

**CITY OF NEWPORT
TASK ORDER NO. 10
TO ENGINEERING SERVICES AGREEMENT
FOR STREETS AND STORM SEWER
ENGINEERING SERVICES**

This TASK ORDER NO. 10 to the Engineering Services Agreement dated August 17, 2011, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

A. Description of Project

Newport Design standards Manual Preparation per the attached scope of services dated February 13, 2013.

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 timely review of submitted products (2-week turnaround), as appropriate.

D. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Scope of Work dated February 13, 2013.
2. Services provided under this Task Order shall not exceed fifteen-thousand two-hundred sixty-two dollars (\$15,262.00).

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: Ted Smith
Title: Interim City Manager
Date: 10-24-13

CIVIL WEST ENGINEERING SERVICES, INC.

By: [Signature]
Title: President
Date: 10-24-13



PROPOSED SCOPE OF SERVICES

Date: February 13, 2013

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: **Newport Design Standards Manual Preparation – Scope of Services**
Civil West Project Number: 2302-019

This memorandum will summarize the proposed scope of work, fee, schedule and other project issues related to the preparation of a design standards manual for the City based on a Civil West prototype manual which has been provided to the City as an example prior to submitting this proposed scope of services.

Background Summary

The City of Newport operates and maintains a number of public utilities including the following:

- A potable water system
- A wastewater collection and treatment system
- A stormwater system
- A transportation network including streets, sidewalks, and bike paths

The City does not currently have a comprehensive or complete collection of design or development standards to be used internally by City staff, or externally by developers, contractors, or consulting engineers.

Civil West has developed a prototype standards manual that we have used in many communities in western Oregon. The manual is simplified and intended to be used by both City staff and those outside of the City to:

1. Provide detail and standard drawings for many infrastructure elements
2. Provide written specifications for many infrastructure elements
3. Set a written standard to be used on City projects as well as private development projects that will be adopted and maintained by the City
4. Set up a platform and program to assist the City in tracking a developer's actions from concept, through design, and to the end of the construction process to ensure that the engineering and design standards are met
5. Allow for easy updating and changing of standards as conditions and needs arise.

Goal for this Phase of the Project

The goal of this phase of the project will be to work cooperatively with the City to prepare a design standards manual that can be used internally at the City as well as externally by designers, developers, and contractors to ensure the integrity and consistency of infrastructure development in Newport.

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.

Newport Design Standards Manual - 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 – Setup of Prototype Standards and First Submittal** – Under this task, we will utilize the Civil West prototype standards manual and set up the new Newport manual with our standard background information. This will include such steps as the following:
 - a. Change all references, naming, and drawings to reflect the City of Newport
 - b. Update specific standard drawings with specific City of Newport standards based on our familiarity with those standards from recent projects.
 - c. Update written specs to reflect specific preferences in the City of Newport based on our familiarity and knowledge from recent projects.
 - d. Develop the following sections in the new manual
 - i. Introduction and Instructions for Using Manual
 - ii. Engineering Policy
 - iii. Water Standards
 - iv. Sewer Standards
 - v. Drainage Standards
 - vi. Transportation Standards
 - e. Prepare a preliminary first draft for review by City staff.
- 3. Task 3 – Iterative Review and Modification Process** – Under this task, we will receive changes and markups from the City staff and modify the first draft of the standards. We will then produce a second draft of the standards for review and approval. Upon receiving the second set of review comments, we will produce a third and final draft that will become the first edition of the new standards manual in Newport. This process will allow 2 full reviews by staff to comment and modify the standards to meet their preferences.
- 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. Specifically, reimbursables will include:

- a. Travel costs for one meeting during the process to obtain information and review existing standard data by the project manager.
- b. Provision of six (6) hard copies of both the first and second drafts for internal review by the City.
- c. Provision of ten (10) final draft hard copies of the first edition completed Newport Standards Manual.
- d. Provision of ten (10) copies of the entire final standards manual on CD in both original (Word, Excel, and AutoCAD) formats as well as in .pdf formats.

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. On this worksheet, you can see the estimated hours for the individual tasks and the billing rates for individuals that we would assign to this project.

A summary of the proposed fee schedule is provided below:

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management & Coordination	\$1,080.00
2	Setup of Prototype and First Submittal	\$8,016.00
3	Iterative Modification Process	\$4,916.00
4	Reimbursables	\$1,250
Total Proposed Budget		\$15,262.00

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

1. Authorization to begin work: By April 1, 2013
2. Kickoff and begin editing prototype and setting up Draft 1: by April 15, 2013
3. Draft 1 to be submitted to City for Review: by Mid-May 2013
4. Assume 4 weeks for review by City: Return to Civil West by Mid June 2013
5. Draft 2 to be submitted to City for Review: by July 1, 2013
6. Assume 3 weeks for review by City: Return to Civil West by late July (accounting for holiday)
7. Final draft and deliverables to City: By Mid-August 2013

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.

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	Subconsulting Support	Total Hours	Total Fee	
\$135.00	\$124.00	\$118.00	\$112.00	\$95.00	\$78.00	\$43.00				
Tasks										
1	Project Management & Coordination									
1a	Overall project management services									
	8								8	\$1,080.00
	Task Total	8	0	0	0	0	0	0	8	\$1,080.00
2	Setup of Prototype and First Submittal									
2a	Change prototype to Newport Standards									
	2	8			24				34	\$3,542.00
2b	Update drawings, specs, and other info for first draft									
	2	8			32	4			46	\$4,474.00
	Task Total	4	16	0	56	0	4	\$0.00	80	\$8,016.00
3	Iterative Modification Process									
3a	Processing First Draft Changes									
	2	4			16		4		26	\$2,458.00
3b	Processing Second Draft Changes									
	2	4			16		4		26	\$2,458.00
	Task Total	4	8	0	32	0	8	\$0.00	52	\$4,916.00
5	Reimbursables									
5a	Travel and Per Diem Costs									
										\$250
5b	Production costs for 1st, 2nd, and final drafts in hard copy and digital formats									
										\$1,000
	Task Total	0	0	0	0	0	0	\$0.00	0	\$1,250.00
Total	16	24	0	0	88	0	12	\$0.00	140	\$15,262.00