

**AMENDMENT NO. 1 TO
WORK ORDER NO. 2024-1
CITY OF CULVER, OREGON
VETERAN'S MEMORIAL PARK EXPANSION**

**Amended Engineering Services
Job No. 171-10
Effective April 12, 2024**

The following revisions shall be made to the original Work Order No. 2024-1 (Work Order) dated February 21, 2024, between Anderson Perry & Associates, Inc. (Engineer) and the City of Culver, Oregon (Owner).

The Engineer has revised the Scope of Work and Fee Estimate to reflect changes in tasks and the estimated level of effort needed to complete those tasks as described in Exhibit A, Scope of Work, dated April 12, 2024, and Exhibit B Fee Estimate. The Scope of Work and Fee Estimate are revised based on input from the Owner and data received after execution of the Work Order.

I. SCOPE OF SERVICES, remove the referenced Exhibit A, Scope of Work, dated February 21, 2024, and replace it with the attached Exhibit A, Scope of Work, dated April 12, 2024.

III. BASIS OF PAYMENT, remove the items under this section in their entirety and replace with the following:

- Time and Materials Basis for Tasks 1 through 8, estimated to be \$205,000.
- Lump Sum Basis
- Other as described hereafter:

The effective date of this amendment is April 12, 2024. This Amendment is executed in duplicate.

Owner:

City of Culver, Oregon

By _____

Type Name Bart Carpenter

Title Mayor

Engineer:

Anderson Perry & Associates, Inc.

By Chas Hutchins

Type Name Chas Hutchins, P.E.

Title President

EXHIBIT A
SCOPE OF WORK
CITY OF CULVER, OREGON - VETERAN'S MEMORIAL PARK EXPANSION PROJECT
April 12, 2024

PROJECT UNDERSTANDING

This Scope of Work (SOW) describes the wastewater engineering services that will be performed by Anderson Perry & Associates, Inc. (Engineer) and the Engineer's subconsultants (Engineer's design team) for the Veteran's Memorial Park Expansion project for the City of Culver, Oregon (Owner).

The Owner is proposing to expand the existing Veteran's Memorial Park with an additional 2-acre section consisting of parking areas, an approximately 6,000 square foot (SF) concrete skate park, 4,200 SF pickleball court, and 12,000 SF pump track area. Improvements within a 0.5-acre section of public right-of-way (ROW) west of the park expansion will include an access road, accessible routes, and connection to parking areas. The project scope includes advancing the design from conceptual design to final design and providing the Owner with a set of Bidding and Contract Documents, including Drawings and Technical Specifications with the necessary detail to complete construction. A conceptual site plan as described and shown on the City Park Expansion Staff Report, dated March 23, 2023, prepared by Tenneson Engineering, was approved by the City Planning Commission. It is understood that the Owner intends to revise the layout, resulting in the need for a revised conceptual site plan to be resubmitted to the Planning Commission for review and approval.

The Engineer will work with a landscape architect subconsultant to document surface improvements, site layout, planting, irrigation, accessible routes, site furnishings, and grading. A waiver to the public procurement rules will be established for the design and construction of the skate park. The skate park conceptual and design plans will be provided to the Engineer for incorporation into the overall park plan. A specialty design subconsultant will be retained by the Engineer to prepare conceptual and construction drawings for the pump track. The Engineer and landscape architect will incorporate the pump track into the overall park plan and include the construction drawings with the bid package.

The Engineer will prepare an existing conditions map and coordinate a geotechnical investigation and report. The landscape architect will then develop a conceptual site plan of the park with a high-level construction cost estimate. The Engineer will present the revised site plan and cost estimate to the Owner. If the conceptual site plan and estimated construction cost estimate are acceptable to the Owner, the Engineer will submit the conceptual site plan to the Planning Commission for review and approval. The Engineer will then further advance the design in phases until a final set of design Drawings and Technical Specifications with adequate detail to complete construction is complete. The Engineer will also prepare all documents necessary to solicit bids for the project in accordance with the Oregon Revised Statutes for competitive sealed bidding.

