

PROFESSIONAL SERVICES AGREEMENT

Consultant	AKS Engineering & Forestry, LLC
Consideration	NTE \$8,000.00
Effective Date	June 16, 2025
Completion Date	July 20, 2025
Project/Services	<i>Topographic Surveying Services – Federal Street Plaza Project</i>

This PROFESSIONAL SERVICES AGREEMENT (**Agreement**) is entered by the City of The Dalles, an Oregon municipal corporation (**City**) and AKS Engineering & Forestry LLC, a Washington limited liability company (**Consultant**), for Consultant's provision of topographic surveying services to support the City's Federal Street Plaza project.

WHEREAS, the City requires performance of certain professional services; and

WHEREAS, Consultant desires to perform those certain professional services pursuant to the compensation and conditions set forth herein.

NOW, THEREFORE, in consideration of both the provisions set forth herein and other good and valuable consideration, the receipt and sufficiency of which is here acknowledged, the Parties agree:

A. Consultant's Duties

1. Scope of Work. Consultant agrees, at its expense, to furnish all labor, equipment, materials, expertise, tools, supplies, insurance, licenses, reference and background data and information, including subcontractors approved under this Agreement, and provide any equipment necessary to perform all tasks described in Consultant's June 13, 2025, estimated scope of work, attached to and made part of this Agreement as **Exhibit A (Work)**. The Parties agree the Work shall be interpreted broadly to the City's benefit: Consultant agrees to perform all subordinate tasks not explicitly referenced in **Exhibits A** but necessary to fully and effectively perform those specifically listed tasks. Additional tasks or modifications to the scope shall require written agreement between the Parties.
2. Standard of Care. Consultant agrees the standard of care applicable to its provision of the Work will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar Work at the time of performance in the location where the Work is to be performed. Consultant agrees to re-perform any Work not meeting this standard without additional compensation.
3. Examination. Consultant agrees it has examined the project site and the contract documents connected with the solicitation for this Work prior to its submittal of its estimate. The Parties agree Consultant's submission of an estimated cost for this Agreement's award is expressly considered prima facie evidence Consultant made such an examination and is satisfied as to the conditions to be encountered in its performance of the Work and as to the requirements of the contract documents. Consultant agrees to protect itself in the unit prices or the lump sum estimated for the Work. Consultant agrees its failure to visit or thoroughly familiarize itself with the



labor, equipment, and material required, the difficulty of the conditions involved, or the scope of the project or the Work shall neither relieve Consultant of its obligation to complete the Work and perform under this Agreement for the price estimated nor entitle Consultant to a price adjustment.

4. Insurance and Indemnity.

- a. Insurance. Consultant agrees, at its expense, to carry and maintain in effect throughout the Contract Term statutory **Workers' Compensation** coverage, **Comprehensive General Liability** insurance in the amount of \$1,000,000 (per occurrence) and \$2,000,000 (in aggregate), **Professional Liability** insurance in the amount of \$2,000,000, and **Commercial Automobile Liability** insurance (including coverage for all owned, hired, and non-owned vehicles) with a combined single limit per occurrence of \$1,000,000.
- b. Certificates. Except for Professional Liability and Workers' Compensation insurance, Consultant agrees to provide the City with certificates of insurance naming the *City of The Dalles* as an additional insured prior to commencement of the Work performed under this Agreement and to further provide the City 30 days' notice before cancelling or reducing any insurance policy contemplated by this Agreement.
- c. Workers' Compensation. Consultant agrees it is solely responsible for maintaining proper and adequate Workers' Compensation coverage. If Consultant's insurance does not cover each and every subcontractor, certificates of insurance issued on policies covering each and every subcontractor shall be filed with the City prior to commencement of the Work, including any subcontract operations. Consultant shall provide the City with evidence it is either a *self-insured employer* or a *carrier-insured employer* for Workers' Compensation pursuant to ORS Chapter 656 prior to commencing any Work.
- d. Indemnity. Consultant agrees to indemnify, and hold harmless the City (including its officers, agents, and employees) against all liability, loss, and costs arising from actions, suits, claims, or demands to the proportionate extent of the negligent acts or omissions of Consultant (including its officers, agents, and employees) in its performance of this Agreement; provided, however, in no event shall Consultant's obligations under this section extend to the proportionate share of fault of any indemnified party if an arbitrator, jury, or court determines that an indemnified party bares a portion of the fault.

