

CITY OF NEWPORT

**TASK ORDER NO. 23
TO ENGINEERING SERVICES AGREEMENT
(CONSULTANT OF RECORD)
FOR THE 2019 CCTV SEWER INSPECTION PROJECT**

This TASK ORDER NO. 23 to the Engineering Services Agreement dated March 09, 2017, hereinafter called Agreement, between the City of Newport, (CITY), and Brown and Caldwell, Inc., (ENGINEER).

A. SCOPE OF SERVICES

CITY agrees to utilize the services of ENGINEER and ENGINEER agrees to perform the services set forth in Attachment A.

B. CITY'S RESPONSIBILITIES

CITY to provide ENGINEER with the following information:

- Assist the Engineer in conducting closed-circuit television (CCTV) inspections for approximately 30,000 linear feet (LF) of the City's sanitary collection system.

CITY shall provide timely review of submitted products (2-week turnaround or as otherwise agreed upon).

C. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in the Master Engineering Services Agreement.
2. CITY shall pay ENGINEER as complete compensation for the services as described in Attachment B, a fee not to exceed:

Base Scope

Phase Nos 1-3: One hundred, twenty-six thousand, four hundred and thirty Dollars **\$126,430**

Optional Phase

Phase No 4: Eight thousand, four hundred and eighty Dollars **\$8,480**

D. SCHEDULE

ENGINEER has developed a detailed project schedule after receiving Notice to Proceed from the City.

E. MISCELLANEOUS

All terms and conditions of the Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the 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. 23.

CITY OF NEWPORT:

By: 

Title: City Manager

Date: 01-10-19

BROWN AND CALDWELL, INC.:

By: 

Title: Manager, Client Services

Date: December 3, 2018

Attachment A

City of Newport 2019 CCTV Sewer Inspection

Scope of Services

The City of Newport (City) and Brown and Caldwell (BC) developed a sewer inspection program in 2014, with a goal of inspecting the City's gravity sanitary sewer collection system over the span of several years. Three inspection cycles have been completed by BC during the years 2015 through 2017. This Scope of Services defines Brown and Caldwell's (BC) role in assisting the City of Newport (City) in conducting closed-circuit television (CCTV) inspections for an additional approximately 30,000 linear feet (LF) of the City's sanitary sewer collection system.

Phase 1 Project Management

Objective To manage and lead a cohesive project team to meet budget, schedule, and project objectives.

Activities This phase includes the following activities:

- Prepare a Project Management Plan that includes team roles and responsibilities, schedule, budget, quality assurance/quality control plan, and staffing plan required for execution of the project.
- Conduct conference calls with the City's Project Manager to discuss the schedule and tasks completed. The calls will occur on a monthly basis except during the course of the inspections, when they will occur weekly.
- Document meeting decisions and action items, assign activities to team members, and follow up to ensure timely resolution.
- Monitor project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion.
- Monitor project activities for potential changes, and with City approval, modify project tasks and subtask scope and budget as required.
- Manage the quality control review of all work activities and project deliverables.
- Prepare and submit monthly invoices with invoice summary reports.
- Coordinate and prepare PowerPoint presentations for City staff to provide information and solicit feedback on the inspection program.
- Manage health and safety for BC team.

Deliverables This phase includes the following deliverables:

- Monthly invoices and summary reports.
- Presentation materials for City staff.
- Management of team and project documents.
- Project Health and Safety Plan.

Assumptions The following assumptions apply to Phase 1:

- The project duration will be approximately 9 months.
- A kickoff meeting will be held via conference call with City staff.

Phase 2 Conduct CCTV Inspections

Objective To gather CCTV inspection data on the priority sewers in the City's sanitary collection system.

Activities This task includes the following activities:

- Develop technical specifications for the requirements of the CCTV inspections.
- Contract with a qualified CCTV inspection firm and coordinate the inspection work of up to 30,000 LF of sewer.
- Provide quality control oversight of the inspection contractor and all submitted data.

Deliverables The CCTV contractor will provide two hard drives of CCTV inspection data that includes video, PDF copies of the inspection reports, and database. BC will retain one copy for use in the condition assessment and the other copy will be provided to the City.

Assumptions The following assumptions apply to Phase 2:

- Approximately 30,000 LF of the City's collection system will be inspected in 2019 under this agreement using unit prices proposed by the CCTV inspection firm. The actual length of sewers cleaned and inspected will be dependent on the length of sewers that can be cleaned and TV inspected within the available City funds for the project.
- All sewers proposed as part of the 2019 inspection are located within City right-of-way or easements and as such no night work is anticipated or proposed. The CCTV contractor will provide traffic control with City oversight within City ROW.
- Inspections will be conducted in accordance with North American Society of Sanitary Sewer Companies (NASSCO) Pipeline Assessment Certification Program standards.
- City staff will be available to assist the CCTV firm in locating manholes, providing access to the manholes, and controlling pump station flows, wherever applicable.
- The City will allow the inspection firm to decant wastewater removed during cleaning operations back into the collection system (solids will be removed and disposed of at the City's wastewater treatment plant).
- Sewers will only be cleaned as needed to complete a full inspection from manhole to manhole.
- BC will make one full-day visit during the initial field work for quality control purposes.
- The City will coordinate all required public notifications.

