

CITY OF NEWPORT
TASK ORDER NO. 5
TO ENGINEERING SERVICES AGREEMENT
FOR STREETS AND STORM SEWER
ENGINEERING SERVICES

This TASK ORDER NO. 5 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

Big Creek Road Landslide Reconstruction per the attached scope of services.

B. SCOPE OF SERVICES

The City agrees to utilize the services of ENGINEER and ENGINEER agrees to perform streets and storm sewer engineering services as required by 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.

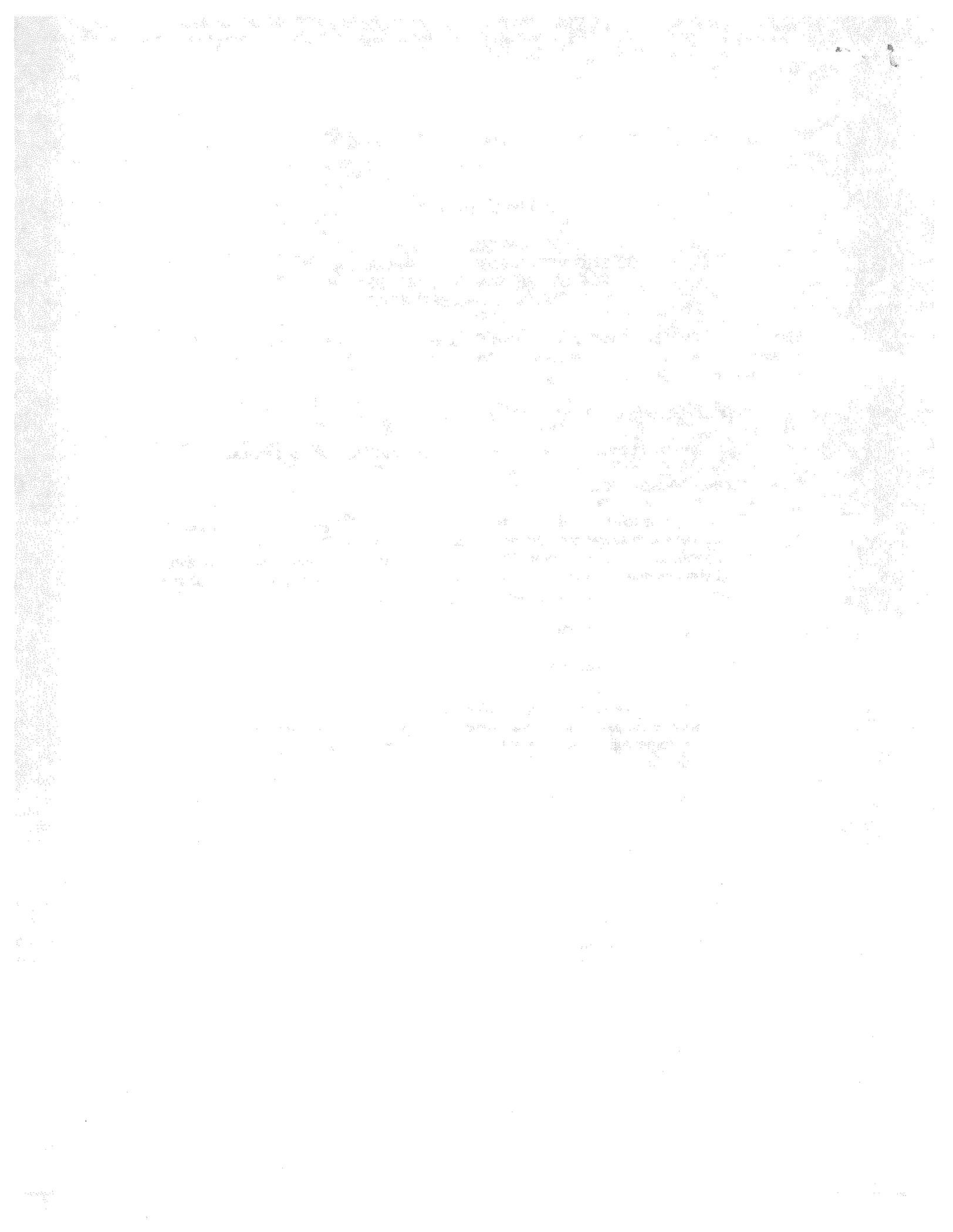
C. CITY'S RESPONSIBILITIES

CITY to provide ENGINEER with the following information:

1. 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.
2. CITY shall provide timely review of submitted products (1-week turnaround), as appropriate.

D. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement dated February 23, 2012.
2. Services provided under this Task Order shall not exceed forty-six thousand four-hundred eighty-two dollars (\$46,482.00).



E. MISCELLANEOUS

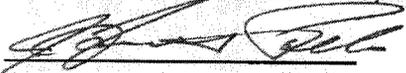
All terms and conditions of the Engineering Services Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the Engineering Services Agreement, the terms of this Task Order shall apply.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No.5.

CITY OF NEWPORT:

By: 
Title: City Manager
Date: 7/3-12

CIVIL WEST ENGINEERING SERVICES, INC.

By: 
Title: VICE-PRESIDENT
Date: 7-2-12



PROPOSED SCOPE OF SERVICES

Date: February 23, 2012

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: **Big Creek Road Reconstruction – Scope of Services**
Civil West Project Number: 2302-011

This memorandum is provided to summarize the proposed scope of work, fee, schedule and other project issues related to the project that will result in the reconstruction of Big Creek Road for the City of Newport.

Background Summary

Big Creek Road connects the Big Creek area (water treatment plant, reservoirs, and housing in the area) with the City of Newport including schools, City Hall, Highway 101, and residential areas. Big Creek Road was constructed nearly 100 years ago as a gravel roadway and has, in recent years, been maintained as a secondary access point for the Big Creek neighborhood.

In January of 2011, winter storms created excess runoff that eroded portions of the road resulting in two major slides. Since that time, the road has been closed to traffic.

The City of Newport secured the services of Foundation Engineering, of Corvallis, to complete a geotechnical analysis of the slides and the geotechnical conditions around the road. The purpose of the study was to provide an analysis, alternatives, and a recommendation for a repair of the roadway. The study included a recommendation to reconstruct the roadway by excavating into the upland hillside, shifting the road into that excavation and regrading and reconstructing the road.

This scope of services is provided to outline the engineering support to design and manage a project resulting in the reconstruction of the slide areas and the restoration of Big Creek Road.

This scope of work includes engineering services for the following phases of the project:

- Design Phase
- Bid Phase
- Construction Phase

Goal for the Project

The goal of this project will be the repair of the two slides on Big Creek Road following the recommendations in the Foundation Engineering Report and the reconstruction of the Road in the vicinity of the slide damage. The ultimate goal will be the opening of the road for traffic.

Part A: Scope of Work

The following tasks have been identified to track project's 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.

Big Creek Road Reconstruction - 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** – This task will include a full topographical survey of the project site to be used during the design to develop detailed grading plans, slope stabilization plans, drainage improvements, and other elements of the design. This task will also include a walk through of the project by the project manager after the survey is completed. The walk through will be performed with City staff to discuss design requirements, project limitations, and other design conditions.
3. **Task 3 – Design Services** – Under this task, we will undertake the design activities for the slide repair and road reconstruction. This will include excavation and grading plans, slope stabilization, road alignment and grading, cross sections plans, drainage plans, erosion control plans, and other drawings and plans as required to communicate and illustrate the intent of the designer. Plans will be provided at the 60% and 90% milestones for City review and approval. Six sets of plans will be provided in each case along with six sets for the final bid set for City use.
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. Specifications will also be provided at the 60% and 90% milestones for City review and approval as discussed under Task 3.
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 conduct 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. We will provide the City with 6 sets of final plans for internal use and provide all copies to potential bidders directly.