5. Payments.

- a. Prompt Payment. Consultant agrees to promptly pay as due all persons supplying labor or materials for the prosecution of services or Work arising from this Agreement: if Consultant fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Consultant (including subcontractors), the City may pay such a claim and charge the amount of its payment against funds due to Consultant. The Parties agree payment of any claim in this manner shall not relieve Consultant or its surety from any obligations with respect to any unpaid claims.



- b. Industrial Accident Fund. Consultant agrees to pay all contributions or amounts due the Industrial Accident Fund from the Consultant or subcontractors incurred in the performance of this Agreement.
- c. Labor Hours. Consultant agrees to pay all employees at least time and half pay for all overtime worked in excess of 40 hours in any one work week, except for excluded individuals pursuant to ORS 653.010 to 653.261 or 29 U.S.C. 201 to 209.
- d. Medical Care. Consultant agrees to promptly pay as due all persons, co-partnerships, associations, or corporations furnishing medical, surgical, hospital care, or other needed care and attention incident to sickness or injury to Consultant's employees, or all sums which Consultant agrees to pay for such services, and all moneys and sums which Consultant collected or deducted from the wages of its employees pursuant to any law or contract for the purpose of providing or paying for such service.
- e. No Liens. Consultant shall not permit any lien or claim to be filed or prosecuted against the City on account of any Work (including labor or materials) furnished under this Agreement.
- f. Employee Withholdings. Consultant agrees to pay to the Oregon Department of Revenue all sums withheld from its employees pursuant to ORS 316.167.

B. City's Duties

- 1. Compensation.
 - a. Total. The City agrees to compensate Consultant for the Work on a time and materials basis in an amount not to exceed **\$8,000.00**. Consultant agrees its provision of a completed Form W-9 to the City is a condition precedent to the City's payment obligations under this Agreement.
 - b. Progress Payments. The City agrees to make payment upon Consultant's completion of the Work and delivery of an invoice detailing the Work, subject to the City's approval and no more frequently than monthly. Payment shall be made in net 30 days only for Work actually completed as of the invoice date.
 - c. Satisfaction. Consultant agrees the City's payment in full of an invoice releases the City from any further obligation to compensate Consultant for the Work (including expenses) incurred as of the invoice date. The Parties agree payment shall not be considered acceptance or approval of the Work or waiver of any defects therein.
 - d. Public Budgeting. The City certifies sufficient funds are available and authorized for expenditure to finance the costs of this Agreement during the current fiscal year. The Parties agree appropriations for future fiscal years are subject to budget approval by the City Council.



C. Special Conditions

1. Acceptance. Consultant agrees to timely notice the City in writing when it believes it has completed the Work so the City can undertake a final inspection. The City agrees to inspect the Work (and all records generated by Consultant relating to the Work) within fifteen (15) days of its receipt of Consultant's completion notice. The City agrees to either accept the Work or notice Consultant of any defects or remaining performance necessary to fully complete the Work. The City agrees to provide Consultant its final acceptance of the Work once it determines all of the Work has been performed satisfactorily.

