

REQUEST FOR PROPOSAL

City of Newport

ARCHITECTURAL & STRUCTURAL ENGINEERING SERVICES
–Newport Municipal Airport Roof Replacement Projects–



NEWPORT, OR
MARCH 2014

REQUEST FOR PROPOSALS

Pursuant to City Rule 137-048-0220, the City of Newport (City) is conducting a formal selection procedure for an architect and structural engineering team to design the Newport Municipal Airport FBO replacement roof system, assess T-hangers for water intrusion repair and other projects determined on a task order basis. The City plans to award to the highest ranked proposer selected from those consultants submitting proposals. The anticipated contract will include all design work, site analysis, solicitation documents, installation oversight, and procurement of all necessary government permits.

The full Request for Proposals may be obtained from www.orpin.oregon.gov or contact:

Name: Melissa Román
Title: Engineering Technician
Department of Public Works
169 SW Coast Highway
Newport, OR 97365
Telephone: 541-574-3377
Email: m.roman@newportoregon.gov

Proposals will be received by the City until closing, 5:00 pm, **March 28, 2014**. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in a sealed opaque envelope, plainly marked “**Request for Proposals for Architect Consultant Services**” to the City Manager’s Office at the below address. Faxed and emailed proposals will be rejected as non-responsive.

Name: **Spencer Nebel**
Title: City Manager
City Manager’s Office
169 SW Coast Highway
Newport, OR 97365
Telephone: 541-574-0601

**Section I
Request for Proposals**

The City of Newport (City) intends to select a licensed architect to consult on: 1) assess FBO structure 2) the design, solicitation and construction of the Airport Terminal replacement roof system, 3) assess T-Hangar for water intrusion repair and 4) other projects as determined by task order. City intends to enter into a contract, in the form attached as Appendix A, with the selected consultant after negotiating a maximum not to exceed dollar amount. The contract amount will be based upon time and materials for all building assessments, design work rendered, solicitation documents, procurement of government permits, and installation oversight.

Proposal clarifications or additional information requested by City must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

**Section II
Project Description**

The Newport Municipal Airport (Airport) is located on the central Oregon Coast about six miles south of the Yaquina River. The Airport has one terminal, which houses airport operations, a fixed base fueling operation and a hangar, box hangars, t-hangars, smaller buildings, two runways and numerous taxiways.

Task Order #1: FBO Roof Replacement

The existing terminal was constructed around 1998. The City bought the building in 2007. The roof structure contains 5 sky-lights and is designed for an 80 mph wind load. The current wind load isn't adequate for airport weather conditions. The replacement roof will be designed for 145 mph winds. Assessments will include, but not be limited to, quality of existing roof materials, replacement with similar or different materials, stability of sky-lights, and value of existing trusses and supports rated against increased wind load capacity. See Appendix B for photos and all existing building plans.

A Design

1. Site analysis for existing FBO building:
 - a. Assessment of existing facilities, including sky lights;
 - b. Verification of appropriateness of existing Roof System for current design and increased wind load;
2. Design replacement/repairs systems, complete plans, specifications and cost assessments.
3. Submit plans and specifications to City of Newport and obtain all required permits.

B. Purchasing/Bidding

1. Work with City to draft project bid documents and conduct solicitation as required by

- Public Contracting Rules.
2. Provide assistance to City during the solicitation phase, including responding to questions from potential bidders during bidding process, production of addenda to bid documentation, and review of substitution requests from bidders.

C. Solicitation / Construction Services

1. Solicitation oversight including:
 - a. Review of bidder's submittals, shop drawings and material samples;
 - b. Responding to bidder's requests for clarification;
 - c. Reviewing and processing of change orders;
2. Construction Oversight including:
 - a. Oversight and inspection of installation work;
 - b. Project closeout services including punch list and warranty review;
 - c. Periodic site visits and attendance at occasional meetings;
 - d. Compilation of warranty information in final report documentation.

Task Order #2: T-Hangar Water Intrusion Repair

The T-hangars were constructed in 2006. They are a prefabricated metal building. Water penetration has been a problem since the original construction. Assessments will include, but not be limited to, quality of existing roof material, replacement with similar or different material for the replacement roof system, wind load rating for local weather, review of overall structure for water penetration points and design of structural repair to seal the inside from leakage. See Appendix C for photos and all existing building plans.

A Design

1. Site analysis for T-Hangar weatherization repairs.
 - a. Assessment of existing facilities for water intrusion;
 - b. Verification of appropriateness of T-Hangar Roof System and material for existing wind load and weather conditions;
2. Design replacement/repairs systems, complete plans, specifications and cost assessments.
3. Submit plans and specifications to City of Newport and obtain all required permits.

B. Purchasing/Bidding

1. Work with City to draft project bid documents and conduct solicitation as required by Public Contracting Rules.
2. Provide assistance to City during the solicitation phase, including responding to questions from potential bidders during bidding process, production of addenda to bid documentation, and review of substitution requests from bidders.

C. Solicitation / Construction Services

1. Solicitation oversight including:
 - a. Review of bidder's submittals, shop drawings and material samples;

- b. Responding to bidder's requests for clarification;
- c. Reviewing and processing of change orders;
- 2. Construction Oversight including:
 - a. Oversight and inspection of installation work;
 - b. Project closeout services including punch list and warranty review;
 - c. Periodic site visits and attendance at occasional meetings;
 - d. Compilation of warranty information in final report documentation.

Task Order #3: Other Projects as Determined by Task Order

Existing FBO Hangar doors are rusty and in need of repair. Assessment needed to determine condition of doors. Other projects as determined.

