverfront Connector Plan and Wayfinding Master Plan. Design will include sign type locations; design and detailing of wayfinding elements not included.
- This scope does not include DSL/COE or FEMA coordination and permitting.
- New water, sewer utilities will be limited to the roadway extensions.
- New stub-out connections at manholes (sanitary) and mechanical joint caps or plugs (water) will be provided for future development assuming the lowest fixture being 8-feet below ground service.
- The downstream collection system has capacity to accept flows from the relocated lift station.
- Surge analysis is not required.
- The pump station will consist of three pumps. Pump size is a maximum of 50 horsepower.
- Instrumentation and control design is limited to incorporating the City's existing cellular based communication system.
- Odor control design for the lift station is not required.

#### Deliverables:

- Preliminary Stormwater Management Report
- 30% Design roll-map
- Outline specifications
- Preliminary Cost Estimate for 30% Design plans
- Roadway Design Report
- Draft and final utilities Technical Memorandum confirming demand and capacity requirements for water/sewer, respectively.
- Draft and final lift station design Technical Memorandum with site plan and section view drawings.
- Draft and Final Traffic Analysis Memorandum
- Draft and Final Illumination Analysis Memorandum

## Task 5 –Road and Utility Extension: Final Design (90% and Final PS&E)

The purpose of this task is to advance the preliminary design into 90% and final design documents that can go to bid advertisement. Street plans will incorporate a final design level of detail for streetscape, stormwater collection and management, utility information, street cross sections, illumination and signing/stripping plans, street landscape and ADA grading. Included with this work effort will be the proposed lift station design documents.

### Task: 5.1 90% and Final PS&E

Civil Roadway and Utility Coordination (Otak)

- Refine roadway alignment and grade and stormwater management based on the 30% review comments.
- Refine design for the three intersection improvements (S. 1st/Cowlitz, S. 1st/Strand) and existing S. 1st Street Improvement south of Cowlitz intersection.

- Determine sheet layout, title block, and sheet numbering scheme and coordinate with Design team for entire plan set. Obtain City concurrence prior to producing sheets.
- Prepare final typical section plan sheets (3), including typical on-street parking sections.
- Develop roadway and storm conveyance plan and profile sheets (7).
- Develop intersection grid details to show surface elevation information for intersections without a pavement standard cross slope. Details are assumed to be needed for each of the three existing intersections and at S 1st/Strand intersection (3).
- Prepare final sheets for overall plan set and general roadway improvements including a title sheet (1), index sheet (1), general notes (1), existing conditions (3), curb returns/ADA ramps (8), and mid-block crossings (2), standard roadway details (3), storm details (3).
- Prepare final sheets for stormwater improvements including plan/profile to outfall (2), standard storm details (3), stormwater treatment/LIDA details (2).
- Prepare Erosion and Sediment Control Plans for limits of project in accordance with DEQ 1200-C permit requirements. Assumes: Cover sheet (1), ESC Plans for three stages of construction (clearing/demo, grading, street/utility) (9), and ESC Details (3).
- Prepare final survey monumentation sheets (2).
- Coordinate with franchise utility providers (power, gas, telephone, fiber, communications) to incorporate design into roadway plans. Show proposed vaults and conduit runs as reference on roadway plan set, but franchise utility providers to provide their final design on separate documents.
  - Prepare final sheet(s) of composite utility plan showing where all utilities will be shown at a scale no smaller than 1"=60' without notes, profiles, etc.
- Prepare the special provisions of the project specifications related to roadway and storm drain improvements at 90% and Final PS&E submittal.
- Prepare cost estimate at 90% and Final PS&E (AACE Class 2 level) for roadway and storm drainage improvements.
- Prepare bid schedule for roadway and storm drainage improvements at 90% and Final PS&E.
- Assemble final special revisions, cost estimate, and bid schedule for entire project at 90% and Final PS&E from submitted documents from design team members. The professional of record will seal the applicable section of the special provisions for the Final PS&E submittal.
- Submit 90% PS&E to City for review and comment. Develop a comment log for design team to track revisions/responses in advancing plans to Final PS&E.

#### Utility Design (Leeway Engineering)

Sanitary sewer and water utility construction documents will be developed. Subtask activities will include:

- Coordination with Otak regarding cover sheet and other general sheets, traffic control plans, bidding documents, and front-end documents.
- Development of combined water and gravity sanitary sewer plan and profile drawings, including Tualatin Street waterline connection (8 sheets)
- Development of force main plan and profile drawings (6 sheets)
- Markups to the project Erosion and Sediment Control drawing(s), as developed by Otak.
- Design of force main connection to WWTP headworks or influent tunnel manhole.
- Development of horizontal utility decommissioning drawings (1 sheet plus 1 detail sheet).
- Drafting of special provisions related to water and sewer (6 sections).
- Coordination with Otak and City regarding future extension and connection locations.
- Development of Comment Log.
- Preparation for and participation in a 90% design initiation meeting, 90% design review meeting, and a Final Design handoff meeting.
- Development of utility-specific bid schedule for incorporation into Bid Documents.
- Development of 90% and Final AACE Level 2 cost estimates.
- Review and incorporation of review comments as received from the City, Design Team, and DEQ.
- Quality control reviews.

Multimodal Transportation / Illumination (DKS)

- Update design elements for illumination, signing, and striping to reflect review comments and changes from the Preliminary design review and bring the design level to 90% and Final PS&E suitable for advertisement and bidding. The following plan sheets will be prepared:
  - Illumination legend (1)
  - Illumination plans – (6) (1:40 scale)
  - Illumination details – (2)
  - Signing/Striping Legend (1)
  - Signing/Striping Plans (6) (1:40 scale)
  - Sign installation details (2)

Landscape Architecture (Mayer-Reed)

- Develop streetscape Plans and Details for
  - Sidewalk paving patterns and materials
  - Furnishing zone treatments and amenities
  - Street tree layout and species
  - Landscape planting design and irrigation
- Develop Plans and Details for Stormwater planting design
- Develop Plans and Details for Gateway element.
  - Coordinate with lighting and other disciplines as needed

**Task: 5.2 Stormwater Management Design and Report (Otak)**

- Advance stormwater design to support project 90% plans and Final PS&E.
- Otak will prepare a final stormwater management plan that encompasses the stormwater management facilities and pipe conveyance. The report will document support calculations.

**Task: 5.3 Lift Station Design Documents (Leeway Engineering and Grayling)**

Lift station construction documents will be developed to the 90% and Final design levels. Subtask activities will include:

- Development of Comment Log.
- Preparation for and participation in a midpoint 90% design workshop (approximately 60% completion) with City engineering and operations staff to review selection of lift station mechanical equipment, electrical equipment, and the pre-fabricated building,
- Preparation for and participation in a 90% design initiation meeting, a 90% design review meeting, and a Final Design handoff meeting.
- Development of bypass pumping plan.
- Development of lift station-specific bid schedule for incorporation into Bid Documents.
- Development of 90% and Final AACE Level 2 cost estimates.
- Development of 90% and Final technical specifications for mechanical and electrical in CSI format.
- Demolition and bypass plan for the existing lift station (2 sheets).
- Lift station site plan and sections (3 sheets).
- Detail sheets including City standards (up to 3 sheets).
- Structural notes, design, and details for pre-manufactured shelter/enclosure (2 sheets). Otak will provide structural footing design for pre-manufactured building loads to support contractor's building permit application.
- Electrical notes and site plan (2 sheets).
- Electrical one-line diagram (1 sheet).
- Electrical design and control plans (3 sheets).
- Electrical details.
- Quality control reviews.

### **Assumptions:**

- Gateway design may include wayfinding / signage elements. Signage Masterplan standards will be used for any wayfinding components included in the Gateway elements; design and destailing of wayfinding signage not included.
- Any exiting utilities recommended for rehabilitation or replacement north of Cowlitz or outside the new roadway alignment is not included as part of this Task.
- New water shall be C900 PVC or ductile iron, based on depths and dead/live loads., new sewer shall be ASTM3034 or SDR26 PVC, new force main(s) shall be ductile iron, Class 52.
- A single set of consolidated comments will be provided at each design submittal (90% and Final)
- The electrical engineer will coordinate with power and communication utilities.
- Contract documents will be submitted electronically in PDF format.
- Architectural/structural design for the lift station shelter/enclosure is not required. Assume pre-manufactured shelter/enclosure with design/specifications by manufacturer.
- Assumes stormwater management/treatment to be provided for the new roadway extension only. Improvements at three existing intersections and south end S. 1st Street will utilize the existing storm drain system and not require any new stormwater management/treatment.
- Franchise utility design (power, gas, telephone, fiber, communications) to be completed and documented by utility provider. City to coordinate franchise/service agreements with utility providers.

### **Deliverables:**

- Final Stormwater Management Report
- 90% and Final PS&E submittals shall each include:
  - Stamped plan sheets electronic (Adobe PDF)
  - Bid sheet (in MS Excel format and PDF)
  - Engineer's construction cost estimates (in MS Excel format and PDF)
  - Project Special Provisions and technical specifications (in MS Word format and PDF format)

## **Task 6 – Permitting Coordination/Support**

The purpose of this task is to prepare permit applications and materials, permit tracking, and schedule of permit submittals.

