

CITY OF NEWPORT  
TASK ORDER NO. 8  
TO ENGINEERING SERVICES AGREEMENT  
FOR STREETS AND STORM SEWER  
ENGINEERING SERVICES

This TASK ORDER NO. 8 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**

Bay/Moore Drainage Improvements – Phase 2 Design 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 coordination with the City's Grant Consultant as needed to acquire project funding.

**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 three-hundred forty-three thousand eight-hundred and eighty-eight dollars (\$343,888.00).

**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.

This project is proposed to be funded through a non-point source SRF low interest loan financed through the Department of Environmental Quality (DEQ). The City's Grant Consultant, Chase Park Grants, has been coordinating the acquisition of this funding. The completion of the design and construction of this project is predicated upon the acquisition of this loan and it is understood that if the City is unable to acquire this funding, that the City may opt to discontinue this task order. It is further understood that ENGINEER shall coordinate with Chase Park Grants to complete preliminary environmental engineering and reporting necessary to secure financing.

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



## **PROPOSED SCOPE OF SERVICES**

Date: July 30, 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: **Bay/Moore Drainage Improvements – Scope of Services**  
Civil West Project Number: 2302-021

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This memorandum will summarize the proposed scope of work, fee, project schedule, and other project issues related to the engineering services required to complete the design, bid, and construction engineering phases for a project in the vicinity of the Bay/Moore area that will include major drainage system improvements, roadway/intersection upgrades, and related improvements.

### **Background Summary**

The City of Newport operates and maintains stormwater drainage system in the vicinity of the Bay/Moore intersection on the northeast waterfront area of the City. The drainage basin in the area stretches north beyond Highway 20, west to Fogarty Street, East beyond the City Limits, and south to the bay front. The basin drains to two major outfalls into the Yaquina bay.

A number of deficiencies have been identified in the drainage basin with the outfalls, drainage piping, and several culverts. The issues were identified, evaluated, and recommendations made for improvements in a drainage study of the basin completed earlier this year. The Bay/Moore Drainage Study (Civil West, 2013) included a number of capital improvement projects to address the deficiencies in the basin and make improvements to the drainage facilities and other affected public facilities in the area.

The study included a total capital improvement plan (CIP) budget of approximately \$2.5-M including all construction, contingency, and engineering costs. Due to water quality issues and other regulatory concerns with the failing drainage systems, the City has applied for and expects to receive SRF funding for the project that is planned for construction in early 2014.

The proposed project will include a number of separate improvements aimed at correcting existing deficiencies, addressing water quality concerns, and planning for projected capacity needs. A listing of the individual improvements includes the following:

1. Project C1- New outfall at Fogarty and Bay Blvd.
2. Project D1- New 48" diameter pipe at John Moore and Bay Blvd.
3. Project D2 – Restoration and reconfiguration of intersection at John Moore and Bay Blvd.
4. Project S1 – Remove and Replace Outfall S1 (Embarcadero)

5. Project S2 - Dredge the Bay and Harbor area at outfall S1 to remove silt and debris (Embarcadero)
6. Project X1 – 4<sup>th</sup> and Harney Drainage Redirect
7. Project Q1 – New 30” culvert in Harbor Village RV Park (Optional)

The final project on the list (Q1) is shown as optional as the City may elect to undertake that project at a later date. As such, the services for this project will be shown separately in our scope of services as an additive item should the City wish to undertake this project work.

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

The goal of this project will be to complete specific drainage and related improvements in the drainage basin recently referred to as the Bay/Moore Basin. The improvements will replace existing deficient or failed facilities, improve water quality in the bay from the non-point sources in the drainage basins, reduce silt loading due to debris being washed into the Bay through failing pipelines, and other general and related improvements. This scope of services will provide the design, bid, and construction engineering phase services for the project.

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

The following tasks are to be used to track and administer the engineering project as it progresses. 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.

### **Bay/Moore Drainage Improvements - 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 improvement designs. 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 as we prepare the designs. We will also discuss project timelines and the desired schedule and milestones for the project.
3. **Task 3 – Survey Services** – Under this task, our surveyor will collect the necessary topographic and boundary (property line) data for the purposes of preparing detailed plans for each of the improvements. This task will also include an allowance of hours for our designers to visit each site and obtain additional information and ground-truthing as they prepare their designs. This task will also include an allowance for surveying services that will be provided by the engineering team, during construction, including preliminary layout, benchmarks, and other field surveying support. This task will also include bathymetry surveying in the bay in the area of the planned dredging.
4. **Task 4 – Preparation of Project Drawings** – Under this task, we will prepare detailed drawings to illustrate and describe the scope of work, designs, and final product that the City will expect from the Contractor. The plans will include general information sheets, plan and profile sheets, detail sheets, section views, and other plans sheets as required to provide a complete and clear description of the work.

