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# STANDARD ADDENDUM FORM

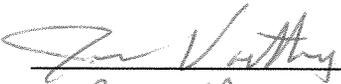
TASK ORDER NO. 5 - ADDENDUM NO. 2

Big Creek Road Landslide Reconstruction

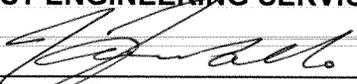
This Addendum to Task Order No. 5 to the Engineering Services Agreement dated January 3, 2012, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

- Change in schedule:
- Change in fee: An increase of \$1,876.50 to Task Order No. 5 to for a total contract amount of \$54,193.50. These changes are in accordance with the Big Creek Road Slide Repair – Amendment No. 2 Scope of Service dated August 29, 2012.
- Modifies the Agreement in the following manner:

### CITY OF NEWPORT:

By:   
Title: City Manager  
Date: 9-5-12

### CIVIL WEST ENGINEERING SERVICES, INC.

By:   
Title: President  
Date: 9-6-12



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**Civil West**

Engineering Services, Inc.



486 E Street  
Coos Bay, Oregon 97420  
Phone 541.266.8601  
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**PROPOSED SCOPE OF SERVICES**  
**AMENDMENT NO. 2**

Date: August 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. 2 Scope of Services**  
Civil West Project Number: 2302-011

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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.

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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.

A previous amendment established a scope of work to undertake the legalization of a section of Big Creek Road. This amendment expands the legalization effort to include a larger section of 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 to the extents desired by the City of Newport.

**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.

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**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. A summary of our proposed budget allowance is as follows.

<b><u>Summary of Proposed Engineering Budget for Amendment No. 2:</u></b>	<b><u>Budget</u></b>
1.0 Project Management and Admin	\$200.00
2.0 Research, meetings, calcs, data	\$825.50
3.0 Field Work	\$851.00
4.0 Reimbursable Expenses	\$200.00
<b>Total Proposed Budget Allowance for Amendment No. 2</b>	<b>\$1,876.50</b>

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**Part C: Project Schedule**

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

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Authorized Representative Signature Accepting Scope of Services

Date

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