A Design

- 1. Site analysis.
 - a. Assessment of existing facilities;
- 2. Design replacement/repairs systems, complete plans, specifications and cost assessments for building.
- 3. Submit plans and specifications to City of Newport and obtain all required permits.

B. Purchasing/Bidding

- 1. Work with City to draft project bid documents and conduct solicitation as required by Public Contracting Rules.
- 2. Provide assistance to City during the solicitation phase, including responding to questions from potential bidders during bidding process, production of addenda to bid documentation, and review of substitution requests from bidders.

C. Solicitation / Construction Services

- 1. Solicitation oversight including:
 - a. Review of bidder's submittals, shop drawings and material samples;
 - b. Responding to bidder's requests for clarification;
 - c. Reviewing and processing of change orders;
- 2. Construction Oversight including:
 - a. Oversight and inspection of installation work;
 - b. Project closeout services including punch list and warranty review;
 - c. Periodic site visits and attendance at occasional meetings;
 - d. Compilation of warranty information in final report documentation.

**Section III
Anticipated Contract Performance Schedule**

Task Order #1: Assessment of the existing FBO building shall be completed by June 1, 2014. It is

anticipated that the architectural plans and specifications for the roof system will be completed by Aug 15, 2014. The replacement roof system will go to bid in late Aug, with construction starting in September 2014.

Task Order #2: Assessment of the T-hangars to be completed by June 1, 2014, with architectural plans, specifications and cost estimate for repair/construction completed by Aug 30, 2014.

Other tasks orders will be added and scheduled as determined by need.

**Section IV
Pre-proposal Meeting**

No pre-proposal meeting will be held for this RFP.

**Section V
Submittal Information**

Please note the following specific requirements for submitted proposals:

1. The City may modify this RFP via addenda before the proposal due date. Please check the City's website, <http://newportoregon.gov/dept/pwk/biddocuments.asp> for updates. Receipt of all addenda must be acknowledged in submitted proposals.
2. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any proposer's expenses associated with responding to this RFP.
3. Proposers are directed to the protest procedures as set forth in the City Rules 137-048-0240.
4. Each proposal must include the information set forth in Section VII, Proposal Requirements, and address the criteria by which the proposals will be evaluated and ranked, set forth in Section VIII, Proposal Evaluation.

**Section VII
Proposal Requirements**

Proposal shall include, at a minimum, the following items:

1. **Introductory Letter.** Each proposal shall include an introductory or cover letter. The consultant may use this section to introduce the proposal and the key provisions of the submittal.

2. The name of the person(s) authorized to represent the responding proposer in negotiating and signing any agreement which may result from the proposal.
3. Name and qualifications of the individual who will serve as the Project Manager.
4. The names of the professional persons who will assist the Project Manager in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and especially serving Cities comparable in size to 10,000. The City is also interested in professionals with experience planning for and designing projects similar to the Roof Replacement Project.
5. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
6. Proof of insurance for a minimum of \$1.3 million professional liability insurance, plus \$1.3 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
7. A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
8. The names and current phone numbers of individuals representing three owners, to be used as references. References from public works projects are preferred. Please verify that the references identified had direct contact with your proposed team members.
9. Confirmation that the respondent is licensed to work in the State of Oregon.
10. Confirmation that the proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the City, and affirmation that such personnel can respond to City inquiries and/or be onsite within a maximum of 24-hours.
11. The following statement: *"The consultant accepts all the terms and conditions contained in the Request for Proposals and that this proposal shall be considered valid for 120 days after the submission deadline."*
12. The following statement: *"All materials and documents acquired or produced by the consultant in conjunction with a resulting contract shall be delivered to and become property of the City of Newport without restriction or limitation of their future use."*
13. Support Information. Proposer may provide supporting material that he or she believes will assist the Selection Committee in the decision process. Only relevant information should be submitted. Items that may be included in the Appendix as support material

include: Graphs and figures, Additional references, Project photos, Insurance certificate. If the consultant does not wish to include support information in the Appendix, please include a page indicating that “No additional support material has been provided.”

<p>Section VIII Proposal Evaluation</p>

A. Evaluation Criteria

Proposals will be evaluated by the City using the following criteria:

		<u>Points</u>
1.	Introductory Letter	(Pass/Fail)
2.	Proposer availability and capability to perform the needed consulting services described in this RFP.	(20)
3.	Proposer’s key staff experience with public projects of similar size and complexity.	(20)
4.	Proposer’s experience with private projects of similar type.	(20)
5.	Proposer’s demonstrated ability to successfully complete similar services on time and within budget, including Proposer’s record of satisfactory performance. This includes the number of change orders in Proposer’s last three projects that were not initiated by Owners. Provide Owner’s business name and contact information.	(20)
6.	Project Understanding. Communicated understanding for each project category declared. Acknowledged information specific to Newport. Proposer showed ability to synthesize technical information and communicate this information in verbal, written or graphic form. Described how the project team will interact with City staff and what level of support will be anticipated or expected from the City.	(30)
7.	The methodology proposer would use in approaching this project. At a minimum, provide an estimate of the amount of time needed to complete each major task, and a preliminary schedule of major elements.	(20)
8.	Proposer’s familiarity with City of Newport and Lincoln County permitting procedures and regulations, and	(20)

Proposer's geographic proximity to the project site.

