

STANDARD ADDENDUM FORM

TASK ORDER NO. 3.01 - ADDENDUM NO. 1

Technical Assistance for Agate Beach CWSRF Application

This Addendum to Task Order No. 3.01 to the Grant Consulting Services Agreement dated July 23, 2012, hereinafter called Agreement, between the City of Newport, (CITY), and Chase Park Grants, LLC., (CONSULTANT).

- ☐ Change in schedule:
- ☒ Change in fee: An increase of \$18,000 to Task Order No. 3.01 to for a total contract amount of \$47,282. These changes are in accordance with the attached scope of services dated January 27, 2014.
- ☐ Modifies the Agreement in the following manner:

CITY OF NEWPORT:

By:

Title:

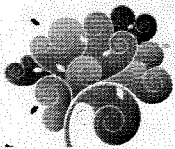
Date:

CHASE PARK GRANTS, LLC:

By:

Title:

Date:



Chase Park Grants LLC
2521 Alton St, Denver, CO 80238
303 284 9098

Amendment to Task Order No. 3.01 Technical Assistance for Agate Beach CWSRF Application

Prepared for: City of Newport
Prepared by: Chase Park Grants
January 27, 2014

BACKGROUND

To help advance the City of Newport's grant strategy for 2014, the Public Works Department will secure financing from the Oregon Department of Environmental Quality (ODEQ) for Agate Beach wastewater upgrades.

Since May 2013, the City of Newport (City) has been submitting application materials for low-interest loan financing through the state's Clean Water State Revolving Fund (CWSRF) program. In January of 2014, the City entered into the final stages of the application process, and requires additional support from its Grants Consultant of Record. The City intends to execute a final loan agreement with the ODEQ, in order to start the design and engineering process as soon as possible.

PROJECT APPROACH

The following section outlines the recommended approach, based upon what we learned during the first phase of the work (May 2013 to Dec 2013).

Objectives

- To finalize the City's CWSRF loan to finance Agate Beach wastewater upgrades.
- To maximize the low-interest potential for the City's final financing package.

Approach

- Advance pursuit strategy, including meetings with CWSRF program officers
- Coordinate between funding agency representatives, the City's Public Works Department, and its technical advisors (e.g., Brown & Caldwell)
- Facilitate planning meetings with internal team
- Work with the City's financial representatives to finalize loan application materials
- Assemble, submit, and archive final versions of the application materials
- Liaise between CWSRF loan officers, City staff, and its technical consultants
- Provide technical assistance to City staff and its technical advisors

City Involvement

- The City's financial department will assist in providing financial documents and consultation as needed
- The City's Public Works Director and associated engineering consultants will continue to participate in the planning process,
- The City's engineering vendors (Brown & Caldwell and Civil West Engineers) will continue to provide technical expertise, engineering reports, and environmental reports as needed.

Deliverables

- Final versions of the CWSRF loan application forms and supplementary materials
- Technical memos providing status updates
- Attendance at one in-person meeting with CWSRF loan officer

PROJECT SCHEDULE

The next phase of the project will commence upon approval of this amendment, and assumes a project period of six (6) months, unless otherwise requested by the City.

This projected timeline is dependent upon the funding agency, availability of the loan officer, and its schedule for executing the loan.

COST OF SERVICES

Based on the proposed approach, we expect to use 100 consultant team hours to conduct the final phase of work. Cost to conduct the work in this scope will not exceed \$18,000 (including \$17,000 in labor and \$1,000 in travel expenses).

This cost estimate is based on a blended consultant team rate of 100 hours at \$170/hour [Consultant team = Tia Cavender (35%) and Jen Waltz (65%)]. Work and expenses will be invoiced monthly, based on a time and materials basis.

CONSULTANT:

By: 

Tia A. Cavender
President, Chase Park Grants, LLC
2521 Alton Street
Denver, CO 80238

CITY OF NEWPORT:

By: _____

City of Newport
169 SW Coast Highway
Newport, OR 97365

Date: 1/27/14

Date: _____