

TASK ORDER NO. 5
STORM PIPE REHABILITATION AND OUTFALL F EROSION AND SLOPE REPAIR
DESIGN AND SERVICES DURING CONSTRUCTION

NEWPORT MUNICIPAL AIRPORT
AIP Project No. 3-41-0040-027-2020

Included herein is TASK ORDER NO.5 to the Engineering Services Agreement and any Amendment(s) dated March 3rd, 2015, hereinafter called CONTRACT, between City of Newport, hereinafter called OWNER, and PRECISION APPROACH ENGINEERING, INC., hereinafter called CONSULTANT.

WHEREAS, the OWNER has defined a PROJECT at Newport Municipal Airport and is desirous to seek the assistance of the CONSULTANT in accordance with Section A of the CONTRACT for the PROJECT listed above, and further defined in attached Exhibit A, Scope of Services for Design Engineering Services, and Exhibit B, Scope of Work for Services During Construction.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto do mutually agree as follows:

A. EMPLOYMENT OF CONSULTANT

The OWNER hereby employs the CONSULTANT and the CONSULTANT accepts and agrees to perform the following engineering services to the PROJECT.

1. The OWNER hereby employs the CONSULTANT and the CONSULTANT accepts and agrees to perform the engineering services for the PROJECT as described in **Exhibit A and Exhibit B**, Scope of Services, attached.
2. The CONSULTANT shall prepare contract documents including construction drawings, specifications, the invitation to bid, and related contract forms for the work listed above. The CONSULTANT shall also provide opinions of construction costs. The OWNER AND FAA shall approve the final drawings and specifications prior to advertisement for bid.

B. OWNER'S RESPONSIBILITIES

1. The OWNER shall make available to CONSULTANT all technical data in OWNER's possession that contain pertinent information required by CONSULTANT relating to this work.
2. The OWNER shall pay publishing costs for the advertisement of notices, public hearings, requests for bids, and other similar items; pay for all permits and licenses that may be required by local, state, or federal authorities; and secure the necessary land, easements, rights-of-way, required for the project.

3. The OWNER shall provide access to the site as necessary to allow the performance of engineering services.
4. Other OWNER's responsibilities shall be as stated in the Professional Services Agreement.

C. COMPENSATION FOR CONSULTING SERVICES

The OWNER shall pay the CONSULTANT the appropriate fee as complete compensation for all services rendered as herein agreed and as stated in the PROFESSIONAL SERVICES AGREEMENT:

1. The OWNER shall pay the CONSULTANT as complete compensation for the ENGINEERING DESIGN SERVICES set forth in Exhibit A, attached, according to the labor rates shown in Exhibit C agreement and direct nonsalary expenses at the actual cost. The maximum estimated total cost for these services are ONE HUNDRED TWO THOUSAND, FIVE HUNDRED Dollars (\$102,500).
2. The OWNER shall pay the CONSULTANT for the SERVICES DURING CONSTRUCTION set forth in Exhibit B, attached, according to the labor rates shown in Exhibit C agreement and direct nonsalary expenses at actual cost. The maximum estimated total cost for these services is ONE HUNDRED SIXTY-SEVEN THOUSAND Dollars (\$167,000).

Any amount over the maximum estimated cost for the services as set forth in Exhibit A and Exhibit B because of a scope of work changes will be negotiated and agreed upon between the OWNER and the CONSULTANT in writing prior to beginning of additional work.

3. The OWNER recognizes that the construction schedule is not controlled by the CONSULTANT and that the compensation for services is dependent upon the actual time expended by the OWNER and by the Construction Contractor for construction. If it is agreed by the OWNER and the CONSULTANT that more effort than is budgeted is required to complete the construction work, the maximum estimated fee shown in C-2 above shall be increased accordingly.
4. In the event that the engineering services are required in connection with this project beyond 2020, the Consultant's Hourly Rates shall be adjusted to conform with the CONSULTANT's standard rates as established for the subsequent years.
5. The CONSULTANT's direct nonsalary expenses are defined as the costs incurred on or directly for the PROJECT, other than payroll costs. Such direct nonsalary expenses shall be computed on the basis of actual purchase price for items obtained from commercial sources and on the basis of usual commercial charges for items provided by the CONSULTANT. Direct nonsalary expenses shall include, but not be limited to,

necessary transportation costs, including mileage at the current rate per mile allowed by the IRS when automobiles are used and standard rates when aircraft are used, meals and lodging, laboratory tests and analyses, equipment rental, postage, shipping, printing, binding, and copying charges.