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|-----|---|-------------|
| 9. | Amount and type of resources and number of experienced staff Proposer has within Proposer's firm available to perform the engineering and related services described in this RFP within the applicable time limits. This includes the current and projected workloads of such staff and the proportion of time such staff would have available for architectural or related services, without the need for Proposer to subcontract for that work. | (20) |
| 10. | Proposer's public safety track record. | (15) |
| 11. | Results from interviews, if conducted. | (15) |

TOTAL: 200 Points

B. Evaluation Process

Proposals will be initially screened pursuant to the following minimum qualifications:

1. Proposer's team includes an architect and a structural engineer licensed to work in the State of Oregon.
2. Proposer's ability to provide the consulting work needed by City to the standards required by the City, County and State.
3. Whether Proposer has the financial resources for the performance of the desired engineering services, or the ability to obtain such resources.
4. Proposer is an Equal Opportunity Employer and being otherwise qualified by law to enter into the professional services agreement.

Once the initial screening process is completed, the remaining proposals will be evaluated under the criteria and weights accorded in Section VIII.A, above. If the City deems it desirable, the City may elect to interview one or more of the top candidates.

The City is using a qualifications based selection (QBS) process as mandated for contracts anticipated to exceed \$100,000 by recent changes to the state public contracting statutes (ORS 279C.110). As a result, selection of the most qualified candidate will be made without regard to the price of the services. If the City does not cancel the RFP, only after selecting the most qualified candidate will the City and the selected candidate enter into contract negotiations for the price of the services. The City shall direct negotiations toward obtaining written agreement on the Proposer's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing,

formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates the RFP.

It is the desire of the City to have a new consultant contract in place no later than May 15, 2014.

**Section IX
Miscellaneous**

The City reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the City and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the City in its sole discretion; 4) Award the contract to any proposer based on the evaluation criteria set forth in this RFP; 5) Waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 6) Request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful proposer, as indicated in the attached contract form. Any open terms in the attached contract will be completed based upon City negotiation and awardee's proposal. Submittal of a proposal indicates a proposer's intent to execute the attached contract terms and be bound thereby.

**Section X
Contact Information**

Direct all inquiries regarding this RFP to:

Name & Title:	Melissa Román, Engineering Tech
Address:	Public Works Department 169 SW Coast Highway Newport, OR 97365
Email:	m.roman@newportoregon.gov
Telephone:	541-574-3377
Fax:	541-265-3301

**Section XI
Appendices**

The following appendices are included in this RFP:

Appendix A: Engineering Services Contract
Appendix B: Photos of existing terminal roof.
Appendix C: Photos of existing t-hangar.

APPENDIX A
DRAFT
ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT is between the City of Newport, an Oregon municipal corporation (City), and _____, an Oregon corporation, which has a principal who is a registered engineer of the State of Oregon (Engineer).

RECITALS

A. City issued an RFP for a wide range of engineering services, seeking one or more qualified consulting engineering firms to assist the City on projects that the City does not have the resources to complete in-house. Among other areas, the proposals sought engineers to assist on _____ projects. The RFP anticipated that the City could select specific proposers for specific areas of expertise.

B. City needs engineering assistance for various projects related to the _____.

C. City has selected Engineer as the best qualified proposer with the expertise to provide engineering services for various _____ projects and desires to engage the Engineer to render professional engineering services for _____ projects. Engineer is willing and qualified to perform such services.

TERMS OF AGREEMENT

1. Engineer's Scope of Services

Engineer shall perform professional engineering services related to specific _____ projects pursuant to Task Orders executed by both parties and attached to this Agreement by reference. This Agreement does not require the City to utilize Engineer for any or all projects related to the _____. The City is free to utilize other engineers or consultants for _____ projects as it deems appropriate.

2. Effective Date and Duration

This agreement is effective on execution by both parties and shall expire, unless otherwise terminated or extended, after three years. The parties may extend the term by mutual agreement.

3. Engineer's Fee and Schedules

A. Fee

Fees for services under this Agreement shall be based on time and materials and pursuant to the rates shown in Exhibit A. Engineer may increase the rates shown in Exhibit A on an annual basis, subject to the written approval of the City. Engineer will alert the City that Engineer when Engineer is increasing its fees. Engineer will bill for progress payments on a monthly basis. In order to determine the maximum monetary limit for each Task Order, Engineer will submit a schedule and a labor hour estimate based on the rates shown in Exhibit A. Once a maximum monetary limit (not to exceed amount) is determined, and accepted by the City, Engineer will

invoice monthly progress payments based on actual time worked on the project. The maximum monetary limit will not be exceeded without prior written approval by the City. Projects partially completed may be paid for in proportion to the degree of completion.

Engineer may from time to time be asked to perform consultation services not related to a specific project. In such instances, if services are less than \$5,000, a written Task Order will not be required, and Engineer will be reimbursed at the rates shown in Exhibit A,

Engineer will be reimbursed for direct charges such as the cost of printing, postage, delivery services, and subconsultant fees. Unless specifically noted in the Task Order, direct charges will be billed at cost without any markup. Office expenses such as computer cost, telephone calls, and overhead expenses are incidental and are included in the hourly rates shown in Exhibit A.

B. Payment Schedule for Basic Fee

Payments shall be made within 30 days of receipt of monthly billings based on the work completed. Payment by the City shall release the City from any further obligation for payment to the engineer for service or services performed or expenses incurred as of the date of the statement of services. Payment shall be made only for work actually completed as of the date of invoice. Payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

C. Payment for Contingency Tasks

When agreed to in writing by the City, the Engineer shall provide services described as Contingency Tasks in a Task Order.