The Owner will have opportunities at the 30, 60, and 90 percent levels of the design phases to review deliverables and provide input to the Engineer's design team to incorporate into the subsequent phases of project development. The final deliverable by the Engineer's design team will be a final set of documents, ready to advertise the project for bid in accordance with applicable rules for public contracts.

SUMMARY OF TASKS

To meet the project objectives, the Engineer's design team will complete the tasks outlined below and discussed in detail in the following sections.

- Task 1 - Project Management
- Task 2 - Fieldwork
- Task 3 - 30 Percent Design Engineering
- Task 4 - 60 Percent Design Engineering
- Task 5 - 90 Percent Design Engineering
- Task 6 - 100 Percent Design Engineering
- Task 7 - Permitting Administration
- Task 8 - Bidding Administration

SUMMARY OF DELIVERABLES

The deliverables for this project include the following:

- Project Schedule
- Geotechnical Exploration Report
- 30 percent design - Conceptual site plan and cut sheets for proposed materials, furnishings, and plantings
- Association for the Advancement of Cost Engineering (AACE) Class 4 construction cost estimate
- 60 percent Drawings and Technical Specifications
- AACE Class 3 construction cost estimate for 60 percent Drawings and Technical Specifications
- 90 percent Drawings and Technical Specifications
- AACE Class 2 construction cost estimate for 90 percent Drawings and Technical Specifications
- 100 percent design - Final set of Drawings and Technical Specifications
- Draft Bidding and Contract Documents package
- Agency-approved Final Drawings and Technical Specifications
- Final Bid Package

SUMMARY OF WORKSHOPS

The proposed workshops are listed below and described in detail in the individual tasks for which they are included.

- Workshop 1: Project Kickoff Meeting (in person)
- Workshop 2: Project Scoping and Site Visit (in person)
- Workshop 3: 30 Percent Review Meeting (in person and virtual)
- Workshop 4: Planning Commission Revised Conceptual Site Plan Presentation (in person and virtual)
- Workshop 5: 60 Percent Review Meeting (in person and virtual)
- Workshop 6: 90 Percent Review Meeting (in person and virtual)

TASK 1 - PROJECT MANAGEMENT

The Engineer will provide ongoing project management throughout the project duration. The Engineer's project management responsibilities include participating in regular project status meetings with the Owner's staff, the City Council, and the Planning Commission; managing the overall project schedule and budget; and coordinating meetings, agendas, deliverables, and facility quality control and quality assurance throughout the duration of the project.

Engineer's Design Team Responsibilities

- Attend and present project updates and status at City Council meetings.
- Prepare and execute amendments to SOW and associated agreements.
- Consult Oregon Parks and Recreation for grant requirements.
- Engage with non-profit and fundraising organizations.
- Facilitate and perform quality control and quality assurance reviews.

Task 1 Workshop

- Workshop 1: Project Kickoff Meeting (in person) - Establish project goals, define the project's objective, and establish roles and responsibilities for each party involved.

Meetings

- Facilitate and attend reoccurring virtual monthly status meetings with the Owner.
- Facilitate reoccurring internal meetings with the Engineer's design team.

Deliverable

- Project Schedule

TASK 2 - FIELDWORK

The Engineer will review topographic data provided by H.A. McCoy Engineering & Surveying and prepare an existing conditions map with known existing underground and aboveground utilities, property lines, edges of asphalt and concrete surfaces, and other features needed to lay out the park expansion and coordinate a geotechnical exploration. A geotechnical exploration will analyze, document, and develop recommendations for site grading, pole foundations, pavement design, excavation considerations, and performing infiltration rate testing to be used for the design of stormwater management facilities.

The topographic data survey provided by H.A. McCoy will be used for site development. This SOW assumes the survey data is complete and accurate. If conflicts or errors are discovered in the survey file, or if additional locating not provided is needed to complete the work, additional topographic survey data collection will be added to this SOW by amendment.