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 or reduced.
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 fewer hours, the City will realize the savings as we will bill our services on a time and materials basis utilizing the attached budget structure. A summary of the proposed fee schedule is provided below:

Summary of Proposed Engineering Budget:	Budget
Project Management and Coordination	\$2,112.00
Data Collection, Surveying, and Setup	\$4,452.00
Design Services	\$20,840.00
Bid Phase Services	\$4,808.00
Construction Phase Services and Closeout	\$13,520.00
Reimbursable Expenses	\$750
Total Proposed Budget	\$46,482.00

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 Big Creek Road project as a basis for moving forward. The following tentative schedule is proposed for your consideration:

1. It is assumed that we will be authorized to proceed in early March of 2012. Work will begin immediately on the project after being given a notice to proceed.
2. Surveying and data gathering - early to mid March 2012
3. Design services to begin in mid March 2012
4. 60% Design Submittal – April 2012
5. 90% Design Submittal – May 2012
6. Final Plans submitted and request for bids ready – June 2012 (funding permitting)
7. Bid process completed and contractor given notice to proceed – July 2012
8. Construction to begin – Summer 2012
9. Construction completed – Summer 2012
10. Project Closeout – Summer 2012

The above schedule is approximate and may vary depending on a number of issues including the availability of funding, regulatory approvals, and other variables. If desired, the schedule can be accelerated to meet the City's time and budget and timing requirements. We can confirm the desired schedule at the kickoff meeting.

We are prepared to begin this work on this important project 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

Exhibit A

		Engineering Fee Structure									
		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 services	16								16	\$2,112.00
	Task Total	16	0	0	0	0	0	0	\$0.00	16	\$2,112.00
2	Data Acquisition and Project Kickoff										
2a	Topographic Survey		4								
2b	Kickoff meeting, project walk through, and data collection		5						\$3,000.00	4	\$3,484.00
	Task Total	0	12	0	0	0	0	0	\$3,000.00	12	\$4,482.00
3	Design Services										
3a	Preparation of plans	4	24		60					68	\$8,912.00
3b	Review and coordination with staff	4	16		16			8		44	\$4,528.00
	Task Total	8	40	0	76	0	0	8	\$0.00	132	\$14,440.00
4	Specifications and Contract Documents										
4a	Preparation of technical specifications	4	24					6			\$3,654.00
4b	Preparation of bid documents and contract documents	4	16					6			\$2,718.00
	Task Total	8	40	0	0	0	0	12	\$0.00	0	\$6,372.00
5	Bid Phase Services										
5a	Bid phase support	2	16					8			\$2,536.00
5b	Review and process bids		8					4			\$1,138.00
5c	Administration support for contracts		8					4			\$1,138.00
	Task Total	2	32	0	0	0	0	16	\$0.00	0	\$4,808.00
6a	Construction Management Services - Allowance										
6a	Construction management, coordination, management of inspection services	2	24							26	\$3,168.00
6b	Payment requests, change orders, and other financial management tasks	2	24								\$3,168.00
6c	Site meetings		16								\$1,938.00
	Task Total	4	64	0	0	0	0	0	\$0.00	26	\$8,272.00
7	Construction Observation/Inspection										
7a	Inspection Services - on site (allowance)						40			40	\$3,080.00
	Task Total	0	0	0	0	0	40	0	\$0.00	40	\$3,080.00
8	Project Closeout Services										
8a	As-builts, record drawings and project albums		8		8			8		24	\$2,168.00
	Task Total	0	8	0	8	0	0	8	\$0.00	24	\$2,168.00
9	Reimbursables										
9a	Travel and Per Diem Costs										\$500
9b	Reproduction, copies, and office expenses										\$250
											\$750
TOTAL		36	156	0	84	0	40	24	\$3,000.00	260	\$27,500.00

STANDARD ADDENDUM FORM

TASK ORDER NO. 5 - ADDENDUM NO. 1

Big Creek Road Landslide Reconstruction

This Addendum to Task Order No. 5 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).