D. Certified Cost Records

Engineer shall furnish certified cost records for all billings to substantiate all charges. Engineer's accounts shall be subject to audit by the City. Engineer shall submit billings in a form satisfactory to the City. At a minimum, each billing shall identify the Task Order under such work is performed, work completed during the billing period, percentage of work completed to date, and percentage of budget used to date for each task.

E. Identification

Engineer shall furnish to the City its employer identification number.

F. Payment – General

- 1)** Engineer shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- 2)** Engineer shall pay employees at least time and a half pay for all overtime worked in excess of 40 hours in any one week except for individuals under the contract who are excluded under ORS 653.010 to 653.261 or under 29 USC sections 201 to 209 from receiving overtime. Any subcontractors utilized by Engineer under this Agreement will be paid according to the then prevailing

wage.

- 3) Engineer shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention incident to sickness or injury to the employees of Engineer or all sums which Engineer agrees to pay for such services and all moneys and sums which Engineer collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
- 4) Engineer shall make payments promptly, as due, to all persons supplying services or materials for work covered under this contract. Engineer shall not permit any lien or claim to be filed or prosecuted against the City on any account of any service or materials furnished.
- 5) If Engineer fails, neglects or refuses to make prompt payment of any claim for labor, materials, or services furnished to Engineer, sub-consultant or subcontractor by any person as such claim becomes due, City may pay such claim and charge the amount of the payment against funds due or to become due to the Engineer. The payment of the claim in this manner shall not relieve Engineer or its surety from obligation with respect to any unpaid claims.

G. Schedule

Engineer shall provide services under this Agreement in accordance with the Project Schedule of each Task Order.

4. Ownership of Plans and Documents: Records; Confidentiality

A. Definitions. As used in this Agreement, the following terms have the meanings set forth below:

- 1) Engineer Intellectual Property means any intellectual property owned by Engineer and developed independently from this Agreement that is applicable to the Services or included in the Work Product.
- 2) Third Party Intellectual Property means any intellectual property owned by parties other than City or Engineer that is applicable to the Services or included in the Work Product.
- 3) Work Product means the Services Engineer delivers or is required to deliver to City under this Agreement. Work Product includes every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein, and all copies of plans, specifications, reports and other materials, whether completed, partially completed or in draft form.

B. Work Product

- 1) Except as provided elsewhere in this Agreement, all Work Product created by Engineer pursuant to this Agreement, including derivative works and compilations, and whether or not such Work Product is considered a “work made for hire” or an employment to invent, shall be the exclusive property of City. City and Engineer agree that such original works of authorship are “work made for hire” of which City is the author within the meaning of the United States Copyright Act. To the extent that City is not the owner of the intellectual property rights in such Work Product, Engineer hereby irrevocably assigns to City any and all of its rights, title, and interest in all original Work Product created pursuant to this Agreement, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Upon City’s reasonable request, Engineer shall execute such further documents and instruments necessary to fully vest such rights in City. Engineer forever waives any and all rights relating to original Work Product created pursuant to this Agreement, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.
- 2) In the event Engineer Intellectual Property is necessary for the use of any Work Product, Engineer hereby grants to City an irrevocable, non-exclusive, non-transferable, perpetual, royalty-free license to use Engineer Intellectual Property, including the right of City to authorize contractors, Engineers and others to use Engineer Intellectual Property, for the purposes described in this Agreement.
- 3) In the event Third Party Intellectual Property is necessary for the use of any Work Product, Engineer shall secure on City’s behalf and in the name of City, an irrevocable, non-exclusive, non-transferable, perpetual, royalty-free license to use the Third Party Intellectual Property, including the right of City to authorize contractors, Engineers and others to use the Third Party Intellectual Property, for the purposes described in this Contract.
- 4) In the event Work Product created by Engineer under this Agreement is a derivative work based on Engineer Intellectual Property or is a compilation that includes Engineer Intellectual Property, Engineer hereby grants to City an irrevocable, non-exclusive, non-transferable, perpetual, royalty-free license to use the pre-existing elements of Engineer Intellectual Property employed in the Work Product, including the right of City to authorize contractors, Engineers and others to use the pre-existing elements of Engineer Intellectual Property employed in a Work Product, for the purposes described in this Agreement.
- 5) In the event Work Product created by Engineer under this Agreement is a derivative work based on Third Party Intellectual Property, or a compilation that includes Third Party Intellectual Property, Engineer shall secure on City’s behalf and in the name of City an irrevocable, non-exclusive, non-transferable, perpetual, royalty-free license to use the pre-existing elements of the Third Party Intellectual Property, including the right to authorize contractors, Engineers and others to use the pre-existing elements of the Third Party Intellectual Property, for the purposes described in this Agreement.

- 6) To the extent permitted by the Oregon Constitution and by the Oregon Tort Claims Act, Engineer shall be indemnified and held harmless by City from liability arising out of re-use or alteration of the Work Product by City which was not specifically contemplated and agreed to by the Parties in this Agreement.
- 7) Engineer may refer to the Work Product in its brochures or other literature that Engineer utilizes for advertising purposes and, unless otherwise specified, Engineer may use standard line drawings, specifications and calculations on other, unrelated projects.

