

CITY OF NEWPORT
TASK ORDER NO. 9
TO ENGINEERING SERVICES AGREEMENT
FOR WATER SYSTEM ENGINEERING SERVICES

This TASK ORDER NO. 9 to the Engineering Services Agreement dated May 14, 2010, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

A. Description of Project

Highway 101 and Golf Course Road Infrastructure Improvements Project per the attached scope of services dated August 6, 2015.

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 assign appropriate reviewers to the project and compile and provide a single consolidated, coordinated, legible, and internally consistent copy of written review comments to Consultant for all draft documents and work products, as appropriate.
2. CITY shall provide timely review of submitted products (2-week turnaround), as appropriate.

D. COMPENSATION

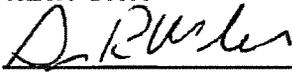
1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the attached scope of services dated August 6, 2015.
2. Services provided under this Task Order shall not exceed two-hundred thirty-six thousand five-hundred eighty-four dollars (\$236,584.00).

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.7.

CITY OF NEWPORT:

By: 
Title: City Manager
Date: 08-24-15

CIVIL WEST ENGINEERING SERVICES, INC.

By: 
Title: PRESIDENT
Date: 8-15-15



Rogue Valley Office
10558 Hwy 62, Ste. D
Eagle Point, OR 97524
541-326-4828

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

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541-223-5130

Newport Office
609 SW Hurbert Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: August 6, 2015

Work Order Number:

To: Mr. Tim Gross, PE, Public Works Director, City of Newport

From: Garrett Pallo, PE, President, Civil West Engineering Services, Inc.

RE: **City of Newport – Highway 101 and Golf Course Road Infrastructure Improvements**
Civil West Project Number: 2302-035

The purpose of this scope of services is to describe the proposed approach, costs, and schedule proposed by Civil West to complete a project to improve public infrastructure components on Highway 101 from 36th to Circle Way (NE 52nd Street) and on Golf Course Road.

Background Summary

The City of Newport owns and operates public infrastructure within the City that includes potable water, sewer, drainage, and transportation facilities.

The City's water master plan included a recommendation to upgrade waterlines on Highway 101 from 36th to NE 52nd Street as well as upsize the waterline serving Golf Course Road. The existing water system in this area is undersized and causes a "pinch point" in the system reducing fire flows in the area as well as limiting flows to the northern part of the City.

As part of this project, the City wishes to parallel additional improvements on Golf Course Road including new wastewater piping and new roadway improvements that will include new pavement and potentially curb and gutter systems. This may also include the necessity of drainage improvements on and around Golf Course Road as part of the roadway upgrades.

It is intended that the work on this project will be bid together and undertaken by a single contractor through a single bid and construction process.

Goal for the Project

To install new waterline along the stated sections of Highway 101 and Golf Course Road in order to improve fire flows and hydraulic performance and to upgrade other infrastructure elements on the Golf Course Road project including sanitary and storm sewer, street, and pedestrian improvements.

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.

