**Professional Services Agreement – Amd #01**

This Amendment No. 1 (this “Amendment”) to Professional Services Agreement, dated January 7, 2020, is made and entered into this October 1, 2023 (the “Effective Date”) between the City of John Day (“City”), an Oregon municipal corporation, whose address is 450 E. Main Street, John Day, Oregon 97845, and Ducote Consulting LLC (“Contractor”), an Oregon corporation, whose address is PO Box 596, La Grande, Oregon, 97850.

RECITALS:

1. The City desires to amend the Agreement with Contractor to perform USDA Application Support tasks for the new wastewater treatment plant project.
2. This Amendment #01 functions as Exhibit C to the January 7, 2020 Professional Services Agreement.

SCOPE OF WORK:

1. Assist Ducote Consulting and City Staff with preparation of the USDA Funding Application, including but not limited to:
	* Meetings with funding agencies and their representatives to discuss the project and plans for the project
	* Working directly with City Staff to complete the Guide 6 connections and volume paperwork.
	* Working with USDA on any additional data, paperwork, or interpretation of the Preliminary Engineering Report that is required to advance the project.
	* Assist Ducote Consulting with final QA/QC of project description and funding ask prior to finalization of USDA Funding Application.
	* Any other additional tasks, as authorized and directed by the City Manager or Council designee

SCHEDULE:

1. October 2023 – October 2024, or when the City has received its Award Letter from USDA.

COMPENSATION:

1. Not to exceed: $10,000

FEE SCHEDULE:



**FEE SCHEDULE FOR ENGINEERING & RELATED SERVICES**

 **EFFECTIVE JANUARY 1, 2023 – DECEMBER 31, 2023**

1. PROFESSIONAL SERVICES

|  |  |
| --- | --- |
| **STAFF MEMBER** | **COST PER HOUR** |
| RECEPTIONIST |  $ 67.00  |
| PROJECT COORDINATOR |  $ 98.00  |
| ENGINEERING TECHNICIAN |  $ 109.00  |
| EINGINEER-IN-TRAINING (EIT) I |  $ 114.00  |
| EINGINEER-IN-TRAINING (EIT) II |  $ 120.00  |
| PROJECT ENGINEER I |  $ 124.00  |
| PROJECT ENGINEER II |  $ 128.00  |
| SR. PROJECT ENGINEER I |  $ 132.00  |
| SR. PROJECT ENGINEER II |  $ 138.00  |
| PROJECT MANAGER I |  $ 157.00  |
| PROJECT MANAGER II |  $ 167.00  |
| SR. PROJECT MANAGER I  |  $ 180.00  |
| SR. PROJECT MANAGER II |  $ 185.00  |
| VICE PRESIDENT |  $ 200.00  |
| PRINCIPAL ENGINEER |  $ 225.00  |

2. EXPENSES w/ 10% MARKUP

Expenses incurred will be billed with a 10% charge including but not limited to the following;

1. Meals
2. Travel Expenses
3. Lodging
4. Subcontractors
5. Any other expense required to complete the work as identified in the scope of work documents.

3. EXPENSES WITH NO MARKUP

Expenses incurred will be billed without a 10% charge include the following;

1. Vehicle Mileage $0.58/mile
2. Photocopies actual cost
3. Engineering Plots actual cost
4. Excise and gross receipts taxes, will be added as a direct expense.

SIGNATURES:

CITY: CONTRACTOR:

City of John Day Flagline

An Oregon municipal corporation an Oregon corporation

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By: Heather Rookstool By: Jim Pex

Its: Mayor Its: Owner and CEO