### **Task: 6.1 Utility Design DEQ (Lift Station) and OHA (Water) (Leeway Engineering and Grayling)**

Leeway will lead the permitting effort as needed for the sanitary and water utilities. Permits include:

- Preparation and submittal of plan set to DEQ for review and approval of the lift station, force main(s), and sanitary sewers. As part of this effort, Leeway will help prepare a Land Use Compatibility Statement (LUCS) and coordinate with the City.

### **Task: 6.2 1200-C Erosion and Sediment Control (Otak)**

Otak will lead the permitting effort for the DEQ 1200-C permit for Erosion and Sediment Control for the project limits with preparation and submittal of the 1200-C application and ESC Plan prepared in the 90% PS&E. Otak will coordinate obtaining a Land Use Compatibility Statement (LUCS) from the City for submittal and track permit process through the public notice and issuance of permit.

### **Task: 6.3 Grading Permit - City of St. Helens (Otak)**

Otak will lead the permitting effort for the required Grading Permit through the City of St. Helens for grading activity on the site. Grading permit submittal plans will be based on the 90% PS&E submittal. Otak will track permit process and process required plan revision and coordination with the City through issuance of permit.

#### **Task: 6.4 Building Permit – Lift Station (Grayling/Otak)**

Grayling will take the lead in coordinating the steps required to acquire a Building Permit for structures related to the lift station. Activities will include coordination with a manufacturer for structural drawings and calculations in support of the building permit application.

##### **Assumptions:**

- The building permit application will be made by the contractor.
- Grayling will coordinate providing the drawings and calculations needed to accompany the contractor's building permit application.
- City will pay all permitting fees.
- City does not currently have an exception for plan review with DEQ or OHA.
- Lift station shelter/enclosure is a pre-manufactured structure. No architectural or building structural design is required from the Design team. Otak will provide structural footing design for pre-manufactured building loads to support contractor's building permit application.

##### **Deliverables:**

- DEQ Permit submittal package (Lift Station and force main)
- DEQ 1200-C Erosion and Sediment Control Permit submittal package
- Grading Permit submittal package (Columbia County)
- Building Permit submittal package (lift station structure)

### **Task 7 – Bid Documents and Bidding Assistance – RESERVED - TBD**

*Task 7 scope and fee to be proposed after Task 4 – Preliminary Design (30%) design task in complete.*

The purpose of this task is to work with the City to answer questions during the bid advertisement process and prepare addenda as needed. At the close of bidding, Otak will help the City evaluate proposals and make a final selection.

#### **Task: 7.1 Bid Assistance**

### **Task 8 – Construction Management Services (Otak) – RESERVED - TBD**

*Task 8 scope and fee to be proposed after Task 4 – Preliminary Design (30%) design task in complete.*

The purpose of this task is to provide Construction Management and Inspection services for the duration of the project.

#### **Task: 8.1 Construction Management / Administration**

#### **Task: 8.2 Pre-construction and Site Meetings**

#### **Task: 8.3 Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)**

#### **Task: 8.4 Construction Inspection**

#### **Task: 8.5 As-built Survey and Drawings**

#### **Task: 8.6 Project Close-out**

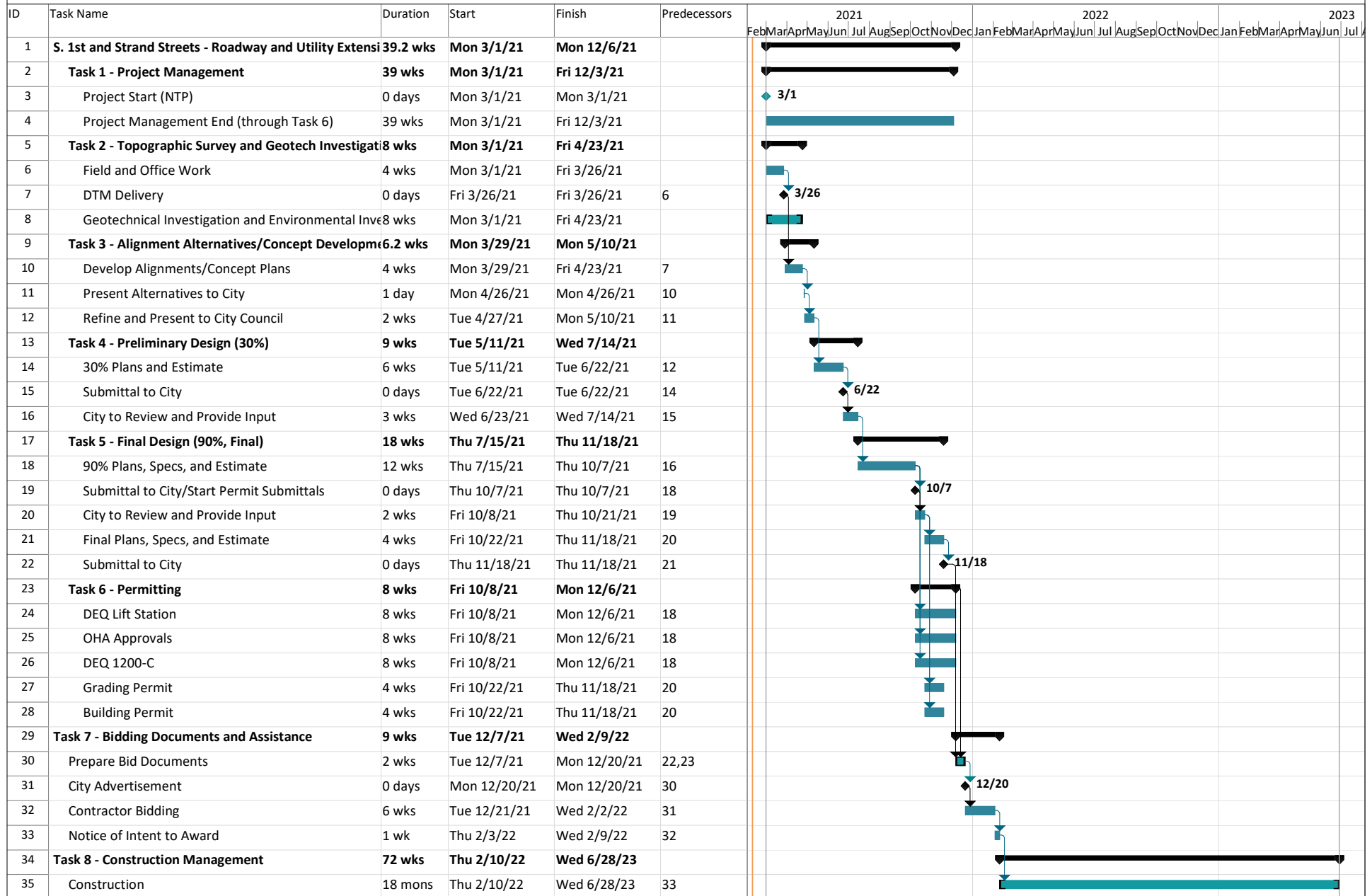
## **CITY'S RESPONSIBILITIES**

The City Shall:

- Confirm applicable Design Standards for the project including stormwater design requirements.
- Provide record drawings/as-builts, reports, studies, agreements, or other applicable documents the City has on file related to the subject property and adjacent infrastructure or development.

- Manage the relationship with other jurisdictions involved in the project, with adjacent property owners, and with the general public.
- Obtain Permits of Entry or provide access to property belonging to others.
- Provide a copy of chain of title from assessment and taxation, last deed recorded and assign right-of-way file numbers.
- Assist in utilities coordination and to facilitate the timely receipt of utility data from the utility companies and other public agencies.
- Pay for all permit application fees, unless otherwise noted.
- Provide advertisement for public announcements. Finalize, print, and distribute announcements, including uploading information to City website (as required).
- Provide bid advertisement and bid document printing services or e-hosting of documents.

St Helens: S. 1st and Strand Roadway/Utilities  
Design and Permitting  
2./10/21 draft



**PERSONAL SERVICES AGREEMENT  
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
<b>General Liability</b>	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	<b>YES</b>
Please indicate if Claims Made or Occurrence			
<b>Automobile Liability</b>	Combined Single – covering any vehicle used on City business	\$2,000,000	<b>YES</b>
<b>Workers' Compensation</b>	Per Oregon State Statutes If workers compensation is not applicable please initial here _____ State the reason it is not applicable: _____		<b>YES</b>
<b>Professional Liability</b>	Per occurrence  Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	<b>YES</b>

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.

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 Contract 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 Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

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 Contract.

