

**Work Order - City of Culver, Oregon, and Anderson Perry & Associates, Inc.
Veteran's Memorial Park Expansion**

Work Order No. 2024-1
Date: February 21, 2024

Job No. 171-10
Billing Groups No. 040, 060, and 080

I. SCOPE OF SERVICES

In accordance with the AGREEMENT FOR GENERAL ENGINEERING AND PLANNING SERVICES dated November 20, 2017, the Owner hereby authorizes the Engineer to perform the following professional engineering services:

The Engineer shall complete the Veteran's Memorial Park Expansion Tasks 1 through 8 as described and outlined in the attached Exhibit A, Scope of Work, dated February 21, 2024.

II. SPECIAL CONDITIONS

SPECIAL CONDITIONS related to this WORK ORDER are as follows: None.

III. BASIS OF PAYMENT

- Time and Materials Basis estimated to be \$315,000
- Lump Sum Basis
- Other as described hereafter:

IV. AUTHORIZATION OF WORK ORDER

Owner: **City of Culver, Oregon**

By: _____

Type Name: Bart Carpenter

Title: Mayor

Acceptance by Engineer: **Anderson Perry & Associates, Inc.**

By: _____

Type Name: Chas Hutchins, P.E.

Title: President

EXHIBIT A
SCOPE OF WORK
CITY OF CULVER, OREGON - VETERAN'S MEMORIAL PARK EXPANSION PROJECT
February 21, 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 14,000 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 progressing the design from conceptual design to final design and providing the Owner with a set of Bidding and Contract Documents, Drawings, and Technical Specifications with the necessary detail to complete construction.

The Engineer will work with a landscaping architect subconsultant to document surface improvements, site layout, planting, irrigation, pedestrian paving, site furnishings, and grading. The landscaping architect will collaborate with skate park and pump track designers to develop the design of those facilities. The Engineer will document known utilities, site demolition, and improvements within the ROW; develop the final grading for elements for roadways, parking areas, and pedestrian routes; and design stormwater quality, flow control facilities, and temporary erosion and sediment control facilities for construction. A geotechnical engineering subconsultant will be utilized to characterize the site, an electrical engineering subconsultant will be utilized to prepare electrical drawings as necessary, and a structural engineering subconsultant will be utilized to design retaining walls taller than 4 feet.

The Engineer will first survey the site, prepare an existing conditions map, and coordinate a geotechnical investigation and report. The landscape architect will then develop conceptual designs and draft renderings with a high-level construction cost estimate. The Owner will work with the Owner's Council and the Engineer's design team to refine the design in various phases.

At the 60 percent design milestone, the Engineer will work with a structural engineering subconsultant as needed. The Engineer will also work with an electrical engineering subconsultant to design electrical elements needed to supply power to light fixtures and other amenities, as needed.

The Owner will have opportunities at the 30, 60, and 90 percent levels of 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 Oregon rules for public procurement.

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 plans, draft renderings, and materials and planting image boards
- 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 of 60 percent drawings and specifications
- 90 percent Drawings and Technical Specifications
- AACE Class 2 construction cost estimate of 90 percent Drawings and Technical Specifications
- 100 percent design - Final set of Drawings and Technical Specifications
- AACE Class 1 construction cost estimate
- 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: 60 Percent Review Meeting (in person and virtual)
- Workshop 5: 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 project manager; managing the overall project schedule and budget; and coordinating meetings, agendas, and deliverables.

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 collect topographic data and locate 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.

Engineer's Design Team Responsibilities

- Coordinate a public utility locate request.
- Complete necessary project design surveying and mapping.
- Complete a geotechnical exploration of the subject site.

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 all field survey and 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 evaluate various options for the park expansion, including park furnishings, amenities, skate park design, pump track design, and the pickleball court surface types. This task will guide the Owner in envisioning the layout and aesthetics of the park, understanding the usability of the amenities considered, and realizing the cost implications of each feature considered. During this task, the Engineer's design team and Owner will develop a target budget for the complete design and, of the options presented, select the preferred park layout and features, and revise the project scope as necessary to align with the Owner's budget. The outcome of this task will be the selection of a concept design by the Owner and an AACE Class 4 construction cost estimate.

