

CITY OF NEWPORT  
TASK ORDER NO. 9  
TO ENGINEERING SERVICES AGREEMENT  
FOR STREETS AND STORM SEWER  
ENGINEERING SERVICES

This TASK ORDER NO. 9 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**

City-Wide Storm Drainage Master Plan 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 set forth in Attachment A.

**C. CITY'S RESPONSIBILITIES**

CITY to provide ENGINEER with the following information:

1. CITY shall provide all as-built and existing survey data available within the study area.
2. CITY shall provide timely review of submitted products (2-week turnaround), as appropriate.
3. CITY shall provide staff time to assist in locating storm sewer infrastructure, assist in identifying storm sewer routes, and provide historical information regarding system deficiencies and capacities..

**D. COMPENSATION**

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement dated January 15, 2013.
2. Services provided under this Task Order shall not exceed one-hundred forty-seven four-hundred fifty-two dollars (\$147,452.00).

**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.8.

**CITY OF NEWPORT:**

By: Jed Smith  
Title: Interim City Manager  
Date: 10-8-13

**CIVIL WEST ENGINEERING SERVICES, INC.**

By: [Signature]  
Title: PRESIDENT  
Date: 10-8-13

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**Civil West**

Engineering Services, Inc.



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

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## **PROPOSED SCOPE OF SERVICES**

Date: June 20, 2013

Work Order Number:

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

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

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RE: **City-Wide Storm Drainage Master Plan – Scope of Services**

Civil West Project Number: 2302-020

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This memorandum will summarize the proposed scope of work, fee, schedule and other project issues related to the development of a City-wide Storm Drainage Master Plan. The Master Plan will complement work that has already been completed for the Bay-Moore Drainage project and expand the planning to all of areas within the City Limits.

### **Background Summary**

The City of Newport operates and maintains stormwater drainage system with components spread throughout the City. Drainage components include ditches, culverts, catch basins, pipelines, manholes, outfalls, and swales. The purpose of the drainage system is to transmit water, resulting primarily from precipitation, from upland areas to lower areas and eventually to a terminus. In Newport's case, the terminus is either the Bay or the Ocean.

The City does not currently have a stormwater master plan for which to guide and direct the development and planning associated with the stormwater system. This fact makes it difficult for the City to size piping, construct improvements, and plan budgets with the "big picture" in mind. Having an overall planning document for the drainage system is critical for planning budgets, setting and defending SDC's, preparing and carrying out capital improvements, and staging and phasing projects to respond to growth and development.

The City recently authorized Civil West to complete a detailed drainage study of the Bay-Moore Drainage basin located near Old Town. This new project will expand upon the study completed for this basin and include planning for the rest of the City.

For the purposes of this study, we have divided the City into the northern and southern halves of the City, divided by the Yaquina Bay. Within these two main areas, individual basins will be defined and individually mapped and modeled.

### **Goal for this Phase of the Project**

The goal of this project will be to complete a storm drainage master plan for the entire City. The master plan will form the basis for a storm drainage CIP, provide justification for an updated SDC, and guide the planning and budgeting process for the stormwater utility in the City for the current planning period.

## **Part A: Scope of Work**

The following tasks are identified to track the project's progress. An estimate of the man-hours required for each task will be provided under Part B. While there may be many subtasks included within these major task areas, only the major tasks are discussed below.