**PERSONAL SERVICES AGREEMENT  
ATTACHMENT C  
COMPENSATION**

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

Fee Estimate

Summary of Otak, Inc. and all Subconsultants

Otak Project # 019823.000

Task	Description	Otak, Inc.	Mayer/Reed	GeoDesign	Leeway Engineering	DKS Associates	Grayling Engineers	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b> (Tasks 2-6 duration)	<b>556</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>556</b>	<b>\$85,649.00</b>
1.1	Project Management and Administration	352	0	0	0	0	0	352	\$51,506.00
1.2	Project Coordination, Meetings, and Schedule	204	0	0	0	0	0	204	\$34,143.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>655</b>	<b>0</b>	<b>236</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>905</b>	<b>\$110,838.00</b>
2.1	Topographic Survey (Otak)	655	0	0	5	0	3	663	\$74,706.00
2.2	Geotechnical (GeoDesign)	0	0	97	3	0	3	103	\$16,110.00
2.3	Environmental Investigation (GeoDesign)	0	0	139	0	0	0	139	\$20,022.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>390</b>	<b>160</b>	<b>0</b>	<b>17</b>	<b>24</b>	<b>15</b>	<b>606</b>	<b>\$96,837.00</b>
3.1	Planning Code and Zoning Requirements	12	3	0	0	0	0	15	\$2,631.00
3.2	Alignment Alternatives (2) (10%)	156	131	0	17	24	15	343	\$50,763.00
3.3	Concept Development Plan	142	20	0	0	0	0	162	\$28,524.00
3.4	Scoring Criteria / Worksession	80	6	0	0	0	0	86	\$14,919.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>673</b>	<b>180</b>	<b>0</b>	<b>192</b>	<b>291</b>	<b>143</b>	<b>1479</b>	<b>\$212,562.00</b>
4.1	Development of 30% Roll-map Plans	483	160	0	178	279	56	1156	\$167,445.00
4.2	Stormwater Management	122	20	0	0	0	0	142	\$17,264.00
4.3	Lift Station Relocation Analysis	0	0	0	8	0	78	86	\$13,764.00
4.4	30% Cost Estimate/Constructability Review	68	0	0	6	12	9	95	\$14,089.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>1907</b>	<b>378</b>	<b>0</b>	<b>394</b>	<b>288</b>	<b>443</b>	<b>3410</b>	<b>\$463,544.00</b>
5.1	90% and Final PS&E	1657	378	0	379	288	184	2886	\$388,853.00
5.2	Stormwater Management Design and Report	224	0	0	0	0	0	224	\$28,640.00
5.3	Lift Station Design Documents	26	0	0	15	0	259	300	\$46,051.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>128</b>	<b>8</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>77</b>	<b>236</b>	<b>\$33,201.00</b>
6.1	Utility Design - DEQ (Lift Station)	0	0	0	23	0	43	66	\$9,953.00
6.2	1200-C Erosion and Sediment Control	72	0	0	0	0	18	90	\$11,974.00
6.3	Grading Permit (Columbia County)	56	0	0	0	0	0	56	\$7,940.00
6.4	Building Permit (Lift Station, Gateway)	0	8	0	0	0	16	24	\$3,334.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance	0	0	0	0	0	0	0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration	0	0	0	0	0	0	0	\$0.00
8.2	Pre-construction and Site Meetings	0	0	0	0	0	0	0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)	0	0	0	0	0	0	0	\$0.00
8.4	Construction Inspection	0	0	0	0	0	0	0	\$0.00
8.5	As-built Survey and Drawings	0	0	0	0	0	0	0	\$0.00
8.6	Project Close-out	0	0	0	0	0	0	0	\$0.00
<b>Total Hours</b>		<b>4,309</b>	<b>726</b>	<b>236</b>	<b>634</b>	<b>603</b>	<b>684</b>	<b>7,192</b>	
<b>Total Labor Cost</b>		<b>\$585,849.00</b>	<b>\$91,915.00</b>	<b>\$34,976.00</b>	<b>\$103,496.00</b>	<b>\$90,005.00</b>	<b>\$96,390.00</b>		<b>\$1,002,631.00</b>
<b>Direct Expenses</b>		<b>\$8,000.00</b>	<b>\$2,760.00</b>	<b>\$64,400.00</b>	<b>\$560.00</b>	<b>\$1,746.00</b>	<b>\$32,768.00</b>		<b>\$110,234.00</b>
<b>Subconsultant Administration</b>		<b>\$25,950.80</b>							<b>\$25,950.80</b>
<b>Project Total</b>		<b>\$619,799.80</b>	<b>\$94,675.00</b>	<b>\$99,376.00</b>	<b>\$104,056.00</b>	<b>\$91,751.00</b>	<b>\$129,158.00</b>		<b>\$1,138,815.80</b>

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

Fee Estimate  
Otak, Inc.  
Otak Project # 019823.000

Task	Description	Sr. PIC/Sr. PM Civil	Civil Engineer VIII	Civil Engineer VIII	Civil Engineer IV	Engineering Designer IV	Engineering Tech IV	Civil Engineer VI	Engineering Designer IV	PIC/PLS Sr. Manager	PLS V	Survey Crew Chief II	Survey Field Tech III	Survey Office Tech III	PIC/Sr. PM Urban Design	Sr. PM - Planner II	Sr. PIC/Sr. PM LA/Mst Pln	Landscape Architect IV	Construction Manager VI	Project Coordinator	Project Admin Assist		Total Hours	Total Budget by Task
1	Project Management	55	221	0	0	0	0	0	0	0	0	0	0	0	6	6	6	0	0	236	26	0	556	\$85,649.00
1.1	Project Management and Administration	28	124																0	182	18		352	\$51,506.00
1.2	Project Coordination, Meetings, and Schedule	27	97												6	6	6			54	8		204	\$34,143.00
2	Survey and Geotechnical / Environmental Investigation	0	0	0	0	0	0	0	0	11	92	201	201	147	0	0	0	0	0	0	3	0	655	\$73,082.00
2.1	Topographic and Boundary Survey (Otak)									11	92	201	201	147							3		655	\$73,082.00
2.2	Geotechnical (GeoDesign)																						0	\$0.00
2.3	Environmental Investigation (GeoDesign)																						0	\$0.00
3	Alignment Alternatives/Concept Development Plans	10	22	22	0	0	8	34	40	0	0	0	0	0	28	30	80	116	0	0	0	0	390	\$65,504.00
3.1	Planning Code and Zoning Requirements															12							12	\$2,196.00
3.2	Alignment Alternatives (2) (10%)	8	10	14			8	34	40						8	2	16	16					156	\$24,280.00
3.3	Concept Development Plan	2	12	8											12	8	40	60					142	\$25,084.00
3.4	Scoring Criteria / Worksession														8	8	24	40					80	\$13,944.00
4	Road and Utility Extensions: Preliminary Design (30%)	26	54	111	126	166	48	40	82	0	0	0	0	0	0	0	0	0	8	8	4	0	673	\$92,405.00
4.1	Development of 30% Roll-map Plans	22	48	95	126	142	48														2		483	\$67,065.00
4.2	Stormwater Management							40	82														122	\$15,144.00
4.3	Lift Station Relocation Analysis																						0	\$0.00
4.4	30% Cost Estimate/Constructability Review	4	6	16		24													8	8	2		68	\$10,196.00
5	Road and Utility Extensions: Final Design (90% and Final PS&E)	46	141	287	373	291	503	96	128	0	0	0	0	0	0	0	0	0	20	20	2	0	1907	\$251,469.00
5.1	90% and Final PS&E	46	133	287	361	291	497												20	20	2		1657	\$219,303.00
5.2	Stormwater Management Design and Report							96	128														224	\$28,640.00
5.3	Lift Station Design Documents		8		12	6																	26	\$3,526.00
6	Permitting Coordination/Support	6	34	0	46	0	36	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	128	\$17,740.00
6.1	Utility Design - DEQ (Lift Station)																						0	\$0.00
6.2	1200-C Erosion and Sediment Control	2	20		30		20																72	\$9,800.00
6.3	Grading Permit (Columbia County)	4	14		16		16	6															56	\$7,940.00
6.4	Building Permit (Lift Station Structure)																						0	\$0.00
7	Bid Documents and Bidding Assistance - RESERVED - TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
7.1	Bidding Assistance																						0	\$0.00
8	Construction Management Services - RESERVED - TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
8.1	Construction Management / Administration																						0	\$0.00
8.2	Pre-construction and Site Meetings																						0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)																						0	\$0.00
8.4	Construction Inspection																						0	\$0.00
8.5	As-built Survey and Drawings																						0	\$0.00
8.6	Project Close-out																							
		143	472	420	545	457	595	176	250	11	92	201	201	147	34	36	86	116	28	264	35	0	4309	
	Current Billing Rate	\$240.00	\$173.00	\$173.00	\$128.00	\$112.00	\$101.00	\$149.00	\$112.00	\$220.00	\$195.00	\$103.00	\$82.00	\$104.00	\$200.00	\$183.00	\$240.00	\$128.00	\$202.00	\$120.00	\$83.00			
	Annualized Billing Rate	\$240.00	\$173.00	\$173.00	\$128.00	\$112.00	\$101.00	\$149.00	\$112.00	\$220.00	\$195.00	\$103.00	\$82.00	\$104.00	\$200.00	\$183.00	\$240.00	\$128.00	\$202.00	\$120.00	\$83.00	\$0.00		
	Total Labor Cost	\$34,320.00	\$81,656.00	\$72,660.00	\$69,760.00	\$51,184.00	\$60,095.00	\$26,224.00	\$28,000.00	\$2,420.00	\$17,940.00	\$20,703.00	\$16,482.00	\$15,288.00	\$6,800.00	\$6,588.00	\$20,640.00	\$14,848.00	\$5,656.00	\$31,680.00	\$2,905.00	\$0.00	\$8,000	\$585,849.00
	Direct Expenses																							
	Subconsultant Administration																							
	Project Total																							\$619,799.80

