

CITY OF NEWPORT
TASK ORDER NO. 12
TO ENGINEERING SERVICES AGREEMENT
(CONSULTANT OF RECORD)
FOR THE NEWPORT SEWER INSPECTION PROGRAM

This TASK ORDER NO. 12 to the Engineering Services Agreement dated April 12, 2010, hereinafter called Agreement, between the City of Newport, (CITY), and Brown and Caldwell, Inc., (ENGINEER).

A. SCOPE OF SERVICES

CITY agrees to utilize the services of ENGINEER and ENGINEER agrees to perform miscellaneous engineering services as shown in Attachment A, "Scope of Services", and as required by the CITY in regards to the City of Newport Sewer Inspection Project. As per the Engineering Services Agreement, Engineer shall confirm the scope, schedule, and anticipated compensation for such services in writing prior to starting work. Email is acceptable written documentation.

B. CITY'S RESPONSIBILITIES

CITY's responsibilities on this project include:

- 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 ENGINEER for all draft documents and work products, as appropriate.
- CITY shall provide timely review of submitted products (one-week turnaround or as otherwise agreed upon).
- City to provide geographic information system (GIS) showing the sanitary sewer collection system and sewer/manhole naming convention.

C. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Master Engineering Services Agreement.
2. CITY shall pay ENGINEER as complete compensation for services provided under this Task Order No. 12 as shown in Attachment B, "Cost Estimate", a fee not to exceed One Hundred Thirty Two Thousand and Forty Four dollars \$132,044.

D. SCHEDULE

ENGINEER shall complete the work in accordance with the deadlines established between the CITY and ENGINEER for each activity. This Task Order No. 12 shall expire December 31, 2013, unless extended by the CITY by a later amendment.

E. MISCELLANEOUS

All terms and conditions of the Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the 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. 12.

CITY OF NEWPORT:

By: Jed Smith
Title: Interim City Manager
Date: 8-27-13

BROWN AND CALDWELL, INC.:

By: D. W. [Signature]
Title: Supervising Engineer
Date: 08/26/13

Attachment A

Scope of Services

This Scope of Services defines Brown and Caldwell's (BC) role in assisting the City of Newport (City) in developing a sewer inspection program and conducting closed-circuit television (CCTV) inspections for approximately 25 percent of the City's sanitary collection system.

Phase 1. Project Management

Objective: To manage and lead a cohesive project team to meet budget, schedule, and project objectives.

Activities: This phase includes the following activities:

- Prepare a Project Management Plan that includes design team roles and responsibilities, schedule, budget, a quality assurance/quality control plan, and a staffing plan required for execution of the project.
- Hold bi-weekly conference calls with the City's project manager to discuss the schedule and tasks completed.
- Document meeting decisions and action items, assign the activities to team members, and follow up to ensure timely resolution.
- Monitor project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion.
- Monitor project activities for potential changes, anticipate changes whenever possible, and with City approval, modify project tasks and subtask scope and budget as required.
- Manage the quality control review of all work activities and project deliverables.
- Prepare and submit monthly invoices with invoice summary reports.
- If requested, coordinate and prepare a presentation with City staff to provide information and solicit feedback for input on the inspection program.

Deliverables: Monthly invoices and summary reports

Assumptions:

- The project duration will be approximately 5 months.
- One kickoff meeting with City staff will be held.

Phase 2. Develop Inspection Program

Objective: To gather and assess City data on the existing sanitary collection system and make a recommendation on the sewer inspection program.

Activities: This phase includes the following activities:



- Compile data provided by the City regarding physical location, size, access, and condition of the collection system.
- Make recommendations regarding inspection data management and prioritization.
- Review and assess City-provided data to prioritize sewer inspections. Document recommendations on a color-coded map that highlights inspection priority (low, medium, or high).
- Develop a technical memorandum (TM) that recommends a systematic inspection program on a recurring cycle that is feasible for the City both managerially and fiscally. The TM will address the various components of the collection system that require inspection as well as the methodologies recommended for inspection. Use of an outside inspection contractor versus in-house inspections conducted by City staff will be considered.

Deliverables:

- Inspection program TM
- Color-coded map that highlights inspection priority and recurrence intervals

Assumptions:

- BC will make one visit to Newport to gather and document information regarding the existing sanitary collection system and to understand the City's financial realities and the City's operational knowledge of high priority sewers and recurring maintenance issues.
- BC will attend one meeting with the City to present the preliminary inspection program and gather input to refine and finalize the program.
- The City will provide geographic information system (GIS) files and past CCTV inspection reports.
- The City will ensure that appropriate staff is available to attend the meeting.
- The City will identify sewers to be inspected in-house, if any.

Phase 3. Conduct Initial CCTV Inspections

Task 1. Data Collection

Objective: To gather initial visual inspection (CCTV) data on the priority sewers in the City's sanitary collection system.

Activities: This task includes the following activities:

- Develop technical specifications for the requirements of the CCTV inspections.
- Contract with a low-cost, qualified firm and coordinate the inspection work of approximately 50,000 linear feet of sewer.
- An allowance has been made to clean approximately 15,000 feet of the sewers prior to the inspection.
- Provide quality control over the inspection contractor as needed.

Deliverables: Two hard drives with CCTV inspection data that includes video, PDF copies of the inspection reports, and database



Assumptions:

- Approximately 25 percent of the City's collection system (50,000 linear feet) will be inspected in 2013. Inspection costs in this task assume that City GIS data will be accurate and no greater than 33 percent of the slated inspections will require traffic control.
- The City will provide information on any required inspection software or data deliverable requirements (e.g., compatibility with a computerized maintenance management system) prior to BC developing the technical specifications.
- Inspections will be conducted in accordance with North American Society of Sanitary Sewer Companies Pipeline Assessment Certification Program standards.

Task 2. Condition Assessment

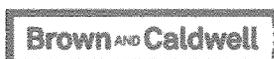
Objective: To document the results of the CCTV inspections and provide recommendations and budgetary costs for the rehabilitation of sewers with the worst defects.

Activities: This task includes the following activities:

- Provide engineering review of the CCTV inspections.
- Develop a condition assessment TM that documents the following:
 - The structural and operational condition of each sewer segment
 - Preliminary planning-level recommendations regarding rehabilitation/replacement, maintenance, and future re-inspection intervals

Deliverables: Condition Assessment TM

Assumptions: None



Attachment B

Cost Estimate

City of Newport -- Newport Sewer Inspection Program																		
Project Description		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Expense Cost	Total Fixed
001	Project Management	\$212	\$87	\$190	\$117	\$101	\$101	\$87	\$101	61	7,764	408	0	0	0	0	0	8,162
002	Develop Inspection Program	10	0	8	58	70	2	0	0	148	17,464	1,168	80	280	0	0	80	18,972
003	Conduct 2013 Inspections	12	0	24	60	196	6	0	0	298	34,626	2,384	280	520	64,000	0	64,280	104,910
GRAND TOTAL		47	12	32	121	266	8	8	3	495	59,744	3,960	360	780	64,000	0	64,360	132,044

