

STANDARD ADDENDUM FORM

TASK ORDER NO. 3.02 - ADDENDUM NO. 1

Technical Assistance for SE Bay Blvd / SE John Moore Road
Storm Sewer Improvements CWSRF Application

This Addendum to Task Order No. 3.02 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 \$21,000 to Task Order No. 3.01 to for a total contract amount of \$36,430. 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: City Manager

Date: 2/4/14

CHASE PARK GRANTS, LLC:

By: 

Title: President

Date: 2/4/14



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

Amendment to Task Order No. 3.02
**Technical Assistance for SE Bay Blvd / SE John Moore Road
Storm Sewer Improvements 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) to help fund infrastructure improvements in FYE2015.

Since May 2013, the City of Newport (City) has advanced a loan application for low-interest financing through the state's Clean Water State Revolving Fund (CWSRF) program, to help fund the design and construction of storm sewer upgrades and repairs at the intersection of SE Bay Blvd / SE John Moore Road in Newport, OR.

In January of 2014, the City entered into the second phase of the application process. The City will continue to advance its application for low-interest funding, with support from the City's Grant Consultant of Record (Chase Park Grants).

PROJECT APPROACH

The following section outlines the recommended approach based on what we learned during implementation of the first phase of the project.

Objectives

- To advance the completion of the City's CWSRF loan to finance the SE Bay Blvd / SE John Moore Road upgrades and repairs.
- To maximize the low-interest potential for the City's final financing package, including the option of including it in the Agate Beach SRF loan agreement.

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 (Civil West Engineers)
- Facilitate planning meetings with internal team and loan officers
- 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 consultants

City Involvement

- The City's financial department will help obtain financial documents and provide fiscal data
- The City's Public Works Director and engineering consultant of record will participate in the application process as needed (e.g., offering technical expertise, providing engineering and environmental reports).

Deliverables

- Draft and final versions of the CWSRF loan application materials
- Technical memos providing 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 will last throughout 2014, unless otherwise requested by the City.

The projected timeline and scope for the next phase of work is extremely vulnerable to the funding agency, its application requirements, and its response to the City's inquiries. For example, the ODEQ has deliberated for over six months about a possible exemption from cross-cutting requirements, so the timeline for this work is vulnerable to external factors.

COST OF SERVICES

Based on the proposed approach, we expect that costs will not exceed \$21,000 to conduct the next phase of work (including \$20,000 in labor and \$1,000 in travel expenses).

This cost estimate is based on a blended consultant team rate of 115 hours at \$170/hour [Consultant team includes Tia Cavender (35%) and Jen Waltz (65%)]. Work 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: _____