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

Fee Estimate

Mayer/Reed

Otak Project # 019823.000

Task	Description	Principal Landscape	Principal Vis Comm	Project Manager	Landscape Architect	Landscape Designer	Vis Comm Designer	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration							0	\$0.00
1.2	Project Coordination, Meetings, and Schedule							0	\$0.00
								0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
2.1	Topographic Survey (Otak)							0	\$0.00
2.2	Geotechnical (GeoDesign)							0	\$0.00
2.3	Environmental Investigation (GeoDesign)							0	\$0.00
								0	\$0.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>27</b>	<b>6</b>	<b>38</b>	<b>20</b>	<b>56</b>	<b>13</b>	<b>160</b>	<b>\$20,930.00</b>
3.1	Planning Code and Zoning Requirements	1		1			1	3	\$435.00
3.2	Alignment Alternatives (2) (10%)	15	2	26	20	56	12	131	\$16,080.00
3.3	Concept Development Plan	8	4	8				20	\$3,440.00
3.4	Scoring Criteria / Worksession	3		3				6	\$975.00
								0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>17</b>	<b>18</b>	<b>29</b>	<b>20</b>	<b>48</b>	<b>48</b>	<b>180</b>	<b>\$23,365.00</b>
4.1	Development of 30% Roll-map Plans	17	18	29	16	32	48	160	\$21,245.00
4.2	Stormwater Management				4	16		20	\$2,120.00
4.3	Lift Station Relocation Analysis							0	\$0.00
4.4	30% Cost Estimate/Constructability Review							0	\$0.00
								0	\$0.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>30</b>	<b>20</b>	<b>92</b>	<b>44</b>	<b>120</b>	<b>72</b>	<b>378</b>	<b>\$46,720.00</b>
5.1	90% and Final PS&E	30	20	92	44	120	72	378	\$46,720.00
5.2	Stormwater Management Design and Report							0	\$0.00
5.3	Lift Station Design Documents							0	\$0.00
								0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>\$900.00</b>
6.1	Utility Design - DEQ (Lift Station)							0	\$0.00
6.2	1200-C Erosion and Sediment Control							0	\$0.00
6.3	Grading Permit (Columbia County)							0	\$0.00
6.4	Building Permit (Lift Station, Gateway)			4			4	8	\$900.00
								0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance							0	\$0.00
								0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration							0	\$0.00
8.2	Pre-construction and Site Meetings							0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)							0	\$0.00
8.4	Construction Inspection							0	\$0.00
8.5	As-built Survey and Drawings							0	\$0.00
8.6	Project Close-out								
	<i>Total Hours</i>	74	44	163	84	224	137	726	
	<i>Billing Rate</i>	\$210.00	\$210.00	\$115.00	\$130.00	\$100.00	\$110.00		
	<i>Total Labor Cost</i>	\$15,540.00	\$9,240.00	\$18,745.00	\$10,920.00	\$22,400.00	\$15,070.00		\$91,915.00
	<i>Direct Expenses</i>							\$2,760	\$2,760.00
	<b>Project Total</b>								<b>\$94,675.00</b>

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

Fee Estimate

Leeway Engineering

Otak Project # 019823.000

Task	Description	Principal Engineer	Senior Engineer	Project Engineer	Staff Engineer	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration					0	\$0.00
1.2	Project Coordination, Meetings, and Schedule					0	\$0.00
						0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>\$1,714.00</b>
2.1	Topographic Survey (Otak)	4		1		5	\$1,091.00
2.2	Geotechnical (GeoDesign)	2		1		3	\$623.00
2.3	Environmental Investigation (GeoDesign)					0	\$0.00
						0	\$0.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>\$3,368.00</b>
3.1	Planning Code and Zoning Requirements					0	\$0.00
3.2	Alignment Alternatives (2) (10%)	11	2		4	17	\$3,368.00
3.3	Concept Development Plan					0	\$0.00
3.4	Scoring Criteria / Worksession					0	\$0.00
						0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>60</b>	<b>54</b>	<b>6</b>	<b>72</b>	<b>192</b>	<b>\$32,484.00</b>
4.1	Development of 30% Roll-map Plans	50	54	6	68	178	\$29,708.00
4.2	Stormwater Management					0	\$0.00
4.3	Lift Station Relocation Analysis	8				8	\$1,872.00
4.4	30% Cost Estimate/Constructability Review	2			4	6	\$904.00
						0	\$0.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>140</b>	<b>6</b>	<b>32</b>	<b>216</b>	<b>394</b>	<b>\$62,338.00</b>
5.1	90% and Final PS&E	125	6	32	216	379	\$58,828.00
5.2	Stormwater Management Design and Report					0	\$0.00
5.3	Lift Station Design Documents	15				15	\$3,510.00
						0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>8</b>	<b>23</b>	<b>\$3,592.00</b>
6.1	Utility Design - DEQ (Lift Station)	5		10	8	23	\$3,592.00
6.2	1200-C Erosion and Sediment Control					0	\$0.00
6.3	Grading Permit (Columbia County)					0	\$0.00
6.4	Building Permit (Lift Station Structure)					0	\$0.00
						0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance					0	\$0.00
						0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration					0	\$0.00
8.2	Pre-construction and Site Meetings					0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)					0	\$0.00
8.4	Construction Inspection					0	\$0.00
8.5	As-built Survey and Drawings					0	\$0.00
8.6	Project Close-out						
	Total Hours	222	62	50	300	634	
	Billing Rate	\$234.00	\$179.00	\$155.00	\$109.00		
	Total Labor Cost	\$51,948.00	\$11,098.00	\$7,750.00	\$32,700.00		\$103,496.00
	Direct Expenses					\$560	\$560.00
	Project Total						\$104,056.00

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

Fee Estimate

GeoDesign

Otak Project # 019823.000

Task	Description	Principal	Senior Associate	Associate	Senior Project Manager	Project Manager II	Project Manager	Technical Specialist I	Staff III	CAD Technician	Senior Technical Editor	Technical Editor	Support Staff	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration													0	\$0.00
1.2	Project Coordination, Meetings, and Schedule													0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>29</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>22</b>	<b>0</b>	<b>122</b>	<b>11</b>	<b>14</b>	<b>0</b>	<b>5</b>	<b>236</b>	<b>\$34,976.00</b>
2.1	Topographic Survey (Otak)													0	\$0.00
2.2	Geotechnical (GeoDesign)	10	15			18			42	3	6		3	97	\$14,954.00
2.3	Environmental Investigation (GeoDesign)	19					22		80	8	8		2	139	\$20,022.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
3.1	Planning Code and Zoning Requirements													0	\$0.00
3.2	Alignment Alternatives (2) (10%)													0	\$0.00
3.3	Concept Development Plan													0	\$0.00
3.4	Scoring Criteria / Worksession													0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
4.1	Development of 30% Roll-map Plans													0	\$0.00
4.2	Stormwater Management													0	\$0.00
4.3	Lift Station Relocation Analysis													0	\$0.00
4.4	30% Cost Estimate/Constructability Review													0	\$0.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
5.1	90% and Final PS&E													0	\$0.00
5.2	Stormwater Management Design and Report													0	\$0.00
5.3	Lift Station Design Documents													0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
6.1	Utility Design - DEQ (Lift Station)													0	\$0.00
6.2	1200-C Erosion and Sediment Control													0	\$0.00
6.3	Grading Permit (Columbia County)													0	\$0.00
6.4	Building Permit (Lift Station Structure)													0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance													0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration													0	\$0.00
8.2	Pre-construction and Site Meetings													0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)													0	\$0.00
8.4	Construction Inspection													0	\$0.00
8.5	As-built Survey and Drawings													0	\$0.00
8.6	Project Close-out													0	\$0.00
	<b>Total Hours</b>	<b>29</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>22</b>	<b>0</b>	<b>122</b>	<b>11</b>	<b>14</b>	<b>0</b>	<b>5</b>	<b>236</b>	
	<b>Billing Rate</b>	<b>\$224.00</b>	<b>\$204.00</b>	<b>\$192.00</b>	<b>\$175.00</b>	<b>\$164.00</b>	<b>\$154.00</b>	<b>\$144.00</b>	<b>\$133.00</b>	<b>\$101.00</b>	<b>\$97.00</b>	<b>\$90.00</b>	<b>\$77.00</b>		
	<b>Total Labor Cost</b>	<b>\$6,496.00</b>	<b>\$3,060.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,952.00</b>	<b>\$3,388.00</b>	<b>\$0.00</b>	<b>\$16,226.00</b>	<b>\$1,111.00</b>	<b>\$1,358.00</b>	<b>\$0.00</b>	<b>\$385.00</b>		
	<b>Direct Expenses</b>													<b>\$42,200</b>	<b>\$64,400.00</b>
														<b>\$22,200</b>	
	<b>Project Total</b>														<b>\$99,376.00</b>