### **City-Wide Stormwater Master Plan - Scope of Services**

1. **Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the 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 set up a site visit to kick off the new project, meet with City staff, and obtain existing documentation, maps, files, and other information assets. We will obtain mapping, survey data, records, photographs, and other pertinent information from the City's files to assist us in the preparation of the drainage study. The kickoff meeting will also allow an opportunity for staff to provide insight into specific areas of concern and areas for which we should provide special attention or focus.
3. **Task 3 – Field Work** – Under this task, our engineers will spend time in the field to collect detailed information on drainage system components, ground slopes, surface conditions, and other data that is to be used for the development of the mapping and modeling under Task 4. Field work will require extensive walking of the basins, pipe measurements, ditch and flow line identification, and other drainage facilities.
4. **Task 4 – Drainage Mapping and Modeling** – Under this task, we will utilize the City's existing mapping and data, in addition to the data we collect during the kickoff meeting, to prepare a detailed map of the drainage basin including the location of inlets, catch basins, ditches, culverts, manholes, outfalls, and other drainage facilities. We will also utilize the City's topographic maps to delineate the drainage basin affecting the facilities in question. Once we define and delineate the existing drainage basin and drainage, we will then develop a computer-based hydrology model to evaluate the estimated behavior, capacity, and deficiencies in the system. We will utilize HydroCAD, or similar drainage modeling software, for the development of the computer drainage model.
5. **Task 5 – Preparation of Drainage Master Plan** - Under this task, we will prepare a drainage Master Plan with the following sections. (Note: We will utilize as much of the work completed in the Bay-Moore Drainage Study as possible to reduce costs for this overall master plan.)
  - a. Executive Summary – summarize the report and the recommendations and budget estimates
  - b. Background and Need – describe local conditions, climate background, study location and boundaries, scope of study, and need for the project and other background info.
  - c. Regulatory Issues – in this section, we will describe and summarize the regulatory and environmental limiting issues that should control the development, operation, and maintenance of a stormwater utility. This will include local, state, and federal regulations and issues. The purpose of this section will be to provide guidance regarding the regulatory framework governing surface water and stormwater utilities and systems.

- d. Existing Conditions – in this section, we will describe the existing drainage facilities and operation, existing deficiencies and concerns, and known issues related to development and changes that are anticipated in each of the drainage basins.
  - e. System Performance – in this section, we will describe and summarize the modeling exercise including the inputs, results, existing drainage flows, and projected drainage flows (post development) for the study area.
  - f. Alternatives – Within this section, we will provide a discussion of alternatives to address known existing deficiencies, projected deficiencies, and other needs that exist within each drainage basin. We will include pro's and con's as well as preliminary cost estimates for viable alternatives for a complete evaluation.
  - g. Recommendations – Within this section, we will make specific recommendation for improvements to culverts, pipelines, inlets, outfalls, ditches, and other drainage facilities. We will include cost estimates for separate projects and prioritize the projects in order of importance and in a systematic order that projects could be undertaken.
  - h. Implementation – within this section, we will include direction on implementing the recommendations, establishing policies, reaching out to shareholders, and the provision of some basic guidelines for planning, plan review, development review, drainage studies, and other issues that the City may face as a result of public or private development. If additional analysis or follow up actions are needed, the implementation section will include a description of these.
  - i. Financing – within this section, we will summarize potential funding mechanisms. We will also include a table to show the share of costs for each recommended project between existing and projected customers. This information is critical to updating the City's SDC methodology.
  - j. Deliverables will include both hard copy and digital versions in pdf and in the original program formats (AutoCAD, Word, Excel, etc.). This scope will include up to 8 copies of the draft plan and 8 copies of the final (hard copies). Additional copies can be made available upon request.
6. **Task 6 – Stormwater SDC Methodology Update** – Within this task, we will update the SDC methodology that was originally developed in 2007. The original methodology was developed without the benefit of a solid CIP or planning document. Upon completion of this new stormwater master plan, the City will have the details and information they need to update the methodology. Under this task, we will prepare an SDC methodology, under a separate cover, to present support for a maximum defensible stormwater SDC. This will include an evaluation of reimbursement and improvement SDC projects and related issues.
7. **Task 7 – Meetings Allowance** – The level of support, meetings, public hearings, and other public interaction can vary greatly depending on the needs and desires of the City. For the purposes of this scope, we have included an allowance of hours to prepare for, travel to and from, and participate and administer various meetings throughout this project and process. Additional meetings can be provided upon request.
8. **Task 8 - 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. An allowance for these types of costs is included within our fee proposal.

## **Part B: Project Fee Proposal**

We have prepared a fee proposal worksheet that includes estimates of hours and costs for the many tasks and subtasks described above. The worksheet is attached to this engineering proposal as Exhibit A. A second worksheet (Exhibit B) is included for a project that would only provide planning for basins north of the River.