- Change in schedule:
- Change in fee: An increase of \$5,835 to Task Order No. 5 to for a total contract amount of \$52,317.00. These changes are in accordance with the Big Creek Road Slide Repair – Amendment No. 1 Scope of Service dated June 29, 2012.
- Modifies the Agreement in the following manner:

CITY OF NEWPORT:

By:



Title:

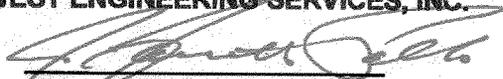
City Manager

Date:

7-16-12

CIVIL WEST ENGINEERING SERVICES, INC.

By:

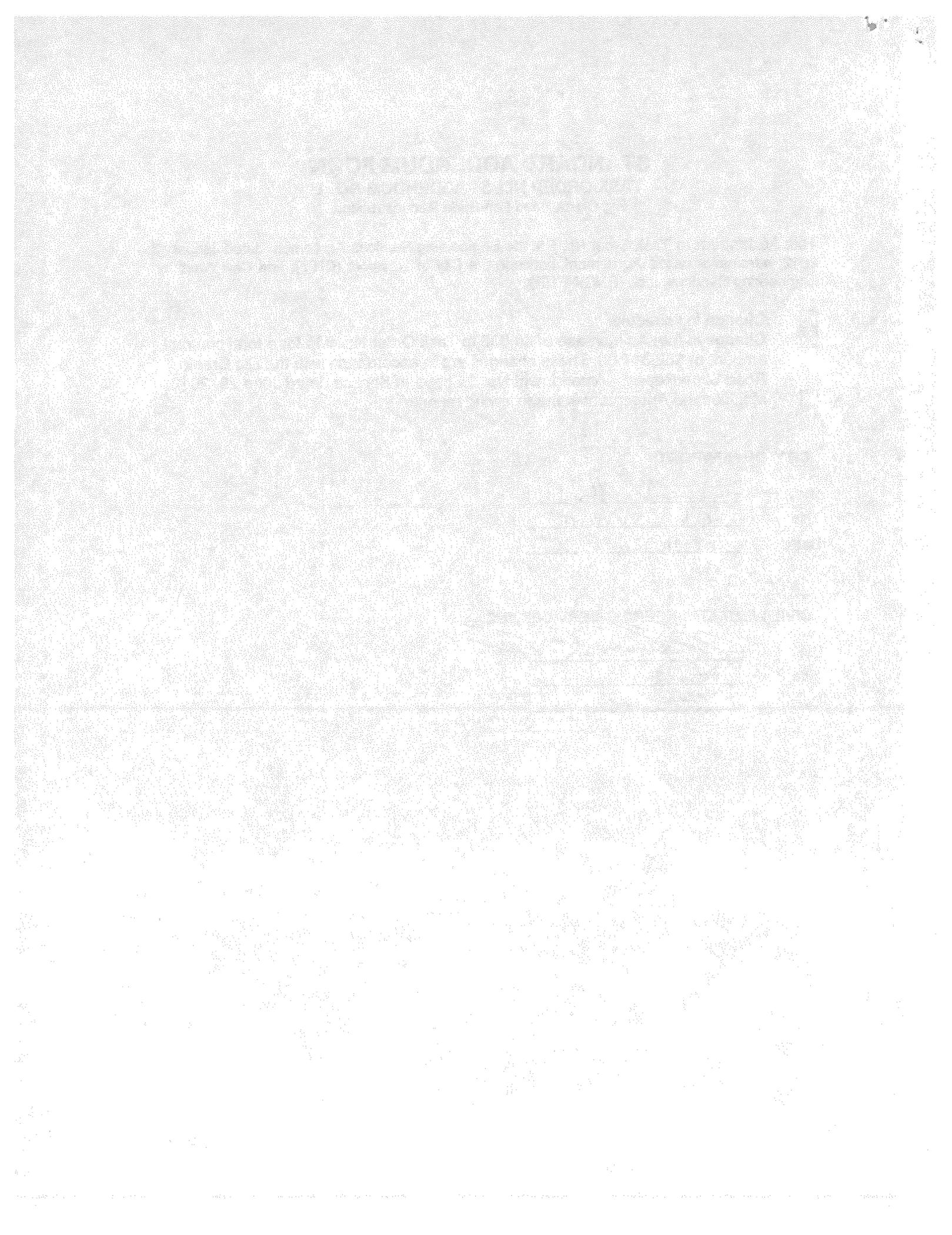


Title:

PRESIDENT

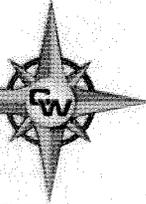
Date:

7-10-12



Civil West

Engineering Services, Inc.



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

PROPOSED SCOPE OF SERVICES
AMENDMENT NO. 1

Date: June 29, 2012

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: **Big Creek Road Slide Repair – Amendment No. 1 Scope of Services**
Civil West Project Number: 2302-011

This memorandum is provided to summarize the proposed amendment to the scope of services for the above project.

Background Summary

Big Creek Road connects the Big Creek area (water treatment plant, reservoirs, and housing in the area) with the City of Newport including schools, City Hall, Highway 101, and residential areas. Big Creek Road was constructed nearly 100 years ago as a gravel roadway and has, in recent years, been maintained as a secondary access point for the Big Creek neighborhood.

Civil West has been authorized to undertake a project to design a repair for the existing slides on Big Creek Road. Upon beginning this work, it was discovered that the roadway does not fall within an existing right-of-way or easement. The City directed Civil West to assist them with working through the process of establishing the necessary easement or right-of-way for the roadway.

This scope of Services establishes an allowance for the provision of services to establish the legalization of the right-of-way for the road section known as Big Creek Road.

Goal for the Project

Establish, monument, and legalize the right-of-way for Big Creek Road as part of the slide repair project.

Part A: Scope of Work