C. Confidential Information

- 1) Engineer acknowledges that it or its employees, Sub-Engineers, subcontractors or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is the confidential information of City or City's residents. Any and all information provided by City and marked confidential, or identified as confidential in a separate writing, that becomes available to Engineer or its employees, Sub-Engineers, subcontractors or agents in the performance of this Agreement shall be deemed to be confidential information of City ("Confidential Information"). Any reports or other documents or items, including software, that result from Engineer's use of the Confidential Information and any Work Product that City designates as confidential are deemed Confidential Information. Confidential Information shall be deemed not to include information that: (a) is or becomes (other than by disclosure by Engineer) publicly known; (b) is furnished by City to others without restrictions similar to those imposed by this Agreement; (c) is rightfully in Engineer's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; (d) is obtained from a source other than City without the obligation of confidentiality; (e) is disclosed with the written consent of City; or (f) is independently developed by employees or agents of Engineer who can be shown to have had no access to the Confidential Information.
- 2) Engineer agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Engineer uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to City under this Agreement, and to advise each of its employees, Sub-Engineers, subcontractors and agents of their obligations to keep Confidential Information confidential. Engineer shall use its best efforts to assist City in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the generality of the foregoing, Engineer shall advise City immediately in the event Engineer learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Engineer will at its expense cooperate with City in seeking injunctive or other equitable relief in the name of City or Engineer against any

such person. Engineer agrees that, except as directed by City, Engineer will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, except in accordance with this Agreement, and that upon termination of this Agreement or at City's request, Engineer will turn over to City all documents, papers, and other matter in Engineer's possession that embody Confidential Information.

- 3) Engineer acknowledges that breach of this Section 4, including disclosure of any Confidential Information, will give rise to irreparable injury to City that is inadequately compensable in damages. Accordingly, City may seek and obtain injunctive relief against the breach or threatened breach of this Section 4, in addition to any other legal remedies that may be available. Engineer acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of City and are reasonable in scope and content.

5. Assignment/Delegation

Neither party shall assign or transfer any interest in or duty under this Agreement without the written consent of the other. If City agrees to assignment of tasks to a subcontractor, Engineer shall be fully responsible for the acts or omissions of any subcontractors. Any approval of a subcontractor does not create a contractual relationship between the subcontractor and City.

6. Engineer is Independent Contractor

- A. The City's project director, or designee, shall be responsible for determining whether Engineer's work product is satisfactory and consistent with this Agreement, but Engineer is not subject to the direction and control of the City. Engineer shall be an independent contractor for all purposes and shall not be entitled to compensation other than the compensation provided for under Section 3 of this Agreement. The City's acceptance of the work product as satisfactory does not relieve the Engineer from responsibility for any errors in the work product.
- B. Engineer is an independent contractor and not an employee of City. Engineer acknowledges Engineer's status as an independent contractor and acknowledges that Engineer is not an employee of the City for purposes of workers compensation law, public employee benefits law, or any other law. All persons retained by Engineer to provide services under this Agreement are employees of Engineer and not of City. Engineer acknowledges that it is not entitled to benefits of any kind to which a City employee is entitled and that it shall be solely responsible for workers compensation coverage for its employees and all other payments and taxes required by law. Furthermore, in the event that Engineer is found by a court of law or an administrative agency to be an employee of the City for any purpose, City shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Engineer under the terms of the Agreement, to the full extent of any benefits or other remuneration Engineer receives (from City or third party) as a result of the finding and to the full extent of any payments that City is required to make as a result of the finding.
- C. The Engineer represents that no employee of the City or any partnership or corporation

in which a City employee has an interest, has or will receive any remuneration of any description from the Engineer, either directly or indirectly, in connection with the letting or performance of this Agreement, except as specifically declared in writing.

- D.** Engineer and its employees, if any, are not active members of the Oregon Public Employees Retirement System.
- E.** Engineer certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement.
- F.** Engineer is not an officer, employee, or agent of the City as those terms are used in ORS 30.265.

7. Indemnity

- A.** The City has relied upon the professional ability and training of the Engineer as a material inducement to enter into this Agreement. Engineer represents to the City that the work under this Agreement will be performed in accordance with the professional standards of skill and care ordinarily exercised by members of the engineering profession under similar conditions and circumstances as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of an Engineer's work by the City shall not operate as a waiver or release. Acceptance of documents by City does not relieve Engineer of any responsibility for design deficiencies, errors or omissions.
- B.** Engineer shall defend, hold harmless and indemnify the City, its officers, agents, and employees from all claims, suits, or actions relating to alleged negligent or otherwise wrongful acts or omissions of Engineer or its subcontractors, sub-Engineers, agents or employees under this Agreement. This indemnification does not extend to indemnification for negligent or otherwise wrongful acts or omissions of the City. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, the illegality or invalidity shall not affect the validity of the remainder of this indemnification.
- C.** Engineer shall save and hold harmless the City, its officers, agents, and employees from all claims, suits, or actions and all expenses incidental to the investigation and defense thereof, arising out of the professional negligent acts, errors or omissions of Engineer or its subcontractors, sub-Engineers, agents or employees in performance of professional services under this Agreement. Any design work by Engineer that results in a design of a facility that does not comply with applicable laws including but not limited to relating to current requirements of the Federal Aviation Administration (FAA) and accessibility for persons with disabilities shall be considered a professionally negligent act, error or omission.
- D.** As used in subsections B and C of this section, a claim for professional responsibility is a claim made against the City in which the City's alleged liability results directly or indirectly, in whole or in part, from the quality of the professional services provided by Engineer, regardless of the type of claim made against the City. A claim for other than professional responsibility is a claim made against the City in which the City's alleged

liability results from an act or omission by Engineer unrelated to the quality of professional services provided by Engineer.

8. Insurance

Engineer and its subcontractors shall maintain insurance acceptable to City in full force and effect throughout the term of this Agreement as detailed in this section. The insurance shall cover all risks arising directly or indirectly out of Engineer's activities or work hereunder, including the operations of its subcontractors of any tier.