"The CONSULTANT shall have the option to charge Construction Observer expenses in lieu of as stated above, as follows:

- Meals and lodging incurred by the Construction Observer(s) will be invoiced as per diem at the current standard rate allowable by the Internal Revenue Service. The Consultant shall not be required to provide documentation for meals, lodging, and incidental expenses that do not exceed the daily rate."

D. AUTHORIZE SIGNER

Each person signing this Amendment represents and warrants that they are duly authorized and has the legal capacity to execute and deliver this Task Order to Professional Services Agreement.

WITNESSETH that the parties hereto do mutually agree to all mutual covenants and agreements contained within the CONTRACT.

CITY OF NEWPORT, OREGON

By: [Signature]
Title: City Manager
Date: 12-16-20

PRECISION APPROACH ENGINEERING, INC.

By: [Signature]
Title: President
Date: 6/9/2020

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**EXHIBIT A
TO
TASK ORDER NO. 5**

**SCOPE OF SERVICES FOR
STORM PIPE REHABILITATION AND OUTFALL F EROSION AND SLOPE REPAIR –
DESIGN & BIDDING SERVICES**

**NEWPORT MUNICIPAL AIRPORT
AIP Project No. 3-41-0040-027-2020**

PROJECT DESCRIPTION/JUSTIFICATION

Storm Pipe Rehabilitation

Two 48" concrete pipes were installed in 1943 to capture and reroute Grant Creek to allow for construction of the Newport Municipal Airport. The concrete pipes collect water from the east side of the airport and convey the creek to an outlet on the west side of the airport. The pipes are approximately 70-90 feet below ground surface and run underneath the Runway 16-34 and Runway 2-20 intersection.

The two storm pipes are reaching the end of their design life and require replacement or rehabilitation. Removal and replacement is not a viable option due to the depth and location of the pipes. Rehabilitation of the two 48" concrete pipes is intended to be achieved by in-place lining of the existing pipes.

The project will include fish passage mitigation as required by the Oregon Department of Fish and Wildlife (ODFW) in compensation for the inability to restore fish passage in the Grant Creek culverts.

Outfall F Erosion and Slope Repair

The slope instability is located on the east edge of the developed section of the airport and believed to be part of the fill associated with original airport construction. Slope cracking and associated settlement was first observed in the fall/winter of 2014 along a section of an unpaved access path adjacent to the perimeter fence. The erosion and slope failure have become more severe over time. A scarp extends approximately 30-feet in length and runs parallel to the west edge of the path.

An existing storm drain culvert crosses beneath the path and outfalls on the downhill slope approximately 6.5-feet above the ground surface. The downslope is steep with what appears to be remnants of older scarps from previous slope movement. These conditions have created scouring and development of an incised channel extending approximately 60-feet downslope from the outfall.

This Scope of Services covers the design and bidding services associated with the storm pipe rehabilitation and Outfall F erosion and slope repair. This scope of services also covers the bidding services related to the fish passage mitigation project. Design of the fish passage mitigation project was included as part of AIP grant 3-41-0040-025-2017.

CONSULTANT ELEMENTS OF WORK

PAE will provide professional civil engineering design services listed below. Design will follow FAA standards and guidelines. It is anticipated that construction will occur in 2020 though timing of construction is contingent upon funding availability.

SCOPE OF SERVICES

Task 1 – Project Administration/Management

PAE will manage internal project efforts, and coordination with the City of Newport (City), the Federal Aviation Administration (FAA), and subconsultants. PAE's specific responsibilities/activities consist of:

- a) Client communications and information exchange
- b) Subconsultant services coordination throughout project
- c) Contracting with City (includes detailed scope of work preparation)
- d) Prepare Independent Fee Estimate (IFE) package including fee negotiations if required
- e) FAA communications and coordination in conjunction with project startup
- f) Provide project schedule, including up to 1 City and FAA-requested revision
- g) In-house file management, invoicing
- h) Preparation of FAA required Quarterly Performance Reports over life of the grant
- i) Annual SF 425/SF 271 report preparation support at the end of Federal Fiscal Year

Deliverables:

- Contract and/or contract exhibits as required
- IFE packet (scope of work/blank fee worksheet)
- Monthly invoices
- Project schedule
- FAA Quarterly Performance Reports to City for submittal to FAA
- Draft annual SF-425 and SF-271 forms for City submittal

Task 2 – Quality Assurance/Quality Control

PAE will provide in-house quality assurance and quality control procedures for review of design elements and will incorporate QA/QC findings into final design. PAE's specific responsibilities/activities consist of:

- a) Provide submittal of plans and specifications including estimated quantities and cost opinion to FAA and City for review at 90% design level
- b) Provide in-house quality control of all design elements by senior staff. QA/QC review will be performed for 90% and 100% submittals

Task 3 – Project Status Review Meetings

PAE will coordinate and attend onsite and conference call meetings to review the status of the project with the City and the FAA. PAE's specific responsibilities/activities consist of:

- a) Onsite meetings and meeting preparation for project kickoff and 90 percent submittal. Also includes one additional progress/stakeholder meeting during the project, (3 meetings total). It is anticipated that the PM and design engineer will attend all meetings.
- b) Conference calls with City and FAA including preparation to discuss project progress and review FAA comments to design submittals (up to 3 conference calls)

- c) Conference call meetings with City to discuss project progress/incorporate changes/answer questions (up to 3 conference calls)

Deliverables:

- Meeting and conference call minutes

Task 4 – Permitting

- a) Prepare and submit FAA Form 7460-1 for airspace analysis.

Task 5 – Design (In accordance with current FAA AC's 150/5300-13, 150/5320-6, 150/5340-1, and 150/5370-10)

Design services will include elements of work necessary for the proposed work in preparation for bidding and construction. PAE's specific responsibilities/activities consist of:

- a) Site visit to perform visual field investigation of project work elements
- b) Erosion and Sediment Control Plan (ESCP) meeting Oregon Department of Environmental Quality (DEQ) requirements
- c) Storm Pipe Rehabilitation
 - Evaluation of the current condition of the two 48" concrete pipes.
 - Final design for geopolymer method of pipe rehabilitation
 - Identify limits associated with temporary construction staging impacts
 - Determine method to isolate work areas from waterway during construction
 - If required, develop method to salvage fish from the isolated work area prior to dewatering
 - Determine method to dewater ditch within project limits prior to pipe rehabilitation
- d) Outfall F Erosion and Slope Repair
 - Evaluate existing site drainage for compatibility with new drainage improvements
 - Drainage improvements
 - Erosion repair method and design details
 - Provide final grading plan
 - Provide final site stabilization method
- e) Bi-weekly in-house project team meetings

Deliverables:

- Design elements in conformance with industry standards following FAA standards and guidelines that will be incorporated into the contract documents drawings for bidding and construction (90% and final submittals)

Task 6 – General Tasks

During the course of providing professional design services, certain general tasks will be required in conjunction with the deliverables. PAE's specific responsibilities/activities consist of:

- a) Prepare predesign conference agenda based on FAA predesign conference checklist (EG 2013-04) and conduct predesign conference call with City and FAA. Also includes preparation of predesign conference minutes
- b) Construction Phasing Plan to minimize airport impacts.
- c) FAA Construction Phasing and Safety Plan (CSPP) in accordance with AC 150/5370-2H. Includes draft submittal to City and FAA, followed by incorporation of comments and final document submittal.
- d) Development of FAA Construction Safety and Phasing Plan drawings (Up to 5 drawings)
- e) Prepare Design Report per FAA NW Mountain Region Engineering Guidance 2013-04 (90% and final submittals)
- f) Prepare draft grant application including project sketch for City submittal to FAA.
- g) Prepare uniform report of DBE awards or commitments and payments for engineering contracts/expenditures

Deliverables:

- Predesign conference agenda and meeting minutes to City and FAA
- Draft and final CSPP submittal to FAA
- Design report
- Draft grant application
- Uniform report of DBE awards or commitments and payments for engineering design contracts/expenditures for City submittal to FAA

Task 7 – Construction Documents – Storm Pipe Rehabilitation and Outfall F Erosion and Slope Repair

Documents for construction will incorporate consultant's elements of work for bidding and construction of project. PAE's specific responsibilities/activities consist of:

- a) Create construction drawings incorporating design concepts (Approximately 15 drawings)
- b) Technical Specifications (FAA AC 150/5370-10H) – Includes General Requirements and approximately 15 technical specifications. Includes submittal of specifications showing "Project Specific Specification Adjustments" in a track changes format at 90% submittal documenting all proposed changes to FAA boilerplate (required to clarify, update references to standards that are no longer current, meet the specific needs of the project, and/or provide enhancement to FAA boilerplate). Also includes submittal of "Project Specific Specification Adjustments" justification form for FAA review/determination of approval for all changes proposed to FAA boilerplate followed by a signed copy of the form for approved changes.
- c) Prepare draft Legal Specifications for FAA and City review
- d) Incorporate City requirements into legal specifications
- e) Construction Quantities – preliminary, 90% and final submittals
- f) Construction Cost Opinion – preliminary, 90% and final submittals

- g) Compile, prepare, and print contract documents

Deliverables:

- 90% design submittal package to City and FAA for review and comment
- Final design submittal package to City and FAA
- Full size bid drawings (1 set) to City
- Contract document with 11x17 drawings to City (4 sets)
- Contract document with 11x17 drawings to FAA Project Manager (1 set)
- Contract drawings in PDF format to FAA Project Manager

Task 8 – Bidding Services – Storm Pipe Rehabilitation and Outfall F Erosion and Slope Repair

PAE will assist City Staff, attend onsite meetings, and review bids with City, FAA, and Contractors for proposed work. PAE's specific responsibilities/activities consist of:

- a) Assist City with text and publishing of bid advertisement
- b) Prepare project files for advertisement on ORPIN website
- c) Respond to questions during bidding process
- d) Prepare addenda as required
- e) Prepare and conduct pre-bid conference at the airport (site visit). It is anticipated that the PM and design engineer will attend the pre-bid conference
- f) Review bid proposals, prepare bid abstract with recommendations for bid acceptance and assist in necessary approvals for awarding the contract

Deliverables

- Draft bid advertisement
- Project files for advertisement on ORPIN website
- Pre-bid conference agenda and meeting minutes
- Addenda, if required
- Bid abstract and bid tabulation
- Recommendation to award letter

Task 9 – Bidding Services – Fish Passage Mitigation Site

PAE will assist City Staff, attend onsite meetings, and review bids with City, FAA, and Contractors for proposed work. PAE's specific responsibilities/activities consist of:

- a) Assist City with text and publishing of bid advertisement
- b) Prepare project files for advertisement on ORPIN website
- c) Respond to questions during bidding process. This may require input from the environmental subconsultant
- d) Prepare addenda as required
- e) Prepare and conduct pre-bid conference at the airport (site visit). It is anticipated that the PM and a representative from the environmental subconsultant will attend the pre-bid conference

- f) Review bid proposals, prepare bid abstract with recommendations for bid acceptance and assist in necessary approvals for awarding the contract

Deliverables

- Draft bid advertisement
- Project files for advertisement on ORPIN website
- Pre-bid conference agenda and meeting minutes
- Addenda, if required
- Bid abstract and bid tabulation
- Recommendation to award letter

ADDITIONAL EXCLUSIONS

This Scope of Services is completed upon opening of bids and Engineer's recommendation for award of construction contract to the City. It is anticipated that a Construction Administration/Services During Construction contract will be negotiated with the City prior to construction that will cover construction related activities required during project award, project construction and project close-out.

This scope of services does not include performance of any further special studies or services beyond those specifically stated. Should the project be found to require further studies or services, a revised scope and fee additions will be proposed.

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**EXHIBIT B
TO
TASK ORDER NO. 5**

**SCOPE OF SERVICES FOR
STORM PIPE REHABILITATION AND OUTFALL F EROSION AND SLOPE REPAIR
SERVICES DURING CONSTRUCTION**

**NEWPORT MUNICIPAL AIRPORT
AIP Project No. 3-41-0040-027-2020**

PROJECT DESCRIPTION

This project consists of the following principal construction elements scheduled to occur in 2020:

- In-place lining of two existing 48" concrete pipes that are approximately 70-90 feet below ground surface.
- Repair and stabilization of a slope failure east of Outfall F.