The following tasks have been identified to track project's 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.

Big Creek Road Reconstruction - 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 – Research, meetings, calculations and processing data** – Under this task, we will meet with the appropriate representatives at the County, City, and other agencies, as required to work through the process of legalization. Our surveyor will complete these tasks and will provide a Legalization Map outlining the proposed right-of-way for the roadway and will show the disposition of the roadway and the planned improvements within that corridor.
3. **Task 3 – Field Work** – Under this task, we will complete the field work to locate and tie-in monuments along Big Creek Road, as well as property corners and County markers. We will set centerline monuments along Big Creek road to monument the established right-of-way.
4. **Task 4 – 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

The nature of a legalization effort is difficult to predict due to the number of agencies, potential for public involvement or resistance, and other factors. As a result, we are providing an allowance of hours for each task below. A summary of our proposed budget allowance is as follows.

Summary of Proposed Engineering Budget and hour allowances:	Budget
1.0 Project Management and Admin (4 hours)	\$528.00
2.0 Research, meetings, calcs, data (24 hours)	\$2,232.00
3.0 Field Work (19 hours)	\$2,775.00
4.0 Reimbursable Expenses	\$300.00
Total Proposed Budget Allowance	\$5,835.00

Part C: Project Schedule

We have already made some inquiries and can begin this work in earnest immediately upon approval of this amendment. The length of time this additional service will require is difficult to predict as it will require the cooperation of the County and other agencies. We will keep the City apprised of our progress and status as we move forward.

City of Newport – Big Creek Road Slide Repair – Amendment No. 1 – Legalization of Right of Way

We are prepared to begin this work on this important project 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