The policy or policies of insurance maintained by the Engineer and its subcontractors shall provide at least the following limits and coverages:

A. Commercial General Liability Insurance

Comprehensive General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form with policy limits of at least per occurrence. This coverage shall include Contractual Liability insurance for the indemnity provided under this Agreement.

B. Professional Liability

Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts. Combined single limit per occurrence shall not be less than \$1,300,000, or the equivalent. Annual aggregate limit shall not be less than \$2,000,000 and filed on a "claims-made" form.

C. Commercial Automobile Insurance

Commercial Automobile Liability coverage on an "occurrence" form including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$1,000,000.

D. Workers' Compensation Insurance

The Engineer, its subcontractors, if any, and all employers providing work, labor or materials under this Agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide Oregon workers' compensation coverage for their workers who work at a single location within Oregon for more than 30 days in a calendar year. Engineers who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than \$100,000 each accident.

E. Additional Insured Provision

The Commercial General Liability Insurance Policy shall include the City its officers, directors, and employees as additional insureds with respect to this Agreement. Coverage will be endorsed to provide a per project aggregate.

F. Extended Reporting Coverage

If any of the liability insurance is arranged on a "claims made" basis, Extended Reporting coverage will be required at the completion of this Agreement to a duration of 24 months or the maximum time period the Engineer's insurer will provide if less than 24 months. Engineer will be responsible for furnishing certification of Extended Reporting coverage as described or continuous "claims made" liability coverage for 24 months following Agreement completion. Continuous "claims made" coverage will be acceptable in lieu of Extended Reporting coverage, provided its retroactive date is on or before the effective date of this Agreement. Coverage will be endorsed to provide a per project aggregate.

G. Notice of Cancellation

There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the City. Any failure to comply with this provision will not affect the insurance coverage provided to the City. The 30 days notice of cancellation provision shall be physically endorsed on to the policy.

H. Insurance Carrier Rating

Coverage provided by the Engineer must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

I. Certificates of Insurance

As evidence of the insurance coverage required by the Agreement, the Engineer shall furnish a Certificate of Insurance to the City. No Agreement shall be effected until the required certificates have been received and approved by the City. The certificate will specify and document all provisions within this Agreement. A renewal certificate will be sent to the address below ten days prior to coverage expiration.

J. Primary Coverage Clarification

The parties agree that Engineer's coverage shall be primary to the extent permitted by law. The parties further agree that other insurance maintained by the City is excess and not contributory insurance with the insurance required in this section.

K. Copy of Policy or Certificate of Insurance

A cross-liability clause or separation of insureds clause will be included in the general liability policy required by this Agreement. Engineer's insurance policy shall contain provisions that such policies shall not be canceled or their limits of liability reduced without 30 days prior notice to City. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, or at the discretion of City, in lieu thereof, a certificate in form satisfactory to City certifying to the issuance of such insurance shall be forwarded to:

Spencer Nebel, City Manager
City of Newport

169 SW Coast Highway
Newport, Oregon 97365

Thirty days cancellation notice shall be provided City by certified mail to the name at the address listed above in event of cancellation or non-renewal of the insurance. The procuring of the required insurance shall not be construed to limit Engineer's liability under this agreement. The insurance does not relieve Engineer's obligation for the total amount of any damage, injury, or loss caused by negligence or neglect connected with this Agreement.

9. Termination Without Cause

At any time and without cause, City shall have the right in its sole discretion, to terminate this Agreement by giving notice to Engineer. If City terminates the Agreement pursuant to this section, it shall pay Engineer for all undisputed invoices rendered to the date of termination.

10. Termination With Cause

A. City may terminate this Agreement effective upon delivery of written notice to Engineer, or at such later date as may be established by City, under any of the following conditions:

- 1)** If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services. This Agreement may be modified to accommodate a reduction in funds.
- 2)** If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.
- 3)** If any license or certificate required by law or regulation to be held by Engineer, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, revoked, or not renewed.

Any termination of this agreement under paragraph (A) shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

B. City, by written notice of default (including breach of Agreement) to Engineer, may terminate this Agreement:

- 1)** If Engineer fails to provide services called for by this Agreement within the time specified, or
- 2)** If Engineer fails to perform any of the other provisions of this Agreement, or fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from City, fails to correct such failures within ten days or such other period as City may authorize.

C. If City terminates this Agreement, Engineer shall be entitled to payment for services

provided prior to the termination date.

- D. Damages for breach of Agreement shall be those allowed by Oregon law, reasonable and necessary attorney fees, and other costs of litigation at trial and upon appeal.

11. Non-Waiver

The failure of City to insist upon or enforce strict performance by Engineer of any of the terms of this Agreement or to exercise any rights hereunder, should not be construed as a waiver or relinquishment to any extent of its rights to assert or rely upon such terms or rights on any future occasion.

12. Notice

All notices, bills and payments shall be made in writing and may be given by personal delivery, mail, or by fax. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

IF TO CITY OF NEWPORT

Melissa Román
City of Newport
169 SW Coast Highway
Newport, OR 97365
m.roman@newportoregon.gov
541-574-3377

IF TO ENGINEER:

The date of deposit in the mail shall be the notice date for first class mail. All other notices, bills and payments shall be effective at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this paragraph.

13. Merger

This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

14. Force Majeure

Neither City nor Engineer shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractors or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

15. Non-Discrimination

Engineer agrees to comply with all applicable requirements of federal and state statutes, rules, and regulations. By way of example only, Engineer also shall comply with the Americans with Disabilities Act of 1990, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

16. Errors

Engineer shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost.