Engineer's Design Team Responsibilities

- Prepare an existing conditions map based on the topographic survey data provided by H.A. McCoy.
- Complete a geotechnical exploration of the subject site including two infiltration rate tests.

Owner's Responsibilities

- Provide safe and unrestricted access to the project site for the Engineer's design team and subcontractors.

Deliverable

- Geotechnical Exploration Report

The Engineer's services under Task 2 will be considered complete when the Engineer's design team completes the preparation of the existing site mapping and delivers to the Owner the Geotechnical Exploration Report.

TASK 3 - 30 PERCENT DESIGN ENGINEERING

The Engineer will provide 30 percent Design Engineering services to prepare a conceptual site plan, select and document park furnishings and amenities, incorporate the most current skate park design, and prepare an AACE Class 4 construction cost estimate. This task will inform the Owner of the layout and aesthetics of the park and potential cost implications of each feature considered. The conceptual site plan and cost estimate will be presented to the Owner and the City Council. If the plan and cost estimate are acceptable to the Owner, the Engineer will submit the conceptual site plan to the Planning Commission for review and approval. The outcome of this task will be the Planning Commission's approval of a concept design and the Owner's acceptance of cost implications and the confirmation of the ability to fund the project.

This task assumes one park site plan concept and cost estimate will be prepared, presented, and approved by the Owner. If multiple site plan concept alternatives are needed for comparison, or revisions to the site plan concept and cost estimate are required, additional efforts associated with such work not included in this SOW will be added by amendment, as agreed upon by the Owner and Engineer.

Engineer's Design Team Responsibilities

- Attend an initial start-up meeting with the Owner and the design team to discuss scope, budget, and schedule, and visit the project site to review and photograph existing conditions.
- Review surveys, geotechnical reports, traffic analysis reports, master plans, budget information, code requirements, and other project background material made available by the Owner.
- Develop one conceptual site plan to describe and show concepts, amenities, and plantings.
- Prepare an AACE Class 4 construction cost estimate for one conceptual site plan.
- Present to the Owner and the City Council the conceptual design elements listed above.
- Submit the conceptual site plan described above to the Planning Commission for review and approval.

Owner's Responsibilities

- Meet with the Engineer's design team to discuss scope, budget, and schedule and visit the project site.
- Provide the Engineer with available surveys, geotechnical reports, traffic analysis reports, master plans, budget information, code requirements, and other project background material.
- Distribute one conceptual site plan and construction cost estimate to the City Council and organize an in-person meeting to review the material. The City Council shall inform the Engineer if the site plan is acceptable and the project is financially viable.

Task 3 Workshops

- Workshop 2: Project Scoping and Site Visit (in person) - The Owner, Engineer, and architect will meet to discuss project scope, budget, and schedule, and then visit the project site to review and photograph existing conditions.

- Workshop 3: 30 percent Review Meeting (in person and virtual) - The Owner, Engineer, and architect will meet to present one conceptual site plan and the associated construction cost estimate.
- Workshop 4: Planning Commission Revised Conceptual Site Plan Presentation (in person and virtual) - Present the revised conceptual site plan developed during Task 3 to the Planning Commission for review and approval.

Deliverables

- 30 percent design - Conceptual site plan and cut sheets for proposed materials, furnishings, and plantings.
- AACE Class 4 construction cost estimate for one conceptual site plan.

The Engineer's services under Task 3 will be considered complete when the Planning Commission approves the revised conceptual site plan, and the City Council confirms the project's construction cost estimate is acceptable and financially viable.

TASK 4 - 60 PERCENT DESIGN ENGINEERING

The Engineer will provide 60 percent Design Engineering services to progress the 30 percent conceptual design elements into 60 percent Drawings with the inclusion of draft Technical Specifications and an AACE Class 3 construction cost estimate. The outcome of this task will be the initial preparation of draft Drawings and Technical Specifications, which will be delivered to the Owner for review.