D. General Conditions

1. Time. The Parties agree time is of the essence to this Agreement's performance: Consultant's prosecution of the Work shall begin without undue delay on or after the Effective Date and shall be completed before or on the Completion Date; provided, however, the Parties agree to equitably adjust Consultant's performance schedule subject to excuses for performance associated with impossibility, impracticability, and unforeseeable factors or events beyond Consultant's control (such as acts of God).
2. Termination. This Agreement's term expires naturally upon the Parties' full performance or on the Completion Date (whichever first) unless sooner modified pursuant to this Agreement. The Parties agree the City may terminate this Agreement with seven (7) days' notice and Consultant may terminate this Agreement with thirty (30) days' notice, both without penalty. The City agrees to compensate Consultant for all approved services rendered prorated to the date the City notices its intent to terminate.
3. Tax Currency. Consultant agrees (and by executing this Agreement, certifies under penalty of perjury) it is, to the best of its knowledge, not in violation of any tax laws described in ORS 305.380.
4. Full Integration/Modification. This Agreement and all attachments hereto contain the Parties' entire understanding and intent and supersedes all prior negotiations, representations, or other written or oral agreements on this matter. The Parties agree this Agreement may only be modified by a written instrument duly executed by the Parties.
5. Independent Consultant. The Parties agree Consultant is an *independent contractor* as defined by ORS 670.600(2) and as interpreted by regulations promulgated by the Oregon Bureau of Labor and Industries. Neither the terms of this Agreement nor the course of its performance by the Parties shall be construed as implicating an employer-employee relationship. Consultant expressly warrants its exclusive agency free from City direction and control over the means and manner of completing the Work.
6. Assignment/Delegation. The Parties agree no Party shall assign or transfer an interest or duty under this Agreement without the other Party's written consent and any attempted assignment or delegation without written consent shall be invalid.



7. Subcontractors. Consultant agrees to provide the City with a list of proposed subcontractors within ten (10) calendar days of this Agreement's mutual execution and before awarding any subcontract connected with the Work or this Agreement, and shall not retain any subcontractor the City reasonably objects to as incompetent or unfit. Consultant agrees it is as fully responsible to the City for its subcontractors' and employees' (whether directly or indirectly employed) negligent acts and omissions as it is for its employees' negligent acts and omissions. The Parties agree nothing in this Agreement is intended to or shall create any contractual privity between the City and any subcontractor.
8. Enforceability. The Parties agree all disputes connected with this Agreement or its performance shall be heard in the Circuit Court of the State of Oregon for the County of Wasco and any resolutions shall be construed under the laws of the State of Oregon. If any provision of this Agreement is held invalid and unenforceable, the remaining provisions shall be valid and binding upon the Parties.
9. Waiver. The Parties agree a Party's failure to insist upon strict adherence to a provision of this Agreement on any occasion shall not be considered a waiver of the Party's rights or deprive the Party of the right to thereafter insist upon strict adherence to the provision or any other provision of this Agreement.

Continues on next.



10. Notices. All notices required or permitted to be given under this Agreement shall be deemed given and received two (2) days after deposit in the United States Mail, certified or registered form, postage prepaid, return receipt requested, and addressed:

To the City: City Manager
City of The Dalles
313 Court Street
The Dalles, OR 97058

To Consultant: AKS Engineering & Forestry, LLC
12965 SW Herman Road, Suite 100
Tualatin, OR 97062

IN WITNESS WHEREOF, the Parties duly execute this **PROFESSIONAL SERVICES AGREEMENT** this 18th day of June, 2025.

CITY OF THE DALLES



Jonathan M. Kara, City Attorney

CONSULTANT



Ben Beseda, Senior Associate





June 13, 2025

Via Email jkara@ci.the-dalles.or.us

City of The Dalles
313 Court St
The Dalles, OR 97058

Attention: Jonathan Kara, City Attorney

Regarding: Proposal for Topographic Surveying Services for Federal Street Plaza Project

Dear Jonathan:

The purpose of this letter is to provide The City of The Dalles with a cost and requirement list for performing a topographic survey over a portion of Federal Street in support of the Federal Street Plaza.

AKS will perform a topographic survey over the portion of Federal Street between E 1st Street and E 2nd Street and will provide a finished Existing Conditions Map and CAD file. Map and CAD file will conform to the following requirements:

Topographic Data

1. Provide one (1) AutoCAD file.
 1. Base any layers on AIA layering standard.
Version 2003 or later.
 2. Do not scale or rotate survey; maintain true world coordinates relative to 0,0,0
2. Provide one (1) hard copy 24" x 36" sheet w/ titleblock + stamp
 1. Drawing scale will be 1"= 30' (in paperspace only).
 2. Locate and show north arrow on drawing.
 3. Show legend of all symbols and abbreviations used.
 4. Show vertical datum (*NVGD 1929 will be used*).
 5. Show at least three horizontal and vertical control points on the site with description. Select points that will be outside the project demolition line to ensure ability to coordinate with construction survey.
 6. Spot elevations on paving or hard surfaces to the nearest 0.01-foot, on other surfaces to the nearest 0.10-foot.
 7. Spot elevations on a 25-foot grid within survey limits (except street improvements).
 8. Spot elevations at street intersections and every 10 feet on top of curb, gutter flow lines, centerlines and edge of paving within survey limits.
 9. Contours at 1-foot intervals (*extend to 5 feet outside property line, as possible without encroaching in or on private property*).

