

CITY OF NEWPORT
TASK ORDER NO. 3
TO ENGINEERING SERVICES AGREEMENT
FOR STREETS AND STORM SEWER
ENGINEERING SERVICES

This TASK ORDER NO. 3 to the Engineering Services Agreement dated January 3, 2012, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

A. DESCRIPTION OF PROJECT

Ash Street Improvements as per attached Proposed Scope of Services.

B. SCOPE OF SERVICES

CITY agrees to utilize the services of ENGINEER and ENGINEER agrees to perform streets and storm sewer engineering services as required by the CITY. As per the Engineering Services Agreement, ENGINEER shall confirm the scope, schedule, and anticipated compensation for such services in writing prior to starting work (see attached Proposed Scope of Services). Email is acceptable written documentation.

C. CITY'S RESPONSIBILITIES

CITY to provide ENGINEER with the following information:

- CITY shall assign appropriate reviewers to the project and compile and provide a single consolidated, coordinated, legible, and internally consistent copy of written review comments to Consultant for all draft documents and work products, as appropriate.
- CITY shall provide timely review of submitted products (1-week turnaround), as appropriate.

C. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A of the attached Proposed Scope of Services dated December 7, 2011.
2. Services provided under this Task Order may be a single project whose fee does not exceed Forty-one thousand three hundred twelve dollars (\$43,312.00), or multiple tasks may be performed under this Task Order as long as the total for all tasks does not exceed Forty-one thousand three hundred twelve dollars (\$43,312.00)

D. MISCELLANEOUS

All terms and conditions of the Engineering Services Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the Engineering Services Agreement, the terms of this Task Order shall apply.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No. 3.

CITY OF NEWPORT:

By: 
Title: City Manager
Date: 1-4-12

CIVIL WEST ENGINEERING SERVICES, INC.

By: 
Title: VICE PRESIDENT
Date: 1-6-12

Civil West

Engineering Services, Inc.



486 E Street
Coos Bay, Oregon 97420
Phone 541.266.8601
Fax 541.266.8681

PROPOSED SCOPE OF SERVICES

Date: December 7, 2011

Work Order Number:

To: Mr. Tim Gross, PE, Public Works Director, City of Newport

From: Garrett Pallo, PE, Principal, Civil West Engineering Services, Inc.

RE: **Ash Street Improvements – Scope of Services**

Civil West Project Number: ~~2801-012~~ 2302-009

This memorandum is provided to summarize the proposed scope of work, fee, schedule and other project issues related to the Ash Street Improvement project for the City of Newport.

Background Summary

The City of Newport operates and maintains the street network within the City of Newport. As such, the City regularly undertakes projects to upgrade and improve key street sections.

Recently, the City, with the support of another consultant, began the process of preparing designs for the improvement of Ash Street in South Beach. Located near the intersection of SE 40th and Highway 101, Ash Street will provide a secondary route of ingress and egress for SE 40th which leads to the campus of the Oregon Coast Community College. Progress on the project was halted and the project has been reassigned to Civil West for completion.

After a significant wait, the files and information that was started by the previous consultant have been obtained. We have received the partially completed work product and reviewed it in detail to determine what will be required to produce a final set of plans and specifications suitable for bidding and construction purposes.

The remainder of this document will describe the proposed engineering services required to complete these projects for the City of Newport. We have endeavored to utilize as much of the completed work as possible so as to provide the City with an efficient and quality product.

Goal for the Project

The goal of the project is to complete the desired improvements on Ash Street which will include a new paved roadway section, drainage improvements, pedestrian improvements, and other traffic upgrades.

Part A: Scope of Work

The following tasks have been identified to be used to track project progress during the planning project. Each task will be assigned a certain number of man hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

I. Ash Street Improvements - Scope of Services

1. **Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing resources internally, meeting with staff on routine issues, and other project management activities.
2. **Task 2 – Data Acquisition and Project Kickoff** – Under this task, we will attend a kickoff meeting where we will tour the facilities with City staff and walk through the project area. We will discuss the goals of the project, the background, and limitations as they exist. We will discuss options and confirm that we know exactly what the City wants to accomplish with the project. We do not need anticipate requiring additional surveying data as we intend to utilize the survey information collected by the previous consultant.
3. **Task 3 – Design Services** – Under this task, we will complete the design work for the road, drainage, and pedestrian improvements that were begun by the previous consultant. We will utilize the basic files they provided though much of the work will need to be adjusted or recreated. We will prepare plan and profile drawings for the road structure and pipelines as required. Details and other plan information will be prepared to illustrate and communicate the design to the contractor.
4. **Task 4 – Specifications and Contract Documents** – Under this task, we will prepare detailed technical specifications and contract documents that will be used during the bidding and construction phase to administer the project and direct the contractor. Specifications shall provide general direction, materials and workmanship requirements, and other criteria that must be met to adequately complete the project. Contracts, bid forms, and other contract documents will be provided for the purposes of obtaining bids and contractually securing a successful bidder on the project.
5. **Task 5 – Bid Phase Services**- Under this task, we will provide support to the City during the bid phase of the project. This will include support on advertising and marketing the project. It will also include responding to contractor’s requests for information and clarifications and providing addenda, as required. We do not recommend a prebid meeting for this project and recommend that the City handle the bid opening at City Hall. We will, however, review the bids for accuracy and completeness and provide the City with a written recommendation to award and assist in the administration and processing of the project contracts to secure the services of the successful bidder.
6. **Task 6 –Construction Management Services** – Under this task, we will provide construction management services on the project during the construction phase. This will include a preconstruction conference with the contractor, coordination with the contractor and City during construction, directing inspection staff activities and support, responding to requests for information from the contractor, and processing financial and change order issues.