A summary of the proposed fee schedule is provided below for a City-wide storm drainage master plan. We have also included an option for the northern basins only should the City elect to not include the basins south of the Bay as part of this planning effort.

**Drainage Master Plan Proposed Budget – All Basins**

<b>Task</b>	<b>Summary of Proposed Engineering Budget:</b>	<b>Budget</b>
1	Project Management & Coordination	\$5,180.00
2	Data Acquisition and Project Kickoff	\$2,628.00
3	Field Work	\$26,280.00
4	Drainage Mapping and Modeling	\$34,680.00
5	Development of Drainage Study	\$48,268.00
6	Stormwater SDC Methodology Update	\$17,144.00
7	Meeting Allowance	\$10,272.00
8	Reimbursables	\$3,000
<b>Total Proposed Budget</b>		<b>\$147,452.00</b>

**Drainage Master Plan Proposed Budget – North Basins Only**

<b>Task</b>	<b>Summary of Proposed Engineering Budget:</b>	<b>Budget</b>
1	Project Management & Coordination	\$4,144.00
2	Data Acquisition and Project Kickoff	\$2,190.00
3	Field Work	\$21,024.00
4	Drainage Mapping and Modeling	\$31,250.00
5	Development of Drainage Study	\$44,796.00
6	Stormwater SDC Methodology Update	\$17,144.00
7	Meeting Allowance	\$10,272.00
8	Reimbursables	\$3,000
<b>Total Proposed Budget</b>		<b>\$133,820.00</b>

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

1. Authorization to begin work: By July 1, 2013
2. Kickoff meeting and site visit begins: mid-July 2013
3. Field work completed: by early August 2013
4. Mapping and modeling: August-October 2013
5. Development of alternatives, recommendations and planning documentation: October-December 2013
6. SDC Methodology Update: January 2014
7. Project completion: February 1, 2014

The above schedule is approximate and may vary depending on a number of issues. If desired, the schedule can be accelerated to meet the City’s budget and timing requirements. We will confirm the desired schedule at the kickoff meeting and make scheduling and resource adjustments as necessary.

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

Exhibit A

Engineering Fee Structure											
		Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subconsulting Support	Total Hours	Total Fee
		\$135.00	\$124.00	\$118.00	\$112.00	\$95.00	\$78.00	\$43.00			
<b>Tasks</b>											
1	<b>Project Management &amp; Coordination</b>										
1a	Overall project management services	20	20							40	\$5,180.00
	<b>Task Total</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>40</b>	<b>\$5,180.00</b>
2	<b>Data Acquisition and Project Kickoff</b>										
2a	Kickoff Meeting and background data collection		6			6				12	\$1,314.00
2b	Document survey, review of old plans, and other background work		6			6				12	\$1,314.00
	<b>Task Total</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>24</b>	<b>\$2,628.00</b>
3	<b>Field Work</b>										
3a	Field survey to collect data		60			60				120	\$13,140.00
3b	Obtaining modeling input and data to finalize mapping		60			60				120	\$13,140.00
	<b>Task Total</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>240</b>	<b>\$26,280.00</b>
4	<b>Drainage Mapping and Modeling</b>										
4a	Mapping existing facilities		80			80				160	\$17,520.00
4b	Modeling services		120			24				144	\$17,160.00
	<b>Task Total</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>304</b>	<b>\$34,680.00</b>
5	<b>Development of Drainage Study</b>										
5a	Preparation of study	4	120			24		24		172	\$18,732.00
5b	Evaluations of alternatives and cost estimates	4	80			24				108	\$12,740.00
5c	Recommendations for CIP	4	40			16				60	\$7,020.00
5d	Regulatory Framework	4	24							28	\$3,516.00
5e	Implementation Plan	4	40			8				52	\$6,260.00
	<b>Task Total</b>	<b>20</b>	<b>304</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>420</b>	<b>\$48,268.00</b>
6	<b>Stormwater SDC Methodology Update</b>										
6a	Determination of SDC eligibility - reimb. & improv.	4	16							20	\$2,524.00
6b	Determination of growth component and distribution	2	8			8				18	\$2,022.00
6c	Calculation of max. defensible SDC	2	8							10	\$1,262.00
6d	Implementation and assessment methodology	4	16			8				28	\$3,284.00
6e	Preparation of report - under separate cover	4	40			16		24		84	\$8,052.00
	<b>Task Total</b>	<b>16</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>160</b>	<b>\$17,144.00</b>
7	<b>Meeting Allowance</b>										
7a	Meetings with Staff and/or Council	16	24							40	\$5,136.00
7b	Public hearings, outreach, etc.	16	24							40	\$5,136.00
	<b>Task Total</b>	<b>32</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>80</b>	<b>\$10,272.00</b>
8	<b>Reimbursables</b>										
8a	Travel and Per Diem Costs										\$2,500
8b	Reproduction, copies, and office expenses										\$500
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$3,000.00</b>
	<b>Total</b>	<b>40</b>	<b>656</b>	<b>0</b>	<b>0</b>	<b>308</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>1028</b>	<b>\$147,452.00</b>

