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April 23, 2026

BCC Agenda Item: _____

Board of County Commissioners
Acting as the governing body of Water Environment Services
Clackamas County

Approval of Amendment #2 for Contract #8625 with Deca Architecture, Inc. for Phase II engineering services for the Kellogg Administration Building Remodel. Amendment adds \$189,445, increasing Total Contract Value to \$638,940 through June 30, 2027. Funding through WES Sanitary Sewer Construction Funds. No County General Funds are involved.

Previous Board Action/Review: Original Contract #8625 approved November 2, 2023.

Performance Clackamas: 1. This project supports WES' strategic plan to upgrade WES' infrastructure to ensure the sustainable delivery of reliable, high-quality, and climate-resilient clean water services that support the growth and vitality of our communities, natural environment, and economy.

2. This project supports the County's Strategic Priorities of Strong Infrastructure, Vibrant Economy, and Safe, Secure and Livable Communities.

Counsel Review: Yes

Procurement Review: Yes

Contact Person: Jeff Stallard

Contact Phone: 503-742-4694

EXECUTIVE SUMMARY: The current Administration Building at the Kellogg Creek Water Resource Recovery Facility, constructed in 1974, is outdated and needs to be expanded to include employee facilities currently housed elsewhere in the plant. The relocation of the staff locker room and lunchroom to the administration building was identified by the Kellogg Creek Facility Plan to accommodate future wastewater treatment needs at the facility.

The project includes renovation of the existing 3,600 SF Administration Building and construction of approximately 1,200 SF at the east end of the building and a small addition at the west end. The existing locker rooms and a break room currently housed elsewhere will be relocated to the Administration Building. The existing conference room, offices and lab in the Administration Building will be reconfigured to support current operations. The improvements will provide enhanced workspace for current staff, equitable locker room facilities for women and men and important structural and code upgrades for the building. In addition to these improvements, native trees and shrubs will be added near the building.

This amendment is for Phase II engineering services, including inspection services. Construction is anticipated to take approximately nine months. The Administration Building Remodel Project is included in the adopted 5-year CIP.

RECOMMENDATION: Staff recommends that the Board of County Commissioners of Clackamas County, acting as the governing body of Water Environment Services, approve Amendment #2 for Contract #8625 with Deca Architecture, Inc. for Phase II engineering services for the Kellogg Administration Building Remodel.

Respectfully submitted,

Greg Geist
Director, WES

Attachment: Amendment #2 for Contract#8625 Deca Architecture, Inc.

For Filing Use Only

Exhibit A

Exhibit A – Scope of Work
WES Kellogg Creek WRRF Admin Building Remodel
Services During Construction

- 1) **General Project Description.** Deca Architecture, Inc. has designed a remodel and addition to the administration building at the Clackamas County Water Environment Services (WES / District) Kellogg WRRF. As of February 2026 the project is under permit review by the City of Milwaukie and bidding has been completed by the County. This scope includes services during construction to support the project during construction. It is anticipated to be an amendment to the existing professional services contract.

- 2) **General Assumptions.** The following assumptions were used to determine scope and level of effort.
 - a. District-provided services.
 - i. District will provide a project manager / owner’s representative who will act as a point of contact and decision-making authority for the District.
 - ii. District shall provide and administer Procore Construction Management Software for use by the Contractor, Architect and other construction partners.
 - iii. District shall sign permit application forms and pay permit and other fees directly to the Authority Having Jurisdiction (AHJ).
 - iv. District shall retain the services of qualified third-party inspectors during construction, including, but not limited to: soil special inspector, structural special inspector, surveyor for floodplain certifications.
 - v. District shall receive certified payrolls from Contractor for determining labor compliance and prepare any necessary documentation required by the County.
 - b. Duration. Construction duration is anticipated to be 10 months.
 - c. Meeting minutes. District’s project manager shall provide minutes for construction meetings within 5 working days following each meeting.

3) **Scope of Work.**

Task 15.1 – Conformed construction documents.

Following award of the construction contract, Consultant shall prepare one set of Conformed Drawings for use by the District and the Contractor. These drawings will include all revisions made by addendum, and be designated as a Conformed Drawings set.