EXHIBIT A

10. Show location of all visible structures (*e.g., fences, walls, walkways, bridges, driveways, etc.*), paving, and other improvements within the survey limits.
11. Locate curb cuts, driveway locations and provide spot elevations. Include top and bottom of curb elevations at curb cuts, as well as centerline elevations.
12. Finished floor elevations and elevations at primary building entrances within the survey limits.
13. Location, size and depth (if available) of all utilities based on record information and surface evidence within the survey limits. This includes buried tanks, catch basins, manholes, valves, vaults, poles, and overhead utility lines. Use unique graphic symbols and provide interpretation of utilities in a legend.
14. Location, size, depth, invert and direction of flow of all gravity sewers, drains, and culverts within the survey limits.
15. Location of the next upstream and downstream sewer manhole(s) and inverts beyond the survey limits shown for all sewer and drain lines.
16. Water surface elevation and date of measurement of any body of water within the survey limits.
17. Perimeter outline of thickly wooded areas including shrub, brush and understory areas.
18. Location of easements within the survey limits available from record drawings and documents of the property.
19. Show vicinity map of survey limits.
20. Location of building downspouts, fire department connections, gas meters, or other items attached to face of building.
21. Location of overhead or underground utility service lines to the building(s).
22. Location of bridge abutments.
23. Floodplain elevations estimated from FEMA floodplain mapping.
24. Location of the delineated wetland limits. (*If delineated by others*).
25. Location of test borings and elevations at the top of the holes (If applicable)
26. Location of 3-inch diameter and larger trees, stumps, snags, and downed logs (measured 4.5 feet above the ground)
 1. Provide evergreen / deciduous labels for all trees
 3. Provide diameter of tree trunk at 4.5 feet above the ground.
 4. Provide accurate diameter dimension of tree trunk at base
 5. Provide (1 or 2) spot elevations at base of tree: uphill and/or downhill sides.
 6. Location of tree drip-line for all identified trees within the survey limits.
27. Location of any rock outcroppings.

Boundary Data

1. All data necessary to indicate the mathematical dimensions and relationships of the boundary represented with bearings and distances and the length, radius, and angle of each curve.
2. Both record and measured bearings, angles or distances will be indicated, if different.
3. Names and widths of streets and highways adjacent to the survey limits shall be shown. Width of rights-of-way shall also be shown.
4. Private roads shall be shown.
5. Informal paths, walls and seating areas shall be shown.
6. All evidence of monuments found or placed shall be shown.
7. All easements shown on record documents (provided by the owner) or by observable evidence shall be shown.

EXHIBIT A

8. Character and location of walls, building, fences, visible utility structures, or other visible improvements within 5-feet of the property boundaries.
9. Ponds, lakes, springs, streams or rivers bordering on (within 5 feet), within or running through the property shall be shown.
10. Provide area of property.
11. Review of preliminary Title Report to address record encumbrances on the property (report provided by others).
12. Set permanent monuments at property corners.
13. Names and contact numbers of adjoining property owners.
14. Provide written legal description of property.
15. Show FEMA floodplain limits and zone designation, as scaled from existing data.
16. Record boundary survey with local agency. (Mandatory with setting of property corners. Optional if no property corners are set)
17. Locate High water mark and provide designating or defining government agency.
18. Survey to bottom of creek.

Field work will be scheduled within the next 1-2 weeks and the finished deliverable will be prepared by July 20th, 2025.

The total fee for this work is not to exceed \$8,000.

Thank you for choosing AKS for this work.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC



Benjamin B. Beseda, P.E., P.L.S.
Senior Associate
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The Dalles, OR 97058
(541) 296-9177 | besedab@aks-eng.com