7. **Task 7 – Construction Observation/Inspection** – Civil West will provide part-time inspection observation during the project. This will be accomplished using our local (Waldport) inspector to minimize travel time and costs. We will include an allowance of hours for this task for the purposes of budgeting. However, we can increase or decrease this allowance at the request of the City. The City may also choose to provide in-house inspection on this project which would result in this task being eliminated.
8. **Task 8 – Project Closeout Services** – Under this task, we will provide project closeout services. Our engineering team will utilize inspection and contractor markups on plans for the assembly and completion of accurate as-builts/record drawings for the City's records. This same information will be added to the City's infrastructure maps to accurately represent the locations and layouts of the new facilities. We will assemble a project notebook or album that will include all project inspection reports, project photos, and record drawings for each part of the project. This valuable record will be useful to the City for many years to come. We will also assist the City in final punch lists, closeout of financial and payment issues and warranty documentation and other project closeout tasks.
9. **Task 9 - Reimbursables/Direct Costs** – This item will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, reproduction and office expenses, and other reimbursable costs.

Part B: Project Fee Proposal

We have prepared a detailed worksheet summarizing the tasks described above, key sub tasks, and anticipated hours that will be required for the completion of all tasks. We have totaled up the individual tasks to arrive at a proposed fee for the completion of this project for the City of Newport. The detailed spreadsheet that was used to develop our proposed budget is provided on the attached Exhibit A.

Allowance items are flexible and will vary depending on the requests of the City, regulatory requirements and other factors. Additional services, as required, can be provided through amendment or on a time and materials basis as approved and directed by the City.

The attached fee proposal represents a proposed budget. If specific tasks, and the overall project, can be completed with less hours, the City will realize the savings as we will bill our services on a time and materials basis utilizing the attached budget structure.

Part C: Project Schedule

While we are flexible and will meet the time constraints of the City, it is useful to discuss a potential project schedule for the Ash Street project as a basis for moving forward. The following tentative schedule is proposed for the Ash Street project:

1. It is assumed that we will be authorized to proceed in January 2012. Work will begin immediately on the project after being given a notice to proceed.
2. Kickoff meeting and data gathering trip – to be scheduled for mid January
3. Design services to begin in late January or early February
4. 50% Design Submittal – late February
5. 90% Design Submittal – Late March
6. Final Plans submitted and request for bids ready – April 2012
7. Bid process completed and contractor given notice to proceed – April 2012
8. Construction to begin – May 2012

City of Newport – Ash Street Improvements – Scope of Services

- 9. Construction completed – early summer 2012
- 10. Project Closeout – July 2012

The above schedule is approximate and may vary depending on a number of issues. If desired, the schedule can be accelerated to some degree as requested to meet the City's time and budget requirements.

We are prepared to begin this work on this important planning effort as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



J. Garrett Pallo, PE
Principal

Authorized Representative Signature Accepting Scope of Services

Date

Engineering Fee Structure - WWFP Project										
Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Specialty Support / Subconsultant	Total Hours	Total Fee	
\$132.00	\$121.00	\$115.00	\$108.00	\$94.00	\$77.00	\$42.00				
Tasks										
1	Project Management & Coordination									
1a	Overall project Management	24	16				4	44	\$5,272.00	
	Task Total	24	16	0	0	0	4	44	\$5,272.00	
2	Data Acquisition and Project Kickoff									
2a	Kickoff Meeting and background data collection		8					8	\$968.00	
2b	Modification of existing drawings to be used for design		8		40			48	\$4,728.00	
	Task Total	0	16	0	40	0	0	56	\$5,696.00	
3	Design Services									
3a	Preparation of plans		40		40			80	\$8,600.00	
3b	Review and coordination with staff		8					8	\$968.00	
	Task Total	0	48	0	40	0	0	88	\$9,568.00	
4	Specifications and Contract Documents									
4a	Preparation of technical specifications		24				8		\$3,240.00	
4b	Preparation of bid documents and contract documents		16				8		\$2,272.00	
	Task Total	0	40	0	0	0	16	0	\$5,512.00	
5	Bid Phase Services									
5a	Bid phase support		16				8		\$2,272.00	
5a	Review and process bids		4				8		\$820.00	
5b	Administration support for contracts		4				8		\$820.00	
	Task Total	0	24	0	0	0	24	0	\$3,912.00	
6a	Construction Management Services - Allowance									
6a	Construction management, coordination, management of inspection services		24				4	28	\$3,072.00	
6b	Payment requests, change orders, and other financial management tasks		8				8		\$1,304.00	
6c	Site meetings		16						\$1,936.00	
	Task Total	0	48	0	0	0	12	28	\$6,312.00	
7	Construction Observation/Inspection									
7a	Inspection Services - on site					16		16	\$1,232.00	
	Task Total	0	0	0	0	16	0	16	\$1,232.00	
8	Project Closeout Services									
8a	As-builts, record drawings and project albums		8		16		8	32	\$2,808.00	
	Task Total	0	8	0	16	0	8	32	\$2,808.00	
9	Reimbursables									
9a	Travel and Per Diem Costs								\$750	
9b	Reproduction, copies, and office expenses								\$250	
	Task Total								\$1,000	
Total		24	200	0	0	96	16	64	\$0.00	\$41,312.00