

CITY OF NEWPORT  
TASK ORDER NO. 11  
TO ENGINEERING SERVICES AGREEMENT  
FOR STREETS AND STORM SEWER  
ENGINEERING SERVICES

This TASK ORDER NO. 11 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**

Design support for the construction a new sewer line through an easement crossing the Nazarene Church property near the intersection of 10th and NW Nye Street and south to the public ball field south of 10th Street.

**B. FINDINGS**

Civil West has been selected to design this sewer project because they are also the Engineer working with the Nazarene Church who is concurrently constructing a retaining wall which crosses over the sewer designed with this project.

**C. SCOPE OF SERVICES**

The City agrees to utilize the services of ENGINEER and ENGINEER agrees to perform engineering services set forth in Attachment A.

**D. 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.

**E. COMPENSATION**

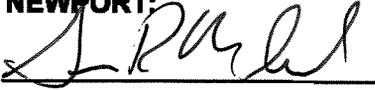
1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Scope of Work dated March 17, 2014.
2. Services provided under this Task Order shall not exceed thirty-thousand four-hundred seventy-two dollars (\$30,472.00).

**F. MISCELLANEOUS**

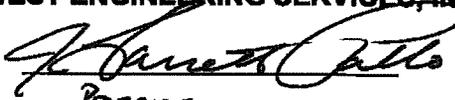
All terms and conditions of the Engineering Services Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the Engineering Services Agreement, the terms of this Task Order shall apply.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No.11.

**CITY OF NEWPORT:**

By:   
Title: City Manager  
Date: 04-15-14

**CIVIL WEST ENGINEERING SERVICES, INC.**

By:   
Title: PRESIDENT  
Date: 4-15-14



486 'E' Street  
Coos Bay, OR 97420  
541-266-8601

609 SW Hurbert Street  
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541-264-7040

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## **ENGINEERING SCOPE OF SERVICES**

Date: March 17, 2014

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, President, Civil West Engineering Services, Inc.

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RE: **City of Newport – Nazarene Church to Ball Field Sewer Replacement – Scope of Services for Engineering Support (UPDATED)**

Civil West Project Number: 2302-026

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The purpose of this scope of services is to describe the proposed approach, costs, and schedule that Civil West will follow to support the City of Newport in order to complete a project to construct a new sewer line through an easement crossing the Nazarene Church property near the intersection of 10<sup>th</sup> and NW Nye Street and south to the public ball field south of 10<sup>th</sup> Street.

### **Background Summary**

The City of Newport has planned to construct a new sewer line to go around the block where the new Nazarene Church Community Center is currently under construction. Originally, the plan was to install new piping from the mid block on 11<sup>th</sup>, east to Grove, then south along Grove to 10<sup>th</sup>, and west to the mid block of 10<sup>th</sup>. However, a preliminary survey of the manholes on this route showed that there was not adequate fall to construct the gravity sewer around the block. Therefore, a more direct route was required.

The Nazarene Church has been constructing a new Community Center between 10<sup>th</sup> and 11<sup>th</sup> Streets. The large facility included a significant retaining wall along the mid-block to retain fill constructed on the north half of the block for the purposes of constructing a parking lot. The retaining wall was constructed with stacking concrete blocks ("eco blocks") from the northwest corner of the new building west to SW Nye Street.

Not long after the wall was constructed and backfilled, the wall bowed out to the south. The approximately 15-20 foot tall wall was out of vertical plumb more than a foot at the top with no back "batter" at all. The Church, out of concern for the situation, plans to dismantle the wall and reconstruct it this coming summer.

As the retaining wall will be dismantled to be repaired, it allows an opportunity for the City to construct a new sewer across the site to directly connect the manhole on mid-block of 11<sup>th</sup> to the manhole mid-block at 10<sup>th</sup>. This project will coordinate the timing between the wall reconstruction and the sewer construction to allow the sewer to be installed when the wall is down. Civil West will provide coordination between the Church and the City to ensure that the project is completed in a timely manner without holding up the progress of either party.

The project will also include the reconstruction (removal and replacement) of sewer piping from 10<sup>th</sup> Street south to just north of the ball field area. This will require the construction and relocation of numerous sewer laterals to service the fire station and other properties located along this section of piping.

A preliminary sketch of the extents of the work for this construction effort, as provided by the City, is attached to this scope of services. This scope of work will set up the structure and basis for providing these services.