Engineer's Design Team Responsibilities

- Prepare a conceptual Stormwater Management Plan and calculations. The plan will identify the types and locations of stormwater management facilities proposed and will include draft hydrologic and hydraulic calculations. The facilities will be designed to maintain runoff from the 24-hour, 25-year Average Recurrence Interval (ARI) on site using detention and infiltration facilities.
- Prepare and deliver to the Owner a 60 percent set of Drawings and Technical Specifications based on the 30 percent design elements selected by the Owner under Task 3. The Drawings and Technical Specifications prepared under this task will include site and grading plans, materials and planting area plans, an irrigation conceptual plan, landscape and civil detail sheets, a lighting plan, and a set of draft Technical Specifications.
- Prepare and deliver to the Owner an AACE Class 3 construction cost estimate based on the Drawings and Technical Specifications prepared under this task.

Owner's Responsibilities

- Distribute the 60 percent Drawings and Technical Specifications to the Owner's staff for review.
- Organize the Owner's staff to attend a meeting to provide comments to the Engineer's design team based on review of the 60 percent Drawings and Technical Specifications.

Task 4 Workshop

- Workshop 5: 60 percent Review Meeting (in person and virtual) - The Owner, Engineer, and architect will meet to review comments made by the Owner's staff and discuss changes needed and/or solutions to issues identified.

Deliverables

- 60 percent Drawings and Technical Specifications
- AACE Class 3 construction cost estimate prepared in accordance with the 60 percent Drawings and Technical Specifications prepared under this task

The Engineer's services under Task 4 will be considered complete after the 60 percent Drawings and Technical Specifications have been reviewed by the Owner and Workshop 5 has concluded.

TASK 5 - 90 PERCENT DESIGN ENGINEERING

The Engineer will provide 90 percent Design Engineering services to further progress the Drawings and Technical Specifications based on the Owner's review of the 60 percent deliverables and prepare an AACE Class 2 construction cost estimate. The outcome of this task will be a set of Drawings and Technical Specifications with the necessary detail to complete construction, which will be delivered to the Owner for review.

Engineer's Design Team Responsibilities

- Prepare and deliver to the Owner a 90 percent set of Drawings and Technical Specifications based on the 60 percent design review comments provided by the Owner under Task 4. The Drawings and Technical Specifications will have the necessary detail to complete construction.
- Revise stormwater management facilities calculations to reflect design changes made between the 60 percent and 90 percent levels of design.
- Prepare and deliver to the Owner an AACE Class 2 construction cost estimate based on the Drawings and Technical Specifications prepared under this task.

Owner's Responsibilities

- Distribute the 90 percent Drawings and Technical Specifications to the Owner's staff for review.
- Organize the Owner's staff to attend a meeting to provide comments to the Engineer's design team based on review of the 90 percent Drawings and Technical Specifications.

Task 5 Workshop

- Workshop 6: 90 percent Review Meeting (in person and virtual) - The Owner, Engineer, and architect will meet to review comments made by the Owner's staff and discuss changes needed and/or solutions to identified issues.

Deliverables

- 90 percent Drawings and Technical Specifications
- AACE Class 2 construction cost estimate for the 90 percent Drawings and Technical Specifications prepared under this task.

The Engineer's services under Task 5 will be considered complete after the 90 percent Drawings and Technical Specifications have been reviewed by the Owner and Workshop 6 has concluded.

TASK 6 - 100 PERCENT DESIGN ENGINEERING

The Engineer will provide 100 percent Design Engineering services to finalize the Drawings and Technical Specifications based on the Owner's review of the 90 percent deliverables and prepare a set of draft Bidding and Contract Documents. The outcome of this task will be a set of Drawings and Technical Specifications, which will be delivered to the Owner to apply for construction permits, and a set of draft Bidding and Contract Documents.