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

Fee Estimate

DKS Associates

Otak Project # 019823.000

Task	Description	Principal (Grade 40)	QA/QC Engineer (Grade 35)	Project Manager (Grade 30)	Project Engineer (Grade 21)	Transportatio n Analyst (Grade 23)	Engineering Assistant (Grade 16)	Cadd Technician (Grade 11)	Admin (Tech T)	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration									0	\$0.00
1.2	Project Coordination, Meetings, and Schedule									0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
2.1	Topographic Survey (Otak)									0	\$0.00
2.2	Geotechnical (GeoDesign)									0	\$0.00
2.3	Environmental Investigation (GeoDesign)									0	\$0.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>24</b>	<b>\$4,310.00</b>
3.1	Planning Code and Zoning Requirements									0	\$0.00
3.2	Alignment Alternatives (2) (10%)	2		10	10				2	24	\$4,310.00
3.3	Concept Development Plan									0	\$0.00
3.4	Scoring Criteria / Worksession									0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>5</b>	<b>9</b>	<b>48</b>	<b>50</b>	<b>40</b>	<b>76</b>	<b>50</b>	<b>13</b>	<b>291</b>	<b>\$44,045.00</b>
4.1	Development of 30% Roll-map Plans	5	9	48	46	40	70	48	13	279	\$42,435.00
4.2	Stormwater Management									0	\$0.00
4.3	Lift Station Relocation Analysis									0	\$0.00
4.4	30% Cost Estimate/Constructability Review				4		6	2		12	\$1,610.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>2</b>	<b>6</b>	<b>53</b>	<b>52</b>	<b>4</b>	<b>88</b>	<b>70</b>	<b>13</b>	<b>288</b>	<b>\$41,650.00</b>
5.1	90% and Final PS&E	2	6	53	52	4	88	70	13	288	\$41,650.00
5.2	Stormwater Management Design and Report									0	\$0.00
5.3	Lift Station Design Documents									0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
6.1	Utility Design - DEQ (Lift Station)									0	\$0.00
6.2	1200-C Erosion and Sediment Control									0	\$0.00
6.3	Grading Permit (Columbia County)									0	\$0.00
6.4	Building Permit (Lift Station Structure)									0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance									0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration									0	\$0.00
8.2	Pre-construction and Site Meetings									0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)									0	\$0.00
8.4	Construction Inspection									0	\$0.00
8.5	As-built Survey and Drawings									0	\$0.00
8.6	Project Close-out									0	\$0.00
	<b>Total Hours</b>	<b>9</b>	<b>15</b>	<b>111</b>	<b>112</b>	<b>44</b>	<b>164</b>	<b>120</b>	<b>28</b>	<b>603</b>	
	<b>Billing Rate</b>	<b>\$250.00</b>	<b>\$225.00</b>	<b>\$200.00</b>	<b>\$155.00</b>	<b>\$165.00</b>	<b>\$130.00</b>	<b>\$105.00</b>	<b>\$130.00</b>		
	<b>Total Labor Cost</b>	<b>\$2,250.00</b>	<b>\$3,375.00</b>	<b>\$22,200.00</b>	<b>\$17,360.00</b>	<b>\$7,260.00</b>	<b>\$21,320.00</b>	<b>\$12,600.00</b>	<b>\$3,640.00</b>		<b>\$90,005.00</b>
	<b>Direct Expenses</b>									<b>\$1,746</b>	<b>\$1,746.00</b>
	<b>Project Total</b>										<b>\$91,751.00</b>

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

Fee Estimate

Grayling Engineers

Otak Project # 019823.000

Task	Description	Senior Engineer	Design Engineer III	Design Engineer II	CAD / GIS	Electrical Engineer	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration						0	\$0.00
1.2	Project Coordination, Meetings, and Schedule						0	\$0.00
							0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$1,066.00</b>
2.1	Topographic Survey (Otak)	1	2				3	\$533.00
2.2	Geotechnical (GeoDesign)	1	2				3	\$533.00
2.3	Environmental Investigation (GeoDesign)						0	\$0.00
							0	\$0.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>8</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>\$2,725.00</b>
3.1	Planning Code and Zoning Requirements						0	\$0.00
3.2	Alignment Alternatives (2) (10%)	8	3	4			15	\$2,725.00
3.3	Concept Development Plan						0	\$0.00
3.4	Scoring Criteria / Worksession						0	\$0.00
							0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>27</b>	<b>30</b>	<b>34</b>	<b>52</b>	<b>0</b>	<b>143</b>	<b>\$20,263.00</b>
4.1	Development of 30% Roll-map Plans	8	8		40		56	\$6,992.00
4.2	Stormwater Management						0	\$0.00
4.3	Lift Station Relocation Analysis	18	18	30	12		78	\$11,892.00
4.4	30% Cost Estimate/Constructability Review	1	4	4			9	\$1,379.00
							0	\$0.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>83</b>	<b>70</b>	<b>106</b>	<b>184</b>	<b>0</b>	<b>443</b>	<b>\$61,367.00</b>
5.1	90% and Final PS&E	20	28		136		184	\$22,352.00
5.2	Stormwater Management Design and Report						0	\$0.00
5.3	Lift Station Design Documents	63	42	106	48		259	\$39,015.00
							0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>9</b>	<b>14</b>	<b>44</b>	<b>10</b>	<b>0</b>	<b>77</b>	<b>\$10,969.00</b>
6.1	Utility Design - DEQ (Lift Station)	5	10	28			43	\$6,361.00
6.2	1200-C Erosion and Sediment Control		2	8	8		18	\$2,174.00
6.3	Grading Permit (Columbia County)						0	\$0.00
6.4	Building Permit (Lift Station Structure)	4	2	8	2		16	\$2,434.00
							0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance						0	\$0.00
							0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration						0	\$0.00
8.2	Pre-construction and Site Meetings						0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)						0	\$0.00
8.4	Construction Inspection						0	\$0.00
8.5	As-built Survey and Drawings						0	\$0.00
8.6	Project Close-out						0	\$0.00
	Total Hours	129	121	188	246		684	
	Billing Rate	\$215.00	\$159.00	\$132.00	\$100.00			
	Total Labor Cost	\$27,735.00	\$19,239.00	\$24,816.00	\$24,600.00			\$96,390.00
	Direct Expenses					\$32,208	\$560	\$32,768.00
	Project Total							\$129,158.00



## **Communications Support Specialist**

**DEPARTMENT:** Administration  
**DIVISION:** N/A  
**SUPERVISOR:** City Administrator  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

This position provides support to the Communications Officer to assist in effective communications planning; timely production and dissemination of communications materials related to City news, services, and events; maintenance and assessment of various print, electronic and social media outlets; and facilitating a seamless flow of internal and external communications.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Administrator, assisting the Communications Officer with all City communications efforts.

### **SUPERVISION EXERCISED**

No supervision exercised.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Provides support to the Communications Officer.
- Supports Communications Officer in working with City staff and departments to write, edit, publicize, and distribute information to the public.
- Increases public awareness and community engagement for City events and operations.
- Maintains effective relationships with staff and departments.
- Assists Communications Officer with external communications that have a consistent, professional tone, and reach the intended audience.
- Composes, transcribe, types, and edits a variety of reports, correspondence, and other materials requiring judgment as to content, accuracy, and completeness.
- Assists in maintaining and operating the City website and social media accounts.
- Performs all other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- a. Graduation from high school or GED equivalent.
- b. One (1) year of government communications experience, including using social media platforms in a government setting.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient in graphics and knowledge of desktop publishing for in-house design and

publication.

- Excellent written and spoken communications skills.
- Ability to analyze complex or technical information from sources and synthesize information into communication documents for the general public.
- Knowledge of photo-editing, document-design programs, webpage editing, ~~and~~ social media maintenance, Digital Single Lens Reflex (DSLR) camera use, and video creation and editing.
- Works well independently.

### **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine, telephones, cameras and video equipment, and other related office equipment as needed.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to finger, handle, feel, or operate objects and tools or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl, and talk or hear.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Evening work is required.

The noise level in the work environment is usually quiet but can be otherwise given close proximity to other employees' work areas and an area with periodic exposure to the public at large and other City personnel.

## EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Communications Support Specialist** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
Communications Support Specialist

\_\_\_\_\_  
Date

Print Name:\_\_\_\_\_

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: March 3, 2021

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*Planning Division Report* attached.

*Business Licenses Report* attached.

# CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



**To:** City Council  
**From:** Jacob A. Graichen, AICP, City Planner  
**cc:** Planning Commission

**Date:** 2.23.2021

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

## PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted a pre-application meeting for a potential extension of Shore Drive from the Graystone Estates Subdivision.

Later this week will conduct a pre-application meeting for a potential renovation to the St. Helens High School.

Later this week, will attend a Columbia County pre-application meeting for a proposal to redevelop some of the Dahlgren's Building Supply within St. Helens' Urban Growth Area.

## PLANNING ADMINISTRATION—MISC.

Continue to work on the 2021 Development Code amendments. With a big push at the end of January, we were able to get documents to the state one day ahead of the Feb. 2<sup>nd</sup> deadline to keep on schedule for March and April hearings with the Planning Commission and City Council. See this page for more info: <https://www.sthelensoregon.gov/planning/page/2021-development-code-amendments>

Mailings go out for the 2021 Development Code amendments this month. This will go out to approximately 4,000 property owners of the zoning districts were detached single-family dwellings area a permitted use. We worked with MetroPresort for the mass mailing. MetroPresort also does the city's utility billing stuff. The notice can be found on the link at the end of the paragraph just above this one.

The Department of State Lands is seeking comment on an update to Oregon's essential salmonid habitat map, as well as a proposed process for more regular map updates. See <https://www.oregon.gov/dsl/Laws/Pages/Rulemaking.aspx>. The Columbia River, Multnomah Channel, Scappoose Bay, Milton Creek and McNulty Creek are all currently shown as essential habitat and that is not changing. I don't see any changes *within the St. Helens Urban Growth Boundary*. There are changes outside of the UGB however.

## DEVELOPMENT CODE ENFORCEMENT

Back in 2011-2012 the city cited the property on the corner of US30 and Pittsburg Road for multiple violations, a key one being unlawful use of property for a wrecking/junkyard. It was cleaned up some but has worsened significantly over the years. Being overwhelmed the past

several years (5+) dealing with growth we were challenged to have time to think about this further. Recently, we've received multiple complaints and the Code Enforcement Officer and I have been revisiting this issue including taking a closer look at the site. There is no question this property presents visual blight to the norther entrance to St. Helens. We sent new enforcement correspondence this month to see if this can be abated.