The project is divided into separate schedules, for each improvement area, to provide an orderly and manageable project and flexibility to the City by giving them the ability to award the project to a single or to multiple contractors.

5. **Task 5 –Preparation of Specifications and Contract Documents** - Under this task, we will prepare detailed technical specifications for the project to describe general, material, and workmanship requirements. Other specifications will be prepared to direct the contractor on administrative matters and general conditions. Finally, contract documents will be prepared to administer the bidding process, secure the services of a contractor, and the administration of the construction phase of the project including payment, bonds, insurance, warranty, and other documentation. Upon completion, the City will have plans, specifications, and bidding documents and be ready to issue a request for bids.
6. **Task 6 – Environmental and Permitting Support** – Under this task, we will include an allowance of hours and costs to provide assistance on permitting and environmental issues. This will include permitting support for anticipated permits such as the Corps of Engineers/Division of State Lands joint permit for the outfalls and other work in waterways. It will also include assistance with negotiating and completing the cross-cutter process in order to gain approval of conditions of approval from affected state agencies. This task does not include additional environmental services including wetland delineations, cultural evaluations, geotechnical surveys, biological assessments or the preparation of an environmental report for the projects. Should these additional items become required as a condition of approval, we will process a change order to add this work to our scope of services. However, at this point, it is not believed that these services will be required.
7. **Task 7 – Bid Phase Support Services** – Under this task, we will provide bid phase support to assist the city in securing the services of a contractor. Our services will include administration of the bid process, placement of ads, responding to contractor questions, providing clarifications or addendums (if required), administering a pre-bid conference, participating in the bid-opening, and assisting with the preparation and administration of the contracts with the successful bidder(s). Finally, we will issue a notice to proceed to the contractor that will signal the beginning of the construction phase.
8. **Task 8 – Construction Management Support Services** – Under this task, our construction manager will provide construction phase support including a preconstruction conference, construction management support, field meetings, coordination and direction of inspection services, processing payment and change order requests, coordination with the owner, responding to questions and requests for information, providing progress reports, addressing conflicts, responding to general requests from the City, reporting to the City Council and other services providing during the construction effort.
9. **Task 9 – Construction Inspection/Observation Services** – Under this task, our local construction inspection specialist will provide part-time inspection services on the project. This will include full-time inspection during critical junctures in the construction process and occasional and part-time observation during other parts of the project. We will coordinate with the City as to the level of inspection support needed at different junctures in the project.
10. **Task 10– Project Closeout Services** – Under this task, we will provide the services needed to effectively closeout the project and bring it to a successful conclusion. This will include supporting final inspections and the preparation of punch-lists to achieve completion of the construction activities, processing of final payment requests and change order requests (as appropriate), preparing as-built/record drawings, assembly of all construction records (as-builts, inspection reports, project photos, construction notes,

etc.) into a construction album for the City's permanent records, processing of warranty documentation, and other general closeout activities.

- 11. Task 11 - 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 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 summary of the proposed fee schedule is provided below for the engineering services associated with the Bay/Moore Drainage Improvements.

<b>Task</b>	<b>Summary of Proposed Engineering Budget:</b>	<b>Budget</b>
1	Project Management & Coordination	\$16,448.00
2	Data Acquisition and Project Kickoff	\$10,848.00
3	Survey Services	\$17,556.00
4	Preparation of Project Drawings	\$88,492.00
5	Preparation of Specifications and Contract Documents	\$34,960.00
6	Environmental and Permitting Support	\$31,392.00
7	Bid Phase Services	\$25,184.00
8	Construction Management Support Services	\$40,748.00
9	Construction Inspection/Observation Services	\$40,704.00
10	Project Closeout Services	\$32,556.00
11	Reimbursables	\$5,000.00
	<b>Total Proposed Budget</b>	<b>\$343,888.00</b>

### **Part C: Project Schedule**

While we are flexible and will meet the time constraints of the City, it is appropriate 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 August 1, 2013
2. Kickoff meeting and site visit: by mid-August 2013
3. Survey work and data collection completed: by late August 2013
4. Design services 50% complete: by November 15, 2013
5. Design services 90% complete: by January 15, 2014
6. Project Ready for Bid: by late February 2014
7. Construction Window: March to July 2014
8. Project completion: by July 1, 2014

The above schedule is approximate and may vary depending on a number of issues including the environmental review process and the responsiveness of cross-cutters. If desired, the schedule can be accelerated to meet the City's budget and timing requirements. We will confirm the desired schedule at, or before, the proposed kickoff meeting.