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, coordination, financial, and other administrative services.
2. **Task 2 – Kickoff Meeting and Data Collection** – Under this task, we will administer a kickoff meeting where we will review the preliminary plans with staff and walk the project sites and alignments to discuss details. We will review mapping and drawings of existing facilities and search the extensive human knowledge base in Newport by talking with staff who have worked and maintained the systems for many years. We will also confirm the scope of the project and discuss the City’s wishes for specific project improvements. This task will also include the completion of a detailed topographic survey of existing conditions and project features that will be used to setup the project base map.
3. **Task 3 – Water System Design Services** - Under this task, we will complete the design of the planned water system improvements. This will include the new waterlines on Highway 101 as well as the new line on Golf Course Road. We will evaluate the practicality and cost of closing a loop on Golf Course Road to avoid a hydraulic dead end. If it is determined to be practical and within the City’s budget, we will design the loop closure improvements that will likely include a directional drill installation to the line on NE 36th Street which is also a hydraulic dead end.
4. **Task 4 – Sanitary Sewer Design Services** – Under this task, we will complete the design of the wastewater (sanitary sewer) facilities on Golf Course Road. This will include new manholes, gravity sewer, and reconnection of laterals to the new sewer system.
5. **Task 5 – Transportation, Pedestrian, and Drainage Design Services** – Through this task, we will prepare designs for facilities that will provide drainage, pedestrian traffic (sidewalk or path), and roadway improvements. Once the underground improvements are completed, the project will be “finished” through the construction of surface improvements that may include curb, gutter, sidewalk, new pavement, and potentially, landscaping improvements. This task will include the design elements for these improvements.
6. **Task 6 – Preparation of Technical Specifications** – This task will include the preparation of all technical specifications for the project. The technical specifications will define and clarify the requirements for materials, workmanship, supply, installation, and other critical elements of the project. Technical specifications shall follow standard formats and shall include City Standards whenever possible.
7. **Task 7 – Project Documents** – Through this task, we will prepare the necessary contract and bidding documents to be used during the bid and construction phases for administration and management of the contractor and the project in general. The contract and bid documents will be bound together with technical specifications and plans to form the entire project document set.
8. **Task 8 – Bid Phase Support** – Through this task, we will provide bid support services to help the City secure a responsive contractor to complete the work. This will include assistance with the bid process,

bid opening, document review, recommendations, contract administration and notice to proceed. We will utilize the Civil West online bidding environment which provides the City, and potential bidders, instant access to bid information, plan holder lists, addenda, bid results, and other information. If desired, we will administer a pre-bid conference for the project and will assist the City in the bid opening and review. Finally, we will process the contract documents, obtain insurance and other documentation, and when ready, issue a notice to proceed to the contractor.

9. **Task 9 - Construction Phase Support** – Under this task, we will provide construction phase engineering support to manage the construction effort on behalf of the City and provide construction inspection/observation services to enforce the project contract conditions. Construction phase services will also include an initial construction stakeout, preconstruction conference, financial (payment, change order, etc.) processing, general coordination, and other necessary services to occur during construction.
10. **Task 10 – Project Closeout Services** – Under this task, we will provide closeout services for the project that will cover construction, financial, and records issues. We will participate in final punch lists and quality control to confirm the work is complete, and we will work with the contractor to finalize all payment issues, change orders, and financial issues. Finally, we will prepare a project album complete with construction photos, inspection reports, and as-built drawings.
11. **Task 11 – Project Reimbursables** – This task will include an allowance to cover costs associated with mileage, clerical, and reproductions, and other reimbursable items related to the project.

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 engineering fee proposal is provided below:

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management and Administration	\$16,904.00
2	Kickoff Meeting and Data Gathering	\$9,072.00
3	Water System Design Services	\$21,780.00
4	Sanitary Sewer Design Services	\$21,780.00
5	Transportation, Pedestrian, and Drainage Design Services	\$33,460.00
6	Preparation of Technical Specifications	\$22,104.00
7	Preparation of Project Documents	\$7,992.00
8	Bid Phase Support	\$9,560.00
9	Construction Phase Support	\$73,860.00
10	Project Closeout Services	\$18,072.00
11	Project Reimbursables	\$2,000.00
Total Proposed Engineering Budget		\$236,584.00

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. If budget funds go unused, the City will realize the savings.

Part C: Project Schedule

It is assumed that this project will be funded in the next budget cycle beginning July 1st. With that in mind, we have prepared the following preliminary project schedule with work beginning around July 1st. It should be noted, however, that we can begin this work immediately if the City so wishes. We could even work without sending in invoicing until after the beginning of the new fiscal year if that is desired.

1. Notice to proceed (assumed) by late August 2015
2. Kickoff meeting scheduled..... Early September 2015
3. Survey completed by Mid to late September 2015
4. 35% design submittal for comments by early November 2015
5. 65% design submittal for comments by mid- January 2016
6. Final plans submitted for approval for bid to begin by April 2016
7. Bid Phase May to June 2016
8. Contractor notice to proceed issued by early July 2016
9. Estimated contract length for project ~160 days (assumed)
10. Project completion estimated by late October 2016

The schedule above is a preliminary estimate only and can be modified to meet budgetary and scheduling constraints of the City and their other projects. If desired, this project could also be expedited significantly to fit into a more aggressive schedule. The kickoff meeting will include a discussion of the desired project schedule.