CONSULTANT ELEMENTS OF WORK

Precision Approach Engineering, Inc. (PAE) will provide construction administration and observation to assist the City of Newport (City), with subconsultants, as noted, and listed in the Scope of Services below. Construction of improvements will follow the project Contract Document and the Federal Aviation Administration (FAA) standards and guidelines.

SERVICES DURING CONSTRUCTION (SDC) - SCOPE OF SERVICES

• **Task 1 – Project Administration/Management**

PAE will manage internal project efforts, coordination with the City, FAA, airport users, and subconsultants shown in this scope of services. PAE's specific responsibilities/activities consist of:

- a) Client communications and information exchange
- b) Coordination with subconsultants (environmental and survey)
- c) Project management/administration
- d) City/FAA/contractor/user coordination
- e) In-house file and network management
- f) Project invoicing

Deliverables

- Monthly invoices

• **Task 2 – Contract Award**

PAE will assist City staff with contract award. PAE's specific responsibilities/activities consist of:

- a) Assist City with writing/issuing the Notice to Proceed (NTP)
- b) Prepare conforming contract documents containing contract, bonds, proposal, and other signature forms
- c) Prepare and conduct pre-construction conference (per FAA AC 150/5370-12B). Assumes Project Manager and Resident Observer will attend
- d) Review and coordinate revisions to Contractor's proposed work schedule

Deliverables

- Draft NTP for City use
- Conforming contract documents
- Preconstruction conference agenda/checkoff list
- Preconstruction meeting minutes

• **Task 3 – Pre-construction Work**

PAE's specific responsibilities/activities consist of:

- a) Incorporate addenda and provide electronic drawing files to Contractor – 15 drawings (requires converting CAD files prior to providing to Contractor)
- b) Review Contractor submittals and material certifications (estimate 10-15 submittals)
- c) Review Contractor-provided quality control plan and provide 1 round of comments to Contractor
- d) Review Contractor-provided Safety Plan Compliance Document (SPCD) to the Construction Safety and Phasing Plan (CSPP) and provide comments to Contractor
- e) Set up construction files
- f) Project Manager and construction observer attend airport stakeholders and users project kickoff meeting

Deliverables

- Electronic drawing files to City and Contractor
- Submittal review comments
- Quality Control Plan review comments
- Safety Plan Compliance Document review comments

• **Task 4 – Construction Services – Assume 90 Calendar Days of Onsite Construction Duration.**

- a) Project Manager Services During Construction Management/Coordination. PAE's specific responsibilities/activities also include:
 - Correspondence with City, FAA, and Contractor
 - Participate in weekly progress/safety meetings with City and Contractor, review work completed and work in progress. Assume 10 work days onsite.
 - Review Tenant/Airport Operations during construction
 - Prepare contract change orders and supplemental agreements with associated cost justifications as necessary
 - Respond to Contractor's requests for information (RFI)
 - Conduct substantial completion walkthrough
 - Prepare punch list items as necessary
 - Construction administration and coordination with construction observer
- b) Construction Observation and Administrative Support – Assume 90 Calendar Days of Onsite Construction - Provide one, part-time construction observer to monitor general conformance with plans and specifications for up to 34 hours per week of field and office time. In addition to construction observation, onsite construction observation also includes:
 - Correspondence with Contractor and City
 - Prepare daily and weekly inspection reports; weekly inspection reports to follow FAA format and will include photos representing work performed for period (approximately 4 photos per report)

- Participate in weekly progress/safety meetings with Contractor and City
- Coordinate with users/airport operations at the beginning and end of each phase during construction
- Assist with preparation of pay estimates for Contractor's completed work, including field measurements and CAD time to verify quantities
- Prepare monthly letter to the City recommending Contractor payment
- Review Contractor's quality control and acceptance testing results
- Assist with preparation of contract change orders and supplemental agreements as required
- Collect Contractor's certified payroll and periodically check wage rates for conformance to contract requirements, includes admin time
- Perform wage rate interviews
- Conduct substantial completion inspection with City
- Prepare punch list items as necessary
- Prepare draft substantial completion letter for City use

Deliverables

- Weekly inspection reports to City and FAA
- Monthly pay estimates including a letter recommending payment to Contractor
- Contract change orders/supplemental agreements/RFI responses if required
- Wage rate interviews
- Punch list documenting construction deficiencies noted during substantial completion inspection
- Draft substantial completion letter for City use

• Task 5 – Project Closeout (per NWMR Engineering Guidance 2013-12)