Phase 3 Condition Assessment

- Objective** To document the results of the CCTV inspections and provide recommendations and budgetary rehabilitation and replacement costs for most severe (NASSCO Grade 4 and Grade 5) defects.
- Activities** This task includes the following activities:
- Provide engineering review of the CCTV inspections.
 - Prepare a Condition Assessment Technical Memorandum (TM) that documents the following:
 - The structural and operational condition of each sewer segment inspected.
 - A detailed list of sewers requiring immediate structural rehabilitation, high-priority O&M issues, and deficient lateral connections requiring repair.
 - Preliminary planning-level recommendations regarding rehabilitation/replacement and maintenance.
- Deliverables** Draft and final condition assessment TM, GIS files (generated maps and shapefiles), screen captures of grade 4 and 5 defects, hard drive with CCTV videos and screen captures.
- Assumptions** The following assumptions apply to Phase 3:
- Three hard copies and one electronic copy (as a PDF) of the report (draft and final) will be provided.
 - BC will make one visit to the City to meet with City staff and present the findings of the report.

OPTIONAL SERVICES

Optional Phase 4 Planning Workshop for a Sewer Rehabilitation Program

Objective To conduct a workshop with City staff focused on developing a workplan for a sewer rehabilitation program to address the most critical structural defects identified during the on-going Newport Sewer CCTV Inspection Program.

Activities This task includes the following activities:

- Consolidate and update a summary of 2014-2019 CCTV inspections noting:
 - *Condition and criticality ranking for each pipe inspected.*
 - *Recommended rehabilitation work for grade 4 and 5 sewer segments identified*
- Develop a summary of collection system and wastewater treatment facility (WWTF) capacities and limitations identified in *Sanitary Sewer Master Plan, and Phase I Wastewater Treatment Facility Master Plan.*
- Conduct one workshop with the City Engineering and Public Works staff to:
 - *Review work completed to date and recommendations*
 - *Discuss areas of critical reliability and priority repairs*
 - *Review the nature of defects and areas of failure using examples of selected segments from completed CCTV.*
 - *Review alternatives for repair of typical failures based on completed CCTV, criticality ranking, and known operational and access concerns.*
 - *Develop and review an updated phasing plan and timeline for future CCTV inspections.*
 - *Draft and review key elements and a sequence of tasks and milestones for implementation of a sewer rehabilitation program.*
 - *Discuss impact of current I/I on collection system hydraulics and WWTF operations.*

Deliverables This task includes the following deliverables:

- One workshop with City staff including a PowerPoint presentation.
- Meeting minutes for the workshop.
- Draft sequence and schedule for implementing a sewer rehabilitation program.
- Project maps for:
 - *CCTV work completed to date (2014-2019).*
 - *Grade 4 and 5 rated sewers from 2014-2019 CCTV inspections.*
 - *Summary of future CCTV work.*
 - *Priority areas for future CCTV work.*
 - *Priority areas and segments for rehabilitation program.*

Assumptions Preliminary design, final design and surveying are not included.

Attachment B

City of Newport 2019 CCTV Sewer Inspection

Proposal Budget

City of Newport - 2019 CCTV Inspections																
Phase	Phase Description	Wallerhead, Donald M	Rosse, Lisa J	Richardson, Angela M	Reed, Maria C	Mills, Timothy A	Pare, Wendy M	Draheim, Dannel P	Total Labor Hours	Total Labor Effort	Other Travel	Company Vehicles	CCTV Inspector Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PA														
001	Project Management	\$220 18	\$106 16	\$161 0	\$106 0	\$220 4	\$120 0	\$120 0	36	\$6,536	\$0	\$0	\$0	\$0	\$0	\$6,536
002	Conduct CCTV Inspections	4	0	8	32	0	0	0	44	\$5,560	\$525	\$200	\$82,500	\$83,025	\$87,350	\$92,910
003	Condition Assessment	28	0	24	140	0	12	4	208	\$26,784	\$0	\$200	\$0	\$0	\$200	\$26,984
004	Optional Planning Wkshp Sewer Rehab	12	0	8	32	0	8	0	60	\$8,280	\$0	\$200	\$0	\$0	\$200	\$8,480
GRAND TOTAL		82	16	40	204	4	20	4	350	\$47,160	\$525	\$600	\$82,500	\$83,025	\$87,750	\$134,910

Rates will be adjusted according to the PSA and any associated amendments thereto.