City of Newport – Bay/Moore Drainage Improvements – Scope of Services for Engineering

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  
President

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Authorized Representative Signature Accepting Scope of Services

Date

		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	80	40					16		136	\$16,448.00
	<b>Task Total</b>	<b>80</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>\$0.00</b>	<b>136</b>	<b>\$16,448.00</b>
2	<b>Data Acquisition and Project Kickoff</b>										
2a	Kickoff Meeting and background data collection	8	24			16		8		56	\$5,920.00
2b	Document survey, review of old plans, and other background work, site visits, etc.	8	16			16		8		48	\$4,928.00
	<b>Task Total</b>	<b>16</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>16</b>	<b>\$0.00</b>	<b>104</b>	<b>\$10,848.00</b>
3	<b>Survey Services</b>										
3a	Field survey to collect data	2	16			16			\$7,500.00	34	\$11,274.00
3b	Construction Phase Surveying	2	8			16			\$3,500.00	26	\$6,282.00
	<b>Task Total</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>\$11,000.00</b>	<b>60</b>	<b>\$17,556.00</b>
4	<b>Preparation of Project Drawings</b>										
4a	Design services, plan views, topographic designs, etc.	8	240			120		8		376	\$42,584.00
4b	Details, elevations, sections, etc.	8	140			100		8		256	\$28,284.00
4c	Assistance with obtaining permits	8	100			40		8		156	\$17,624.00
	<b>Task Total</b>	<b>24</b>	<b>480</b>	<b>0</b>	<b>0</b>	<b>260</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>788</b>	<b>\$88,492.00</b>
5	<b>Preparation of Specifications and Contract Documents</b>										
5a	Technical specifications	8	120			40		16		184	\$20,448.00
5b	General documents, bid documents, bid forms	8	40			16		16		80	\$8,248.00
5c	Contract documents	8	24			16		16		64	\$6,264.00
5d	Assembly of complete bid document sets	8	16			16		24		64	\$5,616.00
	<b>Task Total</b>	<b>32</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>72</b>	<b>\$0.00</b>	<b>392</b>	<b>\$34,960.00</b>
6	<b>Environmental and Permitting Support</b>										
6a	Preparation of COE/DSL Permits	4	60			40		8		112	\$12,124.00
6b	Assistance with cross cutter process	8	60			24		8		100	\$11,144.00
6c	Other general environmental or permitting support	4	40			24		8		76	\$8,124.00
	<b>Task Total</b>	<b>16</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>288</b>	<b>\$31,392.00</b>
7	<b>Bid Phase Services</b>										
7a	General bid phase support, bid administration, bid opening, etc.	8	80			40		24		152	\$15,832.00
7b	Contract processing, notice of award, notice to proceed, etc.	8	40			24		24		96	\$9,352.00
	<b>Task Total</b>	<b>16</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>64</b>	<b>0</b>	<b>48</b>	<b>\$0.00</b>	<b>248</b>	<b>\$25,184.00</b>
8	<b>Construction Management Support Services</b>										
8a	Construction engineering management	8	120			40		8		176	\$20,104.00
8b	Project meetings and site visits and support	8	80			24				112	\$13,280.00
8c	Processing payment requests, change orders, etc.	4	40			16		8		68	\$7,364.00
8d	Design modifications, RFIs, and general support	4	40			24		8		76	\$8,124.00
	<b>Task Total</b>	<b>24</b>	<b>280</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>0</b>	<b>24</b>	<b>\$0.00</b>	<b>432</b>	<b>\$40,748.00</b>
9	<b>Construction Inspection/Observation Services</b>										
9a	Part-time on-site construction observation services	4	16			8	240	16		284	\$22,692.00
9b	Project meetings, inspection reports, documentation, etc.	4	16			8	180	16		224	\$18,012.00
	<b>Task Total</b>	<b>8</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>420</b>	<b>32</b>	<b>\$0.00</b>	<b>508</b>	<b>\$40,704.00</b>
10	<b>Project Closeout Services</b>										
10a	Final inspections, punch lists, financial closeouts	8	80			16	80	8		192	\$19,104.00
10b	Project as-builts, project album, documentation closeout, etc.	4	40			40	40	24		148	\$13,452.00
	<b>Task Total</b>	<b>12</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>120</b>	<b>32</b>	<b>\$0.00</b>	<b>340</b>	<b>\$32,556.00</b>
11	<b>Reimbursables</b>										
11a	Travel and Per Diem Costs										\$4,000
11b	Reproduction, copies, and office expenses										\$1,000
	<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>\$5,000.00</b>
	<b>Totals</b>	<b>232</b>	<b>1496</b>	<b>0</b>	<b>0</b>	<b>740</b>	<b>540</b>	<b>288</b>	<b>\$11,000.00</b>	<b>3296</b>	<b>\$343,888.00</b>