- a) Project Manager and construction observer to coordinate and attend final inspection
- b) Collect and verify DBE data to be included in final report
- c) Obtain release of liens from prime contractor and subcontractors
- d) Draft final completion letter for City use
- e) Create Electronic AutoCAD Record Drawings from Contractor-provided markups and prepare electronic and printed sets of deliverables
- f) Review final project test results and final survey.
- g) Prepare and submit FAA-format Final Report (per FAA checklist for final construction report requirements EG 2013-12), to include project financial information which will require coordination with City records
- h) DBE Reporting - Provide summary of DBE Engineer and Contractor participation (draft FAA "Uniform Report of DBE Awards or Commitments and Payments) for input into db-connect system

Deliverables

- Final inspection and acceptance letter
- AutoCAD record drawings to City, PDF record drawing file to City and FAA
- Final close-out reports
- Annual DBE reporting

- **Additional Services - Subcontracted**

Miscellaneous Survey Support

Survey subconsultant will provide miscellaneous field and office survey support. The specific responsibilities/activities consist of:

- a) Miscellaneous quality control and verification survey work as requested by PAE (approximately 2 days total of field survey work)
- b) Confirmation of survey control submitted by Contractor

Environmental Support

Subconsultant will provide miscellaneous field and office support services during construction. The specific responsibilities/activities consist of:

- a) Oversee isolation of work area from waterway and salvage any fish from work area prior to dewatering. Work includes obtaining fish salvage permit, coordination with Oregon Department of Fish and Wildlife, and up to three days onsite and travel time

EXCLUSIONS

This scope of services provides for general review of the Contractor's work for general conformance with the contract documents and does not include performance of any further special studies or services beyond those specifically stated. Should the project be found to require further studies or services, a revised scope of services and fee proposal will be required.

The following items are specifically excluded from this scope of services:

- Material Testing –All material testing is to be scheduled, paid, and performed by independent testing laboratory hired by the Contractor. Construction services associated with testing will include review of test results for conformance with project specifications.
- Project Construction Survey – Project construction survey to be performed by a State licensed Professional Land Surveyor, hired and paid for by the Contractor.

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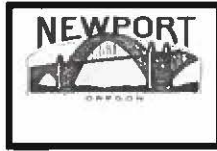
**EXHIBIT C
to
TASK ORDER # 5**

STORM PIPE REHABILITATION AND OUTFALL F EROSION AND SLOPE REPAIR

**NEWPORT MUNICIPAL AIRPORT
PROJECT NO. AIP 3-41-0040-027-2020**

**OREGON
2020 STANDARD LABOR RATES**

Classification	2020 Rate
ADMIN 1	\$75.00
ADMIN 2	\$87.40
ADMIN 3	\$100.80
ADMIN 4	\$112.20
ADMIN 5	\$125.40
ADMIN 6	\$138.00
TECHNICIAN 1	\$100.60
TECHNICIAN 2	\$112.20
TECHNICIAN 3	\$125.40
TECHNICIAN 4	\$140.40
TECHNICIAN 5	\$157.20
TECHNICIAN 6	\$176.00
TECHNICIAN 7	\$195.40
ENGINEER 1	\$125.80
ENGINEER 2	\$141.20
ENGINEER 3	\$154.20
ENGINEER 4	\$170.80
ENGINEER 5	\$195.40
ENGINEER 6	\$221.80
ENGINEER 7	\$249.60
ENGINEER 8	\$278.60
ENGINEER 9	\$312.00



**AUTHORIZATION FOR
AGREEMENTS, MOUs, OR
OTHER DOCUMENTS OBLIGATING
THE CITY**

All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.

Document: Task Order no. 5 S.P.R.O.E service during construction Date: 12/16/2020

Statement of Purpose: Engineering Services Agreement between City of Newport and Precision Approach Engineering

Department Head Signature: _____

Remarks, if any: _____

City Attorney Review and Signature: David W. Allen Date: 12/16/2020

Other Signatures as Requested by the City Attorney: _____

	Signature	Name/Position
Budget Confirmed:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Date: _____
Certificate of Insurance Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
City Council Approval Needed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date: <u>6/15/2020</u>

After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: [Signature] Date: 12-16-20

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: [Signature] Date: 12/23/2020

Date posted on website: 12/23/20