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.

Sincerely,
Civil West Engineering Services, Inc.



J. Garrett Pallo, PE
President

Exhibit A

City of Newport
 Highway 101 and Golf Course Road Infrastructure Improvements
 March 18, 2015

		Engineering Fee Structure									
		Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subcontractor Support	Total Hours	Total Fee
		\$145.00	\$130.00	\$123.00	\$116.00	\$98.00	\$78.00	\$44.00	Lump Sum		
Tasks											
1	Project Management and Administration										
a	Admin, Coordination, Project Management	40	80					16		136	\$16,904.00
	Task Total	40	80	0	0	0	0	16	\$0.00	136	\$16,904.00
2	Kickoff Meeting and Data Gathering										
a	Project kickoff meeting and review of concept plan details	4	16		8					28	\$3,588.00
b	Collection of additional survey data if required (allowance)		4		4				\$4,500.00	8	\$5,484.00
	Task Total	4	20	0	12	0	0	0	\$4,500.00	36	\$9,072.00
3	Water System Design Services										
a	Water plan and profile designs	4	40		80					124	\$15,060.00
b	Water details, connections, and appurtenance design		16		40					56	\$6,720.00
	Task Total	4	56	0	120	0	0	0	\$0.00	180	\$21,780.00
4	Sanitary Sewer Design Services										
a	Sewer plan and profile design	4	40		80					124	\$15,060.00
b	Sewer details, connections and appurtenances		16		40					56	\$6,720.00
	Task Total	4	56	0	120	0	0	0	\$0.00	180	\$21,780.00
5	Transportation, Pedestrian, and Drainage Design Services										
a	Drainage planning and design for storm system improvements	4	80		60					144	\$17,940.00
b	Sidewalk/Ped path design services		24		40					64	\$7,760.00
c	Roadway, curb and gutter, design services		24		40					64	\$7,760.00
	Task Total	4	128	0	140	0	0	0	\$0.00	272	\$33,460.00
6	Preparation of Technical Specifications										
a	Technical Specifications	8	120		40			16		184	\$22,104.00
	Task Total	8	120	0	40	0	0	16	\$0.00	184	\$22,104.00
7	Preparation of Project Documents										
a	Development of contract docs and front ends	8	40		8			16		72	\$7,992.00
	Task Total	8	40	0	8	0	0	16	\$0.00	72	\$7,992.00
8	Bid Phase Support										
a	Bid administration, response to questions, addenda, pre-bid conf, etc	8	24		16			8		56	\$6,488.00
b	Participate in bid opening and bid reviews process		8		4			4		16	\$1,880.00
c	Administer contracts and issue notice to proceed		8					8		16	\$1,392.00
	Task Total	8	40	0	20	0	0	20	\$0.00	88	\$9,560.00
9	Construction Phase Support										
a	Coordination, management, and oversight	8	100						\$2,500.00	108	\$16,660.00
b	Process payment requests and change orders as needed		100							100	\$13,000.00
c	Construction inspection/observation services		40				500			540	\$44,200.00
	Task Total	8	240	0	0	0	500	0	\$2,500.00	748	\$73,860.00
10	Project Closeout Services										
a	Final inspections, punch lists, and physical closeout of work	8	40		40					88	\$11,000.00
b	Final payments, financials, warranty and other documentations		24					8		32	\$3,472.00
c	Completion of project album		8		16			16		40	\$3,600.00
	Task Total	8	72	0	56	0	0	24	\$0.00	160	\$18,072.00
11	Project Reimbursables										
a	Travel costs, mileage, meals, etc.									0	\$1,000.00
b	Clerical expense, copies, postage, etc.									0	\$1,000.00
	Task Total	0	0	0	0	0	0	0	\$0.00	0	\$2,000.00
	Total	96	852	0	516	0	500	92	\$7,000.00	2056	\$236,584.00