Deliverables: Conformed Drawings set (electronic)

Task 15.2 – Project management, meetings, coordination.

Consultant shall coordinate and lead design services during construction, managing the flow of information and coordinating with District Staff, Contractor and design team. Consultant shall coordinate and communicate with WES Project Manager and Contractor on a regular basis to discuss project issues and status. Consultant shall coordinate the activities of sub-consultants. Consultant shall attend construction meetings on a weekly basis, approximately half of which will be virtual meetings.

***Deliverables:** Monthly invoicing with progress report.*

Task 15.3 – Review applications for payment

Consultant shall review contractor's monthly applications for payment to confirm that requested payments are generally in conformance with completed work and stored materials.

***Deliverables.** Reviewed applications for payment.*

Task 15.4 – Site visits and site observation

Consultant shall visit site on a regular basis to observe progress of the Work. Consultant shall prepare field reports which summarize the status of the work with written descriptions and photos at critical points during the work. Assumes (12) site visits and (8) field reports.

Consultant shall conduct one punch list site walk with Contractor and District and compile a punch list for Owner's use.

***Deliverables.** Field reports.*

Task 15.5 – Respond to Request for information (RFI's)

Consultant shall respond to RFI's from contractor, distribute RFI's to engineering subconsultants as required and compile a coordinated response. Assumes (60) RFI's at (2) hours per RFI.

***Deliverables.** Responses to RFI's, entries into Procore RFI log.*

Task 15.6 – Submittals, shop drawings and substitutions.

Consultant shall receive, log, distribute, review and track submittal reviews and responses for project submittals created by Contractor. Assume (90) submittals at (1.5) hrs per submittal, and (20) re-submittals at (1) hr each.

Receive, log and review Contractor's requests for substitutions for materials and equipment and advise District on acceptability of substitutions. Assume (6) substitution requests at (2) hrs each.

***Deliverables.** Reviewed submittals and substitution requests, entries into Procore submittal log.*

Task 15.7 – Changes and supplemental instructions.

Consultant shall coordinate and communicate with District and Contractor regarding issues that result in project change orders. Consultant shall review up to (8) contractor requests for change orders and issue up to (4) work change directives during construction.

Consultant shall, from time-to-time, issue Architect’s Supplemental Instructions (ASI’s) that describe minor changes in the work not posing schedule or cost impacts.

***Deliverables.** Reviewed change orders, ASI’s.*

Task 15.8 – Record drawings.

Consultant shall prepare record drawings of the project based upon the construction records of the contractor.

***Deliverables.** Record drawings (in electronic format).*

Task 15.9 – Furniture installation support.

Consultant shall coordinate delivery and installation of furniture by Owner’s vendor. Consultant shall conduct final review and coordination of order, assist in scheduling delivery, inspect and review furniture for condition and completeness, and create a furniture punch list reflecting damage, missing items or other issues to be addressed by furniture vendor.

***Deliverables.** Furniture punch list.*

(end of document)

AMD2 LEVEL OF EFFORT ESTIMATE SUMMARY

	Arch	Civil	Landscape	Struc	MEP	
	Deca	KPFF Civil	MLD	KPFF Struc	KCL	Task total
Task 15.1: conformed documents	5,350	1,680	600	1,500	4,000	13,130
Task 15.2: project management, meetings, coordination	27,320	0	0	0	0	27,320
Task 15.3: review applications for payment	4,020	0	0	0	0	4,020
Task 15.4: site visits and observation	10,640	4,200	900	3,000	5,000	23,740
Task 15.5: respond to RFIs	18,200	3,360	975	2,000	12,000	36,535
Task 15.6: submittals, shop dwgs, substitutions	22,160	2,520	1,200	3,000	16,000	44,880
Task 15.7: changes and supplemental instructions	4,340	2,100	750	1,000	10,000	18,190
Task 15.8: record drawings	5,470	1,260	1,050	1,500	3,000	12,280
Task 15.9: furniture installation support	5,250	0	0	0	0	5,250
estimated reimbursables	1,500	200	200	200	2,000	4,100
Totals	104,250	15,320	5,675	12,200	52,000	189,445 <i>total AE fee</i>

Signature: *Carla Atwood*

Email: CarlaAtw@clackamas.us