17. Extra Work

Extra work or work on Contingency Tasks is not authorized unless the City authorizes the additional or contingency work in writing. Failure of Engineer to secure written authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement price or Agreement time due to unauthorized extra work and Engineer shall be entitled to no compensation for the performance of any extra work not authorized in writing.

18. Governing Law

The Agreement is subject to Oregon law. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court in Newport, Oregon.

19. Compliance With Applicable Law

Engineer shall comply with all federal, state, and local laws and ordinances applicable to the work under this Agreement, including but not limited to those set forth in ORS 279A, B & C. Some of the required state contract provisions are included in Exhibit B.

20. Conflict Between Terms

This instrument shall control in the event of any conflict between terms between this document and the RFP and/or proposal.

21. Access to Records

City shall have access to the books, documents, papers and records of Engineer that are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

22. Audit

Engineer shall maintain records to assure conformance with the terms and conditions of this Agreement, and to assure adequate performance and accurate expenditures within the Agreement period. Engineer agrees to permit City or its duly authorized representatives to audit all records pertaining to this Agreement to assure the accurate expenditure of funds.

23. Severability

In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the Agreement.

24. Industrial Accident Fund Payment

Engineer shall pay all contributions or amount due the Industrial Accident Fund form that Engineer or subcontractors incur during the performance of this Agreement.

25. Complete Agreement

This Agreement and any exhibit(s) hereto and any and all Task Orders executed by the parties and the RFP and Response dated _____ constitute the entire agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Any waiver, consent, modification, or change if made, shall be effective only in specific instances and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. In the event of a conflict between the documents comprising this Agreement, interpretation shall occur in the following manner: 1) each individual Task Order; 2) this Agreement and any exhibits hereto; and 3) the RFP and Response. The following exhibits are attached to this Agreement:

- A. Exhibit A – Fees;
- B. Exhibit B – Provisions of ORS Chapter 279

26. Miscellaneous

- A. Engineer agrees that news releases and other publicity relating to the subject of this Agreement will be made only with the prior written consent of City.
- B. Engineer shall comply with all virus-protection, access control, back-up, password, and other security and other information technology policies of City when using, having access to, or creating systems for any of City's computers, data, systems, personnel, or other information resources.
- C. Engineer certifies that Engineer is in compliance with Oregon tax laws pursuant to ORS 305.385
- D. Engineer certifies that Engineer does not discriminate in regard to subcontractors as set

forth in ORS 279A.110.

- E. Engineer will include in all contracts with subcontractors appropriate provisions as required by ORS 279C.580.
- F. Engineer will comply with environmental and natural resources regulations as set forth in ORS 279B.525 and regulations relating to the salvaging, recycling, composting or mulching yard waste material, and salvage and recycling of construction and demolition debris as set forth in ORS 279B.225 and 270C.510.

By their signatures hereunder, the parties acknowledge they have read and understand this Agreement and agree to be bound by its terms. This Agreement is effective on the date last signed below by a party below:

CITY OF NEWPORT:

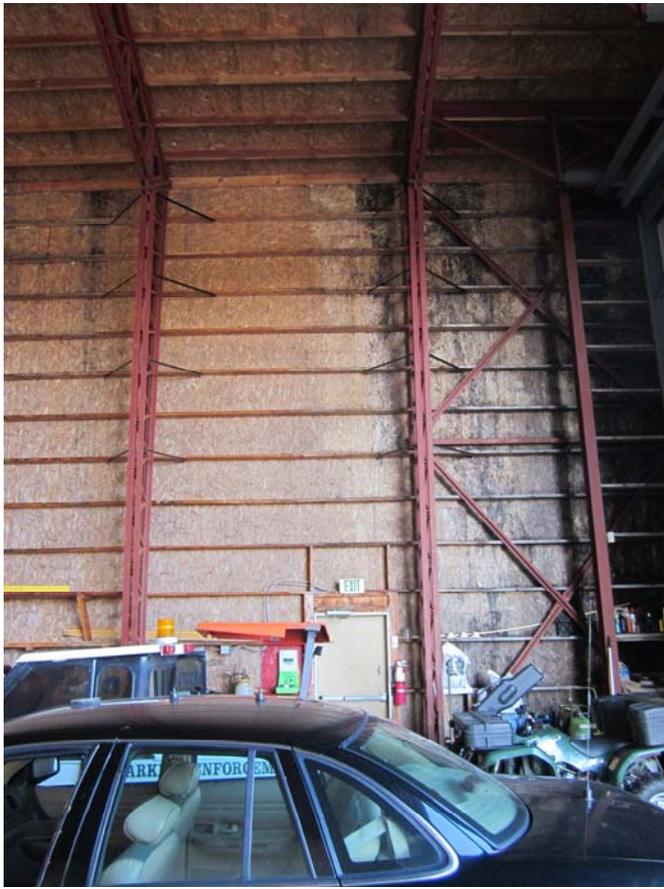
Spencer Nebel, City Manager
Date: _____

_____.

By: _____
Its: _____
Date: _____

APPENDIX B
AIRPORT TERMINAL ROOF





APPENDIX C
T-HANGAR







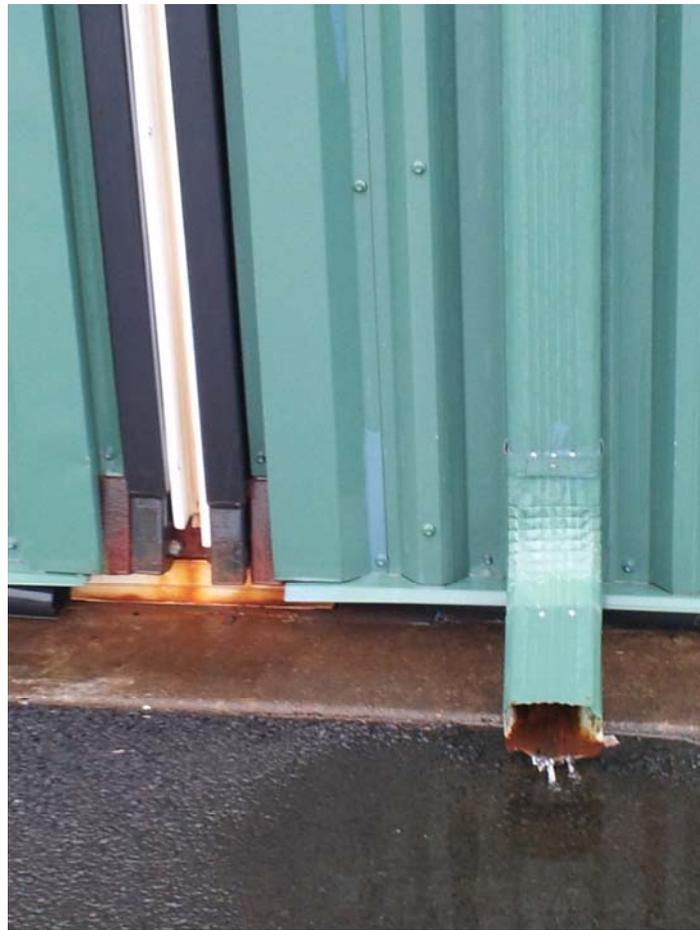


EXHIBIT A
FEEs

EXHIBIT B
PROVISIONS OF ORS CHAPTER 279
(Not all provisions fully set forth herein. It is Contractor's obligation to be familiar and comply with all relevant provisions of ORS Chapter 279.)

279B.220 Conditions concerning payment, contributions, liens, withholding. The contractor shall:

- 1) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract.
- 2) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.
- 3) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
- 4) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.
- 5) In addition to the conditions specific in subsection 1-4 above, every public improvement contract shall contain a condition that the contractor shall demonstrate that an employee drug testing program is in place. (279C.505)

279C.515 Conditions concerning payment of claims by public officers, payment to persons furnishing labor or materials and complaints.

- 1) If the contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or a subcontractor by any person in connection with the public improvement contract as the claim becomes due, the proper officer or officers representing a municipality, may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the contractor by reason of the contract.
- 2) If the contractor or a first-tier subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract within thirty days after receipt of payment from the contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the ten day period that payment is due under ORS 279C.580 (4) and ending upon final payment, unless payment in ORS 279C.580. The rate of interest charged to the contractor or first-tier subcontractor on the amount due shall equal three times the discount rate on 90 day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve district that includes Oregon on the date that is thirty days after the date when payment was received from the contracting agency or from the contractor, but the rate of interest may not exceed thirty percent. The amount of interest may not be waived.

- 3) If the contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public improvement contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.
- 4) The payment of a claim in the manner authorized in this section does not relieve the contractor or the contractor's surety from obligation with respect to any unpaid claims.

279B.230 Condition concerning payment for medical care and providing workers' compensation. (see 279C.530 for public improvement contracts)

- 1) The contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.
- 2) All subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. [2003 c.794 §76c].

279B.020, 279B.235; 279C.520, 279C.540 Conditions concerning hours of labor.

- 1) An employer must give notice in writing to employees who work on a public contract, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
- 2) person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services designated under ORS 279A.055 (or 279C.100) the employee shall be paid at least time and a half pay:
 - a. For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or
 - b. For all overtime in excess of ten hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
 - c. For all work performed on Saturday and on any legal holiday specified in ORS 279B.020 (or ORS 279C.540).
- 3) In the case of contracts for personal services as described in ORS 279A.055, the contract shall contain a provision that the employee shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts who are excluded under ORS 653.010 to 653.261 or under

29 U.S.C. 201 to 209 from receiving overtime.

- 4) Persons employed shall receive at least time and a half pay for work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279B.020 (1)(b)(B) to (G) and for all time worked in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater.

279C.830 Relating to prevailing rate of wage in public works contracts.

- 1) In the event this contract is a public works contract, the parties shall state in the contract the existing state prevailing rate of wage and if applicable, the federal prevailing rate of wage required under the Davis-Bacon Act that may be paid to workers in each trade or occupation required for the public works employed in the performance of the contract either by the contractor or subcontractor or other person doing or contracting to do the whole or any part of the work contemplated by the contract. When the prevailing rates of wage are available electronically or are accessible on the Internet, the rates may be incorporated into the specifications by referring to the electronically accessible or Internet-accessible rates and by providing adequate information about how to access the rates.
- 2) Every contract and subcontract shall contain a provision that the workers shall contain a provision that the works shall be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.838 and 279C.840.
- 3) Contractor will pay to the Commissioner of the Bureau of Labor and Industries (BOLI) a fee as provided in ORS 279C.825(1). The fee shall be paid to the commissioner under the administrative rule of the commissioner.
- 4) Every contract for public works shall contain a provision stating that the contractor and every subcontractor must have a public works bond filed with the Construction Contractors Board before starting work on the project, unless exempt under ORS 279C.836 (4), (7), (8) or (9).