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 up to three alternative conceptual site plans and draft renderings to describe and show concepts, amenities, and plantings.
- Present to the Owner and Owner's Council the conceptual design elements listed above.
- Refine alternatives to a single preferred concept design and site plan.
- Prepare an AACE Class 4 construction cost estimate for the refined alternative.

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 conceptual site plan and draft rendering alternatives to the Owner's Council and organize an in-person meeting to refine the alternatives to a single preferred concept design and site plan.

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) - Meet Owner, Engineer, and architect to review and discuss conceptual site plans, draft rendering, materials, and planting image boards.

Deliverables

- Conceptual site plan and draft renderings of up to three alternatives with sections, elevations, and image boards.
- AACE Class 4 construction cost estimate for one selected alternative.

The Engineer's services under Task 3 will be considered complete when the Owner's staff selects one conceptual design alternative, and the Engineer delivers an AACE Class 4 cost estimate of the selected conceptual design to the Owner.

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 cost estimate. During this phase of the project, structural and electrical engineering subconsultants will be involved as necessary to assist with elements requiring those services. 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, structural and electrical drawings, 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 Workshops

- Workshop 4: 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 4 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 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 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 Workshops

- Workshop 5: 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 5 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 an AACE Class 1 cost estimate and 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 an AACE Class 1 construction cost estimate based on the Drawings and Technical Specifications finalized under this task.
- 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.

- AACE Class 1 construction cost estimate for the Drawings and Technical Specifications prepared under this task.
- Draft Bidding and Contract Documents.

The Engineer's services under Task 6 will be considered complete after the 100 percent set of Drawings and Technical Specifications, AACE Class 1 construction cost estimate, and draft Bidding and Contract Documents has 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 collate a complete 100 percent set of documents ready to bid.

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.

Deliverables

- 100 percent set of stamped 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 to bid. 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 of Bid and publish the bid package in accordance with the ORS for public procurements.
- Publish the notice of intent to award.

Deliverables

- 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 Drawing and submittal review, construction observation and documentation, Change Order negotiation and preparation, Application for Payment preparation, project closeout, etc.

ESTIMATED PROJECT SCHEDULE

The Engineer will perform the services described herein in Tasks 1 through 8 within approximately 14 months following the Owner's approval to proceed.

Completion of the bid package within this time frame depends on participation from the Owner and timely reviews being completed 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.

ASSUMPTIONS

The following assumptions were made during development of this SOW:

- Additional design fees associated with the skate park or pump track if needed are not part of this SOW. The Owner will be responsible for any additional design fees resulting from skate park and/or pump track design specialists, if any.
- The existing land use zone and associated code allows parks and open space outright.
- The Owner's belowground utilities will be marked by the Owner following the 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 class 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

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.

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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: February 21, 2024

Task No.	Task Description	Hours							Expenses		Subconsultant Fees			Totals	
		Senior Engineer	Project Engineer	Engineering Technician	Professional Land Surveyor	Survey Crew Chief	Senior Technician	Senior Technician	Miscellaneous Charges*	Mileage	Landscape Architect	Geotechnical Engineer	Electrical Engineer		Structural Engineer
1	Project Management		120							40	\$ 6,000.00				\$ 25,826.80
2	Fieldwork		10		8	40	4	12		80	\$ 1,000.00	\$ 15,000.00			\$ 27,063.60
3	30 Percent Design Engineering		16	40						80	\$ 40,000.00				\$ 47,493.60
4	60 Percent Design Engineering		20	40			4	30			\$ 47,000.00		\$ 6,000.00	\$ 4,000.00	\$ 69,980.00
5	90 Percent Design Engineering	8	24	40			4	40			\$ 36,000.00		\$ 6,000.00	\$ 3,000.00	\$ 61,880.00
6	100 Percent Design Engineering	12	24	40			4	20			\$ 22,000.00		\$ 4,000.00	\$ 2,000.00	\$ 43,000.00
7	Permitting Administration	4	10	20			4	20			\$ 10,000.00		\$ 2,000.00	\$ 2,000.00	\$ 22,450.00
8	Bidding Administration	4	10	20						40	\$ 10,000.00		\$ 1,000.00	\$ 1,000.00	\$ 16,996.80
	Total Hours	28	234	200	8	40	20	122		240					
	Billing Rate	\$ 230.00	\$ 165.00	\$ 120.00	\$ 175.00	\$ 140.00	\$ 170.00	\$ 140.00		\$ 0.67					
	Total Fee	\$ 6,440.00	\$ 38,610.00	\$ 24,000.00	\$ 1,400.00	\$ 5,600.00	\$ 3,400.00	\$ 17,080.00	\$ -	\$ 160.80	\$ 172,000.00	\$ 15,000.00	\$ 19,000.00	\$ 12,000.00	\$314,690.80

*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.