Engineer's Design Team Responsibilities

- Prepare and deliver to the Owner a 100 percent set of Drawings and Technical Specifications based on the 90 percent design review comments provided by the Owner under Task 5, with the necessary detail to complete construction.
- Prepare and deliver to the Owner a set of draft Bidding and Contract Documents meeting the requirements to comply with the Oregon Revised Statutes (ORS) for public procurement.

Owner's Responsibilities

- Submit the 100 percent Drawings and Technical Specifications to agencies as required for the purpose of obtaining the necessary permits for construction.
- Coordinate agency review comments to the Engineer's design team.

Deliverables

- 100 percent set of Drawings and Technical Specifications
- Draft Bidding and Contract Documents package

The Engineer's services under Task 6 will be considered complete after the 100 percent set of Drawings and Technical Specifications and draft Bidding and Contract Documents have been delivered to the Owner.

TASK 7 - PERMITTING ADMINISTRATION

The Engineer will revise the 100 percent set of Drawings and Technical Specifications submitted to agencies for construction permits as necessary, based on their review, and revise the draft Bidding and Contract Documents, if necessary, to complete a 100 percent set of documents ready for bidding.

Engineer's Responsibilities

- Prepare and deliver to the Owner a stamped 100 percent set of Drawings and Technical Specifications based on agency and Owner review comments to obtain necessary construction permits.

Owner's Responsibilities

- Submit the 100 percent set of Drawings and Technical Specifications to agencies as required for the purpose of obtaining the necessary permits.
- Provide any review comments received by agencies to the Engineer's design team.

Deliverable

- 100 percent design - Final set of Drawings and Technical Specifications

The Engineer's services under Task 7 will be considered complete after all necessary construction permits have been obtained and a stamped set of Drawings and Technical Specifications has been delivered to the Owner.

TASK 8 - BIDDING ADMINISTRATION

The Engineer's design team will revise the Bidding and Contract Documents, if necessary, and prepare a complete set of Bidding and Contract Documents, Drawings, and Technical Specifications (bid package), ready for bidding. The Owner will advertise the project, and the Engineer's design team will respond to requests for information from contractors and prepare addenda during the bid period.

Engineer's Responsibilities

- Revise the Bidding and Contract Documents.
- Prepare and deliver to the Owner a bid package with documents as needed to meet the requirements of the ORS for public procurements.
- Respond to up to ten contractors' Requests for Information.
- Prepare up to five project addendums during the bid period.
- Attend the bid opening (in person).
- Prepare a Notice of Intent to Award.

Owner's Responsibilities

- Publicly advertise the project's Advertisement for Bid and publish the bid package in accordance with the ORS for public procurements.
- Publish the Notice of Intent to Award.

Deliverable

- Final Bid Package

The Engineer's services under Task 8 will be considered complete after the bid period has concluded, contractors' bids have been publicly opened, and a contractor has been awarded the contract.

ADDITIONAL SERVICES

Additional services include additional work items that could be added to the SOW by amendment as the work progresses. The Engineer can assist with these items, if requested by the Owner. These additional work items could include:

- Funding agency coordination
- Preparation of funding applications and other funding acquisition assistance
- Land and easement acquisition assistance

- Environmental and biological assessments, wetland delineations, mitigation plans, or other related environmental documents
- Cultural resource evaluations, inventories, and construction monitoring
- Other tasks as requested/required
- Construction Engineering, including Shop Drawings and submittal review, construction observation and documentation, Change Order negotiation and preparation, Application for Payment preparation, project closeout, etc.

ASSUMPTIONS

The following assumptions were made during the development of this SOW. If at any time the assumptions made are discovered to be false, unrealistic, or inaccurate, additional services and the associated effort to complete those services may be added to the SOW by amendment. These assumptions include:

- No electrical engineering services will be provided or included in the preparation of the Bidding and Contract Documents described in this SOW. All electrical work will be shown schematically on the plans, and the Contract Documents will require that the contractor awarded the project be responsible for completing all necessary electrical work in accordance with relevant electrical codes and standards.
- No structural engineering services will be provided or included in the preparation of the Bidding and Contract Documents described in this SOW. Retaining walls greater than 4 feet in height, which shall be designed by a registered engineer in the State of Oregon, will be excluded from the design. If retaining walls greater than 4 feet in height are added to the project, additional work associated with such design effort will be added to the SOW by amendment.
- The existing land use zone and associated code allows parks and open space outright.
- The Owner's underground utilities will be marked by the Owner following a utility locate request within all ROWs and public utility easements.
- The site does not have any wetlands, waterways, or other significant environmental resources that may prevent or delay approval of the project.
- The levels of AACE cost estimate classes are as follows:

Estimate Class	Expected Accuracy Range (Percent)
Class 5	-50 to +100
Class 4	-30 to + 50
Class 3	-20 to +30
Class 2	-15 to +20
Class 1	-10 to +15

ESTIMATED PROJECT SCHEDULE

The Engineer will perform the services described herein for Tasks 1 through 7 within approximately nine months following the Owner's approval to proceed, at which point the project will be advertised as an Invitation to Bid in accordance with the Oregon Revised Statutes, Chapter 279B.055 Competitive Sealed Bidding. The services

described herein for Task 8 will be provided during the bidding period, of which the duration will be determined later.

Completion of the bid package within this time frame depends on participation from the Owner and timely completion of reviews by others. Delays in participation from the Owner and reviews by others, which are not controlled by the Engineer, could result in schedule extensions being required.

FEE ESTIMATE

The Owner will compensate the Engineer for services as outlined herein on a time and materials basis. The Engineer will promptly notify the Owner if the SOW or effort to complete the work described in this SOW should substantially change during the project, in which case an amended SOW and estimated fee agreed on by both the Owner and Engineer will supersede this SOW and estimated fee. The estimated fee associated with each task listed in this SOW is shown on Exhibit B, Fee Estimate, dated April 12, 2024.

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**EXHIBIT B
FEE ESTIMATE**

Client: City of Culver, Oregon
 Project: Veteran's Memorial Park Expansion
 Job No.: 171-10
 Prepared by: Bryce Winger, P.E.
 Date: April 12, 2024

Task No.	Task Description	Hours					Expenses		Subconsultant Fees			Totals
		Senior Engineer VII	Project Engineer IV	Engineering Technician II	Senior Technician VIII	Senior Technician IV	Miscellaneous Charges*	Mileage	Landscape Architect	Geotechnical Engineer	Pump Track Design Subconsultant	
1	Project Management	24	80					40	\$ 1,350.00			\$ 20,000.00
2	Fieldwork		10		2	8		80		\$ 13,000.00		\$ 16,000.00
3	30 Percent Design Engineering		16	40				80	\$ 15,000.00		\$ 16,500.00	\$ 39,000.00
4	60 Percent Design Engineering		20	40	4	30			\$ 7,500.00		\$ 14,000.00	\$ 35,000.00
5	90 Percent Design Engineering	8	24	40	4	40			\$ 12,000.00		\$ 14,000.00	\$ 43,000.00
6	100 Percent Design Engineering	12	24	40	4	20			\$ 3,500.00		\$ 10,500.00	\$ 29,000.00
7	Permitting Administration	4	10	20	4	20						\$ 9,000.00
8	Bidding Administration	12	40	40				40				\$ 14,000.00
	Total Hours	60	224	220	18	118		240				
	Billing Rate	\$ 230.00	\$ 165.00	\$ 120.00	\$ 170.00	\$ 140.00		\$ 0.67				
	Total Fee	\$ 13,800.00	\$ 36,960.00	\$ 26,400.00	\$ 3,060.00	\$ 16,520.00	\$ -	\$ 160.80	\$ 39,350.00	\$ 13,000.00	\$ 55,000.00	\$ 205,000.00

*Includes subconsultant work, lodging, equipment rental, etc.

The above fee estimate is provided by Anderson Perry & Associates, Inc., as a preliminary opinion of resources needed to perform engineering services. Staff classifications and hours allocated are subject to change as the project progresses.