## **PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)**

February 9, 2021 meeting (outcome): The Commission recommended approval (to the Council) of a couple routine annexations. The Commission also reviewed the parcellation plan for the City's St. Helens Industrial Business Park as an FYI. The Commission also discussed the 2021 code amendments (last discussion before public hearings).

March 9, 2021 meeting (upcoming): The Commission has two public hearings scheduled. One is a land partition application on Belton Road. This is a reboot of a previous application that ended up at the Land Use Board of Appeals (LUBA), but was withdrawn from LUBA. The other public hearing is for the 2021 Development Code Amendments. We anticipate both of these hearings will be more time consuming than normal.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Data updates this month.

## **ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY**

Staff has been working with Group Mackenzie to see if we can amend the floodplain maps where the police station is proposed. They are helping us select hydrologist consultants for this work. Hydrologist firm consulting estimates range from \$30,000 + to \$200,000+, with some potential surprises (e.g., if a biologist is needed if FEMA requires Endangered Species Act findings for flood map amendments). Consultants also noted that if we need to use fill to elevate the site from floodplain compliance it would be \$200,000+.

## **MILLARD ROAD PROPERTY**

Staff has been working with ECONorthwest to help with solicitation for development of this property. Scheduled for first Council work session in March.

## **RIVERFRONT DISTRICT WATERFRONT PROPERTY**

Efforts continue on the street development and Riverwalk design. Associate Planner Dimsho mentions some of this in her report ([attached](#)).

**ASSOCIATE PLANNER**—*In addition to routine tasks, the Associate Planner has been working on:*  
**See attached.**

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** February Planning Department Report  
**Date:** Monday, February 22, 2021 10:30:21 AM

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Here are my additions to the February Planning Department Report.

## GRANTS

1. **DLCD 2019-2021 Technical Assistance Program** – Prepared for final presentation and adoption by resolution on 1/20/21. Council adopted unanimously. Final closeout and reimbursement request accepted by DLCD. Presentation to Planning Commission on 2/9.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. Sue and I working on a direct bid process that was DJC/Chronicle and a public hearing. Soil conditions are requiring a different approach to ensure that the concrete pad will not settle. Sue is working with a Geotech and a contractor to apply a concrete amendment to the stabilize the soil.
3. **EPA – CWA Grant Program** – Final report and reimbursement due 12/31/20. Submitted final report, budget, and cost reimbursement request. EPA Project manager approved final report and we received our final reimbursement!
4. **CDBG- Columbia Pacific Food Bank Project** – Selected contractor for \$1.6 million bid. Contract documents signed on 01/04/21. Two pre-construction meetings held in January. Work to begin in March. Applied for 1-year time extension and budget modification to accommodate the overage of the estimated construction cost.
5. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process.
6. **Business Oregon – Infrastructure Finance Authority** – Accepted our intake form. Invitation to apply received for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Submitted a full application in February for board approval in April 2021.
7. **Oregon Watershed Enhance Board** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5<sup>th</sup> Street trail and Nob Hill Nature Park. 2<sup>nd</sup> Meeting on 2/2 to discuss grant timeline and scope of work. Continued tracking all in-kind contributions from the City on this effort.
8. **OPRD – Local Government Grant Program** – 500k request submitted back in May 2020 for Riverwalk construction. Large grants require a presentation to the board. These presentations were delayed due to COVID until now. Our presentation in 02/04/21 via ZOOM. Updated and practiced presentation due on 01/27/20. These grants will be **highly competitive** this cycle as the funds were reduced due to COVID-19. *OPRD Commission will review and approve projects at their 2/25 meeting.*

## MISC

9. **Bennett Building** (Water Department/ UB) – Arciform presented as-built drawings, and

- two proposed alternatives. Discussed how to prioritize and phase the work and prepared for a presentation to Council at their 12/2 meeting. Site visit/measurements on 01/08/21 for Phase I work which includes all new window replacement. Selected black high gloss paint color for the wooden windows. Submitted building permit. Windows ordered. Working on receiving Building Permit.
10. **Riverwalk Design/Engineering Consulting Services** - Contract negotiation authorized by Council on 1/20/21. Contract negotiation meetings with Mayer Reed to finalize scope and budget on 1/21, 2/5, 2/11, 2/18, and 2/24. Contract to go before City Council for approval on 3/3.
  11. Annual **U.S Census Bureau Boundary & Annexation Survey** prepared and submitted for two boundary changes (annexations into the City) that occurred prior to January 1, 2021 but after January 1, 2020.
  12. Attended Pre-Construction Meeting for the **Millard Road/US 30 ODOT Signalization Project** on 1/25. Work expected to begin in early March 2021. This is a \$7.5 million safety improvement project which will increase the turning radius of the right turn lane from U.S. 30 to Bennett Road by widening and restriping the roadway near the intersection, restrict left turns onto U.S. 30 from Bennett Road by creating a median, add a traffic signal at U.S. 30 and Millard Road and widening Millard to provide access to U.S. 30 that will relieve traffic pressure upgrade the rail crossings at both Bennett and Millard Roads.
  13. **Millard Road City-Owned Property Request for Proposals** - Working with EcoNorthwest to prepare a scope of work for them to assist drafting an RFP and assist with solicitation of developers who want to submit a development proposal for the property. The scope of work will include drafting City goals in conjunction with feedback from Council for the property and prioritizing them so that a scoresheet for ranking proposals can be developed. Council approved work on 2/3. Kicked off project on 2/12.

Jenny Dimsho, AICP  
 Associate Planner  
 City of St. Helens  
 (503) 366-8207  
[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)

2-19-2021 4:01 PM

## FORMS REGISTER

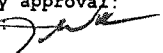
Item #11.

PACKET: 00108 2/22/21 BUSINESS LICENSE 2/22/21 BUSINESS LICENSE

SEQUENCE: Contact

City Department Approval: 2/22/2021

The following occupational business licenses are being presented for City approval:

Signature: 

Date: 2-22-2021

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00103	1/01/21-12/31/21	*ALLEN GUTTERS LLC	GUTTERS GUTTERS	0.00
00125	1/01/21-12/31/21	*H2H RENOVATIONS, LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00223	1/01/21-12/31/21	*JULIE FRANK HOUSE CLEANING	HOUSECLE HOUSECLEANING	0.00
00600	2/17/21- 2/17/22	*MENTAL HAPPINESS	ORGANIZE ORGANIZING SERVICES/	0.00
00204	1/01/21-12/31/21	*RUNNING DOGS BREWERY	ALCOHOLT ALCOHOL/TASTING	0.00
00564	2/09/21- 2/09/22	*WATERMAN GARAGE DOORS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00620	2/17/21- 2/17/22	A ACTION APPLIANCE & HEATING	CONTMISC CONTRACTOR-MECHANICA	0.00
00549	2/08/21- 2/08/22	A-MAX SECURITY SOLUTIONS INC	LOCKSMIT LOCKSMITH	0.00
00276	1/01/21-12/31/21	ABSOLUTLY U	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00558	2/09/21- 2/09/22	ACTION TECHNOLOGY SYSTEMS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00560	2/09/21- 2/09/22	ACUREN INSPECTION	MISC MISCELLANEOUS	0.00
00568	2/09/21- 2/09/22	ADT LLC	SECURITY SECURITY	0.00
00590	2/17/21- 2/17/22	ADVANCED AMERICAN CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
00554	2/09/21- 2/09/22	ADVANTAGE JC EXCAVATING LLC	EXCAV EXCAVATION	0.00
00491	2/01/21- 2/28/22	ALONZO YARD MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00616	2/17/21- 2/17/22	ALTERATIONS BY HEATHER CLARK	RETCLOTH RETAIL - CLOTHING	0.00
00582	2/17/21- 2/17/22	ANDERSON ROOFING CO INC	CONTROOF CONTRACTOR-ROOFING	0.00
00538	2/08/21- 2/08/22	APPLIED TECHNICAL SYSTEMS INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00533	2/04/21- 2/28/22	APPLY-A-LINE LLC	CONTMISC CONTRACTOR-MISC.	0.00
00628	2/18/21- 2/18/22	AREA HEATING & COOLING	CONTHVAC CONTRACTOR-HVAC	0.00
00520	2/04/21- 2/04/22	AUTO-CHLOR SYSTEM OF OR	REPAIR REPAIR - GENERAL	0.00
00539	2/08/21- 2/08/22	B & B AIR COND & HEATING INC	CONTMISC CONTRACTOR-MECHANICA	0.00
00258	1/01/21-12/31/21	BARN FIRE BARBECUE	FOODCART FOOD TRUCK	0.00
00506	2/02/21- 2/02/22	BEAVER TREE SERVICES INC	TREES TREES	0.00
00565	2/09/21- 2/09/22	BOND PLAZA LLC	RENTCOMM RENTAL - COMMERCIAL	0.00
00514	2/02/21- 2/28/22	BREAKING GROUND EXCAVATION INC	EXCAV EXCAVATION	0.00
00419	1/22/21- 1/31/22	BRONZE CONSTRUCTION SERVICES	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00617	2/17/21- 2/17/22	C SEGER	2NDHAND 2ND HAND DEALER/PAWN	0.00
00585	2/17/21- 2/17/22	C-2 UTILITY CONTRACTORS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00608	2/17/21- 2/17/22	CASCADE RADON INC	CONTMISC CONTRACTOR-MISC.	0.00
00516	2/02/21- 2/28/22	CH MURPHY/CLARK-ULLMAN INC	CONTMISC CONTRACTOR-MISC.	0.00
00524	2/04/21- 2/04/22	CHRISTENSON ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00622	2/17/21- 2/28/22	CHUBB'S CHEVRON	GASSVCS GAS/SERVICE STATION	0.00
00528	2/04/21- 2/28/22	CINTAS CORPORATION, NO. 2	CONTMISC CONTRACTOR-MISC.	0.00
00613	2/17/21- 2/17/22	CLARKE TOM & DEBBIE	RENTRESI RENTAL - RESIDENTIAL	0.00
00621	2/17/21- 2/17/22	COFFMAN EXCAVATION INC	EXCAV EXCAVATION	0.00
00535	2/05/21- 2/05/22	COHO DISTRIBUTING LLC	DELIVERY DELIVERY SERVICE	0.00
00563	2/09/21- 2/09/22	COLBERT H CANNON	RENTRESI RENTAL - RESIDENTIAL	0.00
00626	2/18/21- 2/18/22	COLES APPLIANCE REPAIR INC	CONTMISC CONTRACTOR-MISC.	0.00
00284	1/01/21-12/31/21	COLUMBIA COUNTY BISTRO LLC	RESTAURA RESTAURANT	0.00
00584	2/17/21- 2/17/22	COLUMBIA THEATRE	THEATER THEATER	0.00
00552	2/08/21- 2/08/22	COOK SECUIRTY GROUP	SECURITY SECURITY	0.00
00589	2/17/21- 2/17/22	COOLSYS LIGHT COMMERCIAL SOL	CONTMISC CONTRACTOR-MISC.	0.00
00504	2/02/21- 2/02/22	CORNICE CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00596	2/17/21- 2/17/22	CREEKSIDEN JUNIOR ACADEMY LLC	CHILDCAR CHILD CARE	0.00
00114	1/01/21-12/31/21	D.R. GARRISON CPA & P.C	ACCOUNT ACCOUNTING	0.00
00602	2/17/21- 2/17/22	DANGS LITTLE DRAGON	FOODCART FOOD TRUCK	0.00
00551	2/08/21- 2/08/22	DAY MANAGEMENT CORPORATION	COMMUNIC COMMUNICATION	0.00
00179	1/01/21-12/31/21	DIANNA'S FORMAL AFFAIR	RETCLOTH RETAIL - CLOTHING	0.00
00561	2/09/21- 2/09/22	EC COMPANY	CONTELEC CONTRACTOR-ELECTRICA	0.00