		Engineering Fee Structure									
		Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subconsulting Support	Total Hours	Total Fee
		\$135.00	\$124.00	\$118.00	\$112.00	\$95.00	\$78.00	\$43.00			
<b>Tasks</b>											
<b>1</b>	<b>Project Management &amp; Coordination</b>										
1a	Overall project management services	16	16							32	\$4,144.00
	<b>Task Total</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>32</b>	<b>\$4,144.00</b>
<b>2</b>	<b>Data Acquisition and Project Kickoff</b>										
2a	Kickoff Meeting and background data collection		4			4				8	\$876.00
2b	Document survey, review of old plans, and other background work		6			6				12	\$1,314.00
	<b>Task Total</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>20</b>	<b>\$2,190.00</b>
<b>3</b>	<b>Field Work</b>										
3a	Field survey to collect data		48			48				96	\$10,512.00
3b	Obtaining modeling input and data to finalize mapping		48			48				96	\$10,512.00
	<b>Task Total</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>192</b>	<b>\$21,024.00</b>
<b>4</b>	<b>Drainage Mapping and Modeling</b>										
4a	Mapping existing facilities		72			72				144	\$15,768.00
4b	Modeling services		108			22				130	\$15,482.00
	<b>Task Total</b>	<b>0</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>94</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>274</b>	<b>\$31,250.00</b>
<b>5</b>	<b>Development of Drainage Study</b>										
5a	Preparation of study	4	108			24		24		160	\$17,244.00
5b	Evaluations of alternatives and cost estimates	4	72			24				100	\$11,748.00
5c	Recommendations for CIP	4	40			16				60	\$7,020.00
5d	Regulatory Framework	4	24							28	\$3,516.00
5e	Implementation Plan	4	32			8				44	\$5,268.00
	<b>Task Total</b>	<b>20</b>	<b>276</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>392</b>	<b>\$44,796.00</b>
<b>6</b>	<b>Stormwater SDC Methodology Update</b>										
6a	Determination of SDC eligibility - reimb. & improv.	4	16							20	\$2,524.00
6b	Determination of growth component and distribution	2	8			8				18	\$2,022.00
6c	Calculation of max. defensible SDC	2	8							10	\$1,262.00
6d	Implementation and assessment methodology	4	16			8				28	\$3,284.00
6e	Preparation of report - under separate cover	4	40			16		24		84	\$8,052.00
	<b>Task Total</b>	<b>16</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>160</b>	<b>\$17,144.00</b>
<b>7</b>	<b>Meeting Allowance</b>										
7a	Meetings with Staff and/or Council	16	24							40	\$5,136.00
7b	Public hearings, outreach, etc.	16	24							40	\$5,136.00
	<b>Task Total</b>	<b>32</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>80</b>	<b>\$10,272.00</b>
<b>8</b>	<b>Reimbursables</b>										
8a	Travel and Per Diem Costs										\$2,500
8b	Reproduction, copies, and office expenses										\$500
	<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$3,000.00</b>
<b>Total</b>		<b>36</b>	<b>578</b>	<b>0</b>	<b>0</b>	<b>272</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>910</b>	<b>\$133,820.00</b>