2024 HOURLY FEE SCHEDULE

Effective January 1, 2024

PROFESSIONAL TECHNICAL STAFF

TECHNICIANS

Technician I	\$ 75.00
Technician II	\$ 80.00
Technician III	\$ 85.00
Technician IV	\$ 95.00
Technician V	\$100.00
Technician VI	\$105.00
Technician VII	\$110.00
Senior Technician I	\$120.00
Senior Technician II	\$125.00
Senior Technician III	\$135.00
Senior Technician IV	\$140.00
Senior Technician V	\$150.00
Senior Technician VI	\$155.00
Senior Technician VII	\$165.00
Senior Technician VIII	\$170.00
Senior Technician IX	\$190.00
Senior Technician X	\$200.00

ENGINEERING

Engineering Technician I	\$115.00
Engineering Technician II	\$120.00
Engineering Technician III	\$130.00
Engineering Technician IV	\$135.00
Engineering Technician V	\$140.00
Project Engineer I	\$145.00
Project Engineer II	\$155.00
Project Engineer III	\$160.00
Project Engineer IV	\$165.00
Project Engineer V	\$175.00
Project Engineer VI	\$180.00
Project Engineer VII	\$185.00
Senior Engineer I	\$195.00
Senior Engineer II	\$200.00
Senior Engineer III	\$210.00
Senior Engineer IV	\$215.00
Senior Engineer V	\$220.00
Senior Engineer VI	\$225.00
Senior Engineer VII	\$230.00
Senior Engineer VIII	\$235.00
Senior Engineer IX	\$245.00

ARCHAEOLOGY

Archaeological Technician I	\$ 75.00
Archaeological Technician II	\$ 80.00
Staff Archaeologist I	\$ 85.00
Staff Archaeologist II	\$ 90.00
Project Archaeologist I	\$ 95.00
Project Archaeologist II	\$100.00
Senior Archaeologist I	\$110.00
Senior Archaeologist II	\$125.00

PROJECT REPRESENTATIVES

Project Representative I	\$105.00
Project Representative II	\$110.00
Project Representative III	\$115.00
Project Representative IV	\$120.00

OVERTIME

Overtime Surcharge	\$ 35.00
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SURVEYORS, EQUIPMENT, AND OTHER

Survey Technician I	\$ 80.00
Survey Technician II	\$ 90.00
Survey Technician III	\$100.00
Survey Crew Chief I	\$110.00
Survey Crew Chief II	\$120.00
Survey Crew Chief III	\$130.00
Survey Crew Chief IV	\$140.00
Professional Land Surveyor I	\$150.00
Professional Land Surveyor II	\$160.00

Professional Land Surveyor III	\$170.00
Professional Land Surveyor IV	\$175.00
Professional Land Surveyor V	\$195.00
GPS Total Station	\$ 45.00
Robotic Survey Station	\$ 35.00
Total Station	\$ 30.00
Scanning Total Station	\$ 45.00
ATV (4-hour minimum)	\$ 35.00
Resource Grade GPS	\$ 25.00

Electrofisher	\$ 30.00
Unmanned Aircraft System (UAS/Drone)	\$ 50.00
GIS RTK GPS/GNSS Unit	\$ 35.00
Procure Project Management Software (\$/Month/\$1M Construction Project Cost)	\$110.00

OUT OF TOWN WORK

Mileage will be charged at the applicable IRS rate for standard highway vehicles. Mileage will be charged at \$0.80 per mile for vans and pickup trucks. Subsistence will be charged either per diem or actual cost, per contract. Lodging will be billed at actual cost.

OTHER

Other miscellaneous, direct, and outside expenses, including special Consultants, will be charged at actual cost plus 10%.

Expert Witness will be charged at two times the standard hourly rate.

All accounts unpaid 30 days after date of invoice may be charged a service fee of 1.0% per month.

This Hourly Fee Schedule is revised annually on or around January 1.