PACKET: 00108 2/22/21 BUSINESS LICENSE 2/22/21 BUSINESS LICENSE

SEQUENCE: Contact

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00614	2/17/21- 2/17/22	ELEMENT DANCE STUDIO	DANCE DANCE	0.00
00493	2/01/21- 2/28/22	ERSKINE LAW PRACTICE LLC	LAW LAW OFFICES	0.00
00502	2/02/21- 2/02/22	EVOLUTION PLUMBING LLC	CONTPUM CONTRACTOR-PLUMBING	0.00
00492	2/01/21- 2/28/22	GENERAL TREE SERVICE	TREES TREES	0.00
00592	2/17/21- 2/17/22	GLOBAL ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00625	2/18/21- 2/18/22	GREAT FLOORS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00604	2/17/21- 2/17/22	GW CURNUTT & ASSOCIATES	OPTOMETR OPTOMETRY	0.00
00537	2/08/21- 2/08/22	HAMER ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00299	1/01/21-12/31/21	HAPPY GARDEN CHINESE REST.	RESTAURA RESTAURANT	0.00
00607	2/17/21- 2/17/22	HART 2 HART INVESTIGATION LLC	MISC MISCELLANEOUS	0.00
00559	2/09/21- 2/09/22	HDR ENGINEERING INC	ENG ENGINEERING	0.00
00137	1/01/21-12/31/21	JAVALATION	CATER CATERING/MISC FOOD E	0.00
00611	2/17/21- 2/17/22	JILLSON INVESTMENTS	RESTAURA RESTAURANT	0.00
00588	2/17/21- 2/17/22	JNB MECHANICAL INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00581	2/17/21- 2/17/22	JOHNSON CONTROLS FIRE PROTECT	SECURITY SECURITY	0.00
00605	2/17/21- 2/17/22	JOHNSON CONTROLS SECUIRTY	SECURITY SECURITY	0.00
00579	2/17/21- 2/17/22	K SCHWARZ CONSTRUCTION INC	EXCAV EXCAVATION	0.00
00606	2/17/21- 2/17/22	KENNEDY JENKS CONSULTANTS INC	ENG ENGINEERING	0.00
00522	2/04/21- 2/04/22	KEY MECH CO OF WASHINGTON	CONTMECH CONTRACTOR-MECHANICA	0.00
00562	2/09/21- 2/09/22	KITTELSON & ASSOCIATES INC	CONSULT CONSULTING	0.00
00553	2/08/21- 2/08/22	KLS SURVEYING INC	SURVEY SURVEYOR	0.00
00499	2/02/21- 2/02/22	KNEZ INSULATION COMPANY LLC	CONTINSU CONTRACTOR-INSULATIO	0.00
00541	2/08/21- 2/08/22	KNIFE RIVER CORPORTATION NW	CONTGEN CONTRACTOR-GENERAL	0.00
00610	2/17/21- 2/17/22	LAUTT RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00618	2/17/21- 2/17/22	LINCOLN SQUARE APARTMENTS	RENTAPT RENTAL - APARTMENTS	0.00
00623	2/17/21- 2/17/22	LIVING COLOR NURSERY LLC	LANDSCAP LANDSCAPING	0.00
00501	2/02/21- 2/02/22	MACKENZIE ENGINEERING INC	ENG ENGINEERING	0.00
00545	2/08/21- 2/08/22	NORTH WEST HANDLING SYSTEMS	CONTMISC CONTRACTOR-MISC.	0.00
00490	2/01/21- 2/28/22	NORTHSTAR ALARM SERVICES	SECURITY SECURITY	0.00
00594	2/17/21- 2/17/22	NORTHWEST FIRE SUPPRESSION INC	CONTMISC CONTRACTOR-MISC.	0.00
00573	2/09/21- 2/09/22	OSWEGO DRYWALL INSTALL INC	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00591	2/17/21- 2/17/22	OVERHEAD DOOR CO OF PORTLAND	DOORS DOORS	0.00
00521	2/04/21- 2/04/22	PACE EQUIPMENT CO	CONTMISC CONTRACTOR-MISC.	0.00
00548	2/08/21- 2/08/22	PACIFC STARS GENERAL CONTRACT	CONTCONC CONTRACTOR-CONCRETE	0.00
00529	2/04/21- 2/28/22	PACIFIC CREST BUILDING SUPPLY	CABINETS CABINETS	0.00
00494	2/02/21- 2/02/22	PACIFIC NORTHERN ENVIRONMENTAL	CONTELEC CONTRACTOR-ELECTRICA	0.00
00597	2/17/21- 2/17/22	PACIFIC NORTHWEST HVAC INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00550	2/08/21- 2/08/22	PACIFIC SEA FOOD CO	WHOLESALE WHOLESALE	0.00
00544	2/08/21- 2/08/22	PATRIOT FIRE PROTECTION INC	CONTGEN CONTRACTOR-GENERAL	0.00
00525	2/04/21- 2/04/22	PERFORMANCE BLDG PRODUCTS INC	CONTGEN CONTRACTOR-GENERAL	0.00
00601	2/17/21- 2/17/22	POLAR REFRIGERATION INC	CONTHVAC CONTRACTOR-HVAC	0.00
00555	2/09/21- 2/09/22	PORTRAIT HOMES NORTHWEST	CONTGEN CONTRACTOR-GENERAL	0.00
00496	2/02/21- 2/02/22	PROLINE PLUMBING & SEWER	CONTPUM CONTRACTOR-PLUMBING	0.00
00603	2/17/21- 2/17/22	PURRZ AND PAWS	RETAILPE RETAIL PET STORE	0.00
00314	1/12/21- 1/31/22	PYE BARKER FIRE & SAFETY LLC	CONTMISC CONTRACTOR-MISC.	0.00
00569	2/09/21- 2/09/22	RAMSAY SIGNS INC	SIGNS SIGNS	0.00
00627	2/18/21- 2/18/22	RAWHIDE ELECTRIC SERVICES LLC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00547	2/08/21- 2/08/22	RELEVANT BUILDING CO	CONTMISC CONTRACTOR-MISC.	0.00
00543	2/08/21- 2/08/22	RENAUD ELECTRIC CO INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00523	2/04/21- 2/04/22	RENTOKIL NORTH AMERICA INC	PEST PEST CONTROL	0.00

PACKET: 00108 2/22/21 BUSINESS LICENSE 2/22/21 BUSINESS LICENSE

SEQUENCE: Contact

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00190	2/17/21- 2/17/22	RICKS CUSTOM FENCING & DECKING	FENCE FENCE	0.00
00599	2/17/21- 2/17/22	ROBERT TRACEY RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00519	2/04/21- 2/04/22	ROSE HEATING	CONTMECH CONTRACTOR-MECHANICA	0.00
00575	2/10/21- 2/10/22	ROX SERVICES LLC	CONTMISC CONTRACTOR-MISC.	0.00
00540	2/08/21- 2/08/22	S & J FOOD DISTRIBUTORS LLC	DELIVERY DELIVERY SERVICE	0.00
00498	2/02/21- 2/02/22	SAFEGUARD FIRE EXTINGUISHER SV	SALESERV SALES/SERVICE/MAINT	0.00
00615	2/17/21- 2/17/22	SANDERS SERVICES	MARINA MARINA/REPAIR SVC	0.00
00542	2/08/21- 2/08/22	SERVPRO OF LONGVIEW KELSO	CONTGEN CONTRACTOR-GENERAL	0.00
00510	2/02/21- 2/02/22	SMART HOME PROS INC	SOLICIT SOLICITATIONS	0.00
00570	2/09/21- 2/09/22	SPECIALIZED PAVEMENT MARKING	CONTMISC CONTRACTOR-MISC.	0.00
00578	2/16/21- 2/16/22	SPECIALTY HEATING & COOLING LL	CONTHVAC CONTRACTOR-HVAC	0.00
00624	2/17/21- 2/28/22	ST HELENS AUTO BODY/CUST PAINT	AUTOBODY AUTO BODY/DETAILING	0.00
00612	2/17/21- 2/17/22	STA PHASE II	2NDHAND 2ND HAND DEALER/PAWN	0.00
00586	2/17/21- 2/17/22	STALCUP ROOFING & CONSTRUCTION	CONTRROOF CONTRACTOR-ROOFING	0.00
00580	2/17/21- 2/17/22	STANS REFRIGERATION & AC INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00598	2/17/21- 2/17/22	STEEL APARTMENTS CURNUTT	RENTAPT RENTAL - APARTMENTS	0.00
00587	2/17/21- 2/17/22	STREIMER	CONTMISC CONTRACTOR-MISC.	0.00
00526	2/04/21- 2/04/22	SWIRE PACIFIC HOLDINGS INC	SOLICIT SOLICITATIONS	0.00
00557	2/09/21- 2/09/22	SYSCO PORTLAND INC	DELIVERY DELIVERY SERVICE	0.00
00508	2/02/21- 2/02/22	TCS NORTHWEST LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00609	2/17/21- 2/17/22	THE LIBRARY CORPORATION	MISC MISCELLANEOUS	0.00
00014	2/08/21- 2/09/22	THE MULLEN COMPANY	CONTPUM CONTRACTOR-PLUMBING	0.00
00497	2/02/21- 2/02/22	THE SANKOZ CORPORATION	CONTRROOF CONTRACTOR-ROOFING	0.00
00500	2/02/21- 2/02/22	TIDE CREEK AGGREGATES LLC	EXCAV EXCAVATION	0.00
00531	2/04/21- 2/28/22	TOWNSHIP UNITED BLDG SERVICES	JANITOR JANITORIAL SERVICES	0.00
00572	2/09/21- 2/09/22	TRIPLETT WELLMAN INC	CONTGEN CONTRACTOR-GENERAL	0.00
00566	2/09/21- 2/09/22	TROPICANA COURT	RENTRESI RENTAL - RESIDENTIAL	0.00
00619	2/17/21- 2/17/22	TWIN CITY GLASS CO INC	GLASS GLASS	0.00
00530	2/04/21- 2/28/22	TWIN CITY SERVICE	CONTMECH CONTRACTOR-MECHANICA	0.00
00593	2/17/21- 2/17/22	U STORAGE SELF STORAGE	STORAGE STORAGE UNITS	0.00
00518	2/04/21- 2/04/22	UMPQUA DAIRY PRODUCTS CO	DELIVERY DELIVERY SERVICE	150.00CR
00503	2/02/21- 2/02/22	UNITED FIRE HEALTH & SAFETY	SALESERV SALES/SERVICE/MAINT	0.00
00567	2/09/21- 2/09/22	UNITED STATES BAKERY	DELIVERY DELIVERY SERVICE	0.00
00509	2/02/21- 2/02/22	UNIVERSAL PROTECTION SERVICE	SECURITY SECURITY	0.00
00515	2/02/21- 2/28/22	VILARDI ELECTRIC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00163	1/01/21-12/31/21	WALGREENS #10056	RETVARI RETAIL - VARIETY	0.00
00595	2/17/21- 2/17/22	WEST COAST METAL BUILDINGS INC	CONTGEN CONTRACTOR-GENERAL	0.00
511	2/02/21- 2/28/22	WILLIAM STANLEY & SONS PAVING	CONTCONC CONTRACTOR-CONCRETE	0.00
00571	2/09/21- 2/09/22	WOLFFERS INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00583	2/17/21- 2/17/22	ZATTERBERGS	GROCERY GROCERY	0.00

PACKET: 00108 2/22/21 BUSINESS LICENSE 2/22/21 BUSINESS LICENSE

SEQUENCE: Contact

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	2	0.00
ACCOUNT ACCOUNTING	1	0.00
ALCOHOLT ALCOHOL/TASTING	1	0.00
AUTOBODY AUTO BODY/DETAILING	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
CABINETS CABINETS	1	0.00
CATER CATERING/MISC FOOD E	1	0.00
CHILDCAR CHILD CARE	1	0.00
COMMUNIC COMMUNICATION	1	0.00
CONSULT CONSULTING	1	0.00
CONTCONC CONTRACTOR-CONCRETE	2	0.00
CONTELEC CONTRACTOR-ELECTRICA	9	0.00
CONTGEN CONTRACTOR-GENERAL	11	0.00
CONTHVAC CONTRACTOR-HVAC	3	0.00
CONTINSU CONTRACTOR-INSULATIO	1	0.00
CONTMECH CONTRACTOR-MECHANICA	9	0.00
CONTMISC CONTRACTOR-MISC.	18	0.00
CONTPLUM CONTRACTOR-PLUMBING	3	0.00
CONTROOF CONTRACTOR-ROOFING	3	0.00
CONTSHEE CONTRACTOR-SHEETROCK	2	0.00
DANCE DANCE	1	0.00
DELIVERY DELIVERY SERVICE	5	150.00CR
DOORS DOORS	1	0.00
ENG ENGINEERING	3	0.00
EXCAV EXCAVATION	5	0.00
FENCE FENCE	1	0.00
FOODCART FOOD TRUCK	2	0.00
GASSVCS GAS/SERVICE STATION	1	0.00
GLASS GLASS	1	0.00
GROCERY GROCERY	1	0.00
GUTTERS GUTTERS	1	0.00
HOUSECLE HOUSECLEANING	1	0.00
JANITOR JANITORIAL SERVICES	1	0.00
LANDSCAP LANDSCAPING	2	0.00
LAW LAW OFFICES	1	0.00
LOCKSMIT LOCKSMITH	1	0.00
MARINA MARINA/REPAIR SVC	1	0.00
MISC MISCELLANEOUS	3	0.00
OPTOMETR OPTOMETRY	1	0.00
ORGANIZE ORGANIZING SERVICES/	1	0.00
PEST PEST CONTROL	1	0.00
RENTAPT RENTAL - APARTMENTS	2	0.00
RENTCOMM RENTAL - COMMERICAL	1	0.00
RENTRESI RENTAL - RESIDENTIAL	5	0.00
REPAIR REPAIR - GENERAL	1	0.00
RESTAURA RESTAURANT	3	0.00
RETAILPE RETAIL PET STORE	1	0.00
RETCLOTH RETAIL - CLOTHING	2	0.00
RETVARI RETAIL - VARIETY	1	0.00
SALESERV SALES/SERVICE/MAINT	2	0.00

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F O R M S   R E G I S T E R

Item #11.

PACKET: 00108 2/22/21 BUSINESS LICENSE 2/22/21 BUSINESS LICENSE

SEQUENCE: Contact

LICENSE CODE	TOTAL	BALANCE
SECURITY SECURITY	6	0.00
SIGNS SIGNS	1	0.00
SOLICIT SOLICITATIONS	2	0.00
STORAGE STORAGE UNITS	1	0.00
SURVEY SURVEYOR	1	0.00
THEATER THEATER	1	0.00
TREES TREES	2	0.00
WHOLESAL WHOLESALER	1	0.00
TOTAL ALL CODES:	140	150.00CR

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FORMS REGISTER

Item #11.

PACKET: 00108 2/22/21 BUSINESS LICENSE 2/22/21 BUSINESS LICENSE  
SEQUENCE: Contact

\*\*\* SELECTION CRITERIA \*\*\*

License Range: thru ZZZZZZZZZZ  
License Codes: All  
Balance: 9999999999R thru 9999999999  
Fee Codes:  
Fee Paid Status: Paid and Unpaid  
Origination Dates: 0/00/0000 thru 99/99/9999  
Effective Dates: 0/00/0000 thru 99/99/9999  
Expiration Dates: 0/00/0000 thru 99/99/9999  
Renewal Dates: 0/00/0000 thru 99/99/9999  
Payment Dates: 0/00/0000 thru 99/99/9999  
Print Dates: 0/00/0000 thru 99/99/9999  
License Status: Active  
Termination Code:  
Paid Status: Paid  
City Limits: Inside and Outside  
Printed: No  
Comment Code:

\*\* END OF REPORT \*\*