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

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

### **Newport – Nazarene Church to Ball Field Sewer Replacement – Proposed Scope of Services**

1. **Task 1 – Project Management and Administration** – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements. This will also include coordination with the City, funding agency, regulatory agencies, and others as applicable.
2. **Task 2 – Project Kickoff and Data Gathering** – Under this task, we will conduct a kickoff meeting that will include representatives from the City and the Church to discuss project details, timing, and other project parameters. We will seek to obtain existing information, site survey information, or other details regarding the plans for the wall reconstruction or other project specifics. Our surveyor will survey the route between the two manholes and provide a detailed topo survey and boundary survey to delineate easements, property lines, and other information.
3. **Task 3 – Design Services** – Under this task, our team will prepare a detailed for the project. This will include plan and profile design for the new sewer, standard details, and other design elements required for a complete design. We will also prepare detailed technical specifications and contract documents for the purposes of obtaining bids and administering a successful project.
4. **Task 4 – Bid Phase Services** – Through this task, we will provide bid phase support on the project with a goal of helping the City secure a qualified and responsive bidder to complete the work. Our support will include answering questions, providing clarification and addenda if required, attend and assist with the bid opening, review bids for accuracy, and issue a recommendation to award. We will also assist with the notice of intent to award, the processing and administration of contracts, and the issuance of the notice to proceed within this task.
5. **Task 5 – Construction Phase Services** - This task will include an allowance of hours for engineering support during the construction phase. This will include construction management support tasks such as coordination, clarification, and engineering field support. It will also include financial services such as reviewing payment requests, reviewing and processing credible change order requests, and tracking project budgets and schedules. This task will also include an allowance of hours to provide construction observation/inspection support during the construction phase. This task will also include an allowance for providing basic survey stakeout control for the contractor to start the project with. Additional stakeout support will be responsibility of the contractor.
6. **Task 6 – Project Closeout Services** – Through this task, we will close out the project by administering the punch list process, closing out all final payment issues, preparing record drawings, and assembling the

project album to present to the City as a permanent record. The album will include photographs from the construction process, daily inspection reports, record drawings, and other key project documents.

7. **Task 7 – Reimbursables** – This task will include allowances for project costs related to reimbursable expense items. These include:
  - a. Travel costs – we have included an allowance for travel costs for meetings, various site visits to the City for meetings, site visits, and other travel need related to this project.
  - b. Publication, reproduction, and office costs – under this item, we have included a reimbursable allowance to provide the City with copies of any draft and final report(s), plans, contract documents and specifications, including digital deliverables upon request.

**Part B: Project Fee Proposal**

We have prepared a detailed fee proposal worksheet that we have attached to this proposal (see Exhibit A). The worksheet includes a summary of the proposed tasks and subtasks as described above along with estimates of hours for completion of the tasks and the associated billing rates for the individuals involved.

A summary of the proposed fee schedule is provided below:

<b>Task</b>	<b>Summary of Proposed Engineering Budget:</b>	<b>Budget</b>
1	Project Management and Administration	\$1,856.00
2	Project Kickoff and Data Gathering	\$4,362.00
3	Design Services	\$9,352.00
4	Bid Phase Services	\$3,300.00
5	Construction Phase Services	\$7,192.00
6	Project Closeout Services	\$3,960.00
7	Reimbursables	\$450.00
<b>Total Proposed Engineering Budget</b>		<b>\$30,472.00</b>

The above project budget represents an estimate of reasonable project involvement and includes an allowance of hours to provide the proposed level of support. The project will proceed on a time and materials basis and, if completed under budget, the City will enjoy the savings. If, additional support is required beyond these allowances, we will coordinate with the City on an amendment to the agreement.

**Part C: Project Schedule**

The project schedule will be largely affected by the construction schedule that the church follows to repair and reconstruct the wall. Early discussions with church representatives suggest that they will likely wait until July or August to undertake the wall repairs and reconstruction. With that in mind, we offer the following preliminary project schedule:

1. Engineer is authorized to proceed..... Mid-April 2014 (assumed)
2. Kickoff meeting and survey undertaken..... late April 2014
3. 65% plan review (plans and details) ..... mid May 2014
4. 95% review submittal (plans, specs, etc.)..... early June 2014
5. Project ready to bid ..... mid-June 2014
6. Contractor selected and ready to construction..... mid-July 2014

City of Newport – Nazarene Church Sewer Crossing – Engineering Scope of Services

The above schedule is a very preliminary estimate and could be impacted by the Church’s construction plans and other factors. We will remain on top of the situation and make timing adjustments as needed to keep the project on track.

We are grateful for this opportunity to provide these services to the City of Newport. 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