

CITY OF NEWPORT
TASK ORDER NO. 01
TO ENGINEERING SERVICES AGREEMENT
FOR ENGINEERING DESIGN SERVICES
PROJECT: SOUTH BEACH UTILITY UNDERGROUNDING COORDINATION

This TASK ORDER NO. 01 to the Engineering Services Agreement dated April 9, 2021, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services Inc. (ENGINEER).

A. SCOPE OF SERVICES

CITY agrees to utilize the services of ENGINEER and ENGINEER agrees to perform engineering services as defined within the scope of work.

This PROJECT will include the following:

South Beach Utility Undergrounding Coordination

B. 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.

C. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement.
2. Services provided under this Task Order No. 01 shall not exceed One Hundred Fifty-Seven Thousand One Hundred Sixty-Eight Dollars and 00/100 (\$157,168.00).

D. MISCELLANEOUS

All terms and conditions of the Engineering Services Agreement apply to this Task Order No. 01 as though fully set forth therein. In the event of a conflict between this Task Order No. 01 and the Engineering Services Agreement, the terms of this Task Order No. 01 shall apply.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No. 01.

CITY OF NEWPORT:

By: 

Title: City Manager

Date: 5-26-21

Civil West Engineering Services, Inc.

By: 

Title: Principal

Date: 5/18/2021



Rogue Valley Office
830 O'Hare Parkway, Ste. 102
Medford, OR 97504
541-326-4828

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

Willamette Valley Office
213 Water Ave NW
Albany, OR 97321
541-223-5130

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

ENGINEERING SCOPE OF SERVICES

Date: May 7, 2021

Work Order Number:

To: Chris Janigo, Interim City Engineer/Senior Project Manager, City of Newport ("City")

From: Timothy Gross, Civil West Engineering Services, Inc. ("CWE")

RE: **South Beach Utility Undergrounding Coordination**
Civil West Project Number: to be assigned

The purpose of this engineering proposal is to outline and describe the Proposed Scope of Services to provide coordination for the undergrounding of utilities in the South Beach area of Newport. The scope of services and estimated fee is intended to cover work with an anticipated start date of May 17, 2021.

Background Summary

Beginning in 2017, the City of Newport initiated the design of Phase 1 of a three phase utility undergrounding project to bury all overhead utilities in the South Beach area along SE Ferry Slip Road from the intersections of SE Marine Science Drive to SE Ash Street, including the utilities along some of the immediately adjacent streets including SE 32nd and SE 35th. Beginning in the Fall of 2019 through the Spring of 2020, the City contracted with Earthworks Excavation to have conduit, pull boxes, vaults and other associated underground infrastructure installed throughout the project area. To date, lines rerouted in conduit since ODOT project started.

Concurrent to the undergrounding project, the City has been coordinating with the Oregon Department of Transportation (ODOT) for the design of the Hwy 101 and 35th Street Signalization Project which is included in the 2021 STIP, with an anticipated construction in the Fall of 2021. This project necessitates the relocation of some utilities. While some conduit, pull boxes, and vaults have been installed as part of the City's undergrounding project in anticipation of this work, additional underground conduit and infrastructure will be installed as part of the ODOT project.

The City has identified a need for coordination assistance in managing the implementation of Phase 3 of the project. Phase 3 includes the undergrounding of services to each individual lot in the project area. Phase 3 coordination will include coordination between the City Engineering/Public Works/Building Department, utility providers, electricians, general contractors and property owners. Although Phase 2 must be complete to implement Phase 3, Phase 3 is anticipated to involve so much coordination that the City recognizes the need to begin that coordination concurrent to Phase 2 implementation.

Part A: Scope of Work

This proposal provides an initial quantity of time to spend in this coordination effort. CWE proposes to provide an average of 13 hours per week from our Project Coordinator on an ongoing basis to coordinate the work for Phase 3. As needed and anticipated, occasional assistance and design support from a Senior Engineer (average 4 hours/week) and other CWE staff will be necessary and is accounted for in this proposal.

Although there are certain tasks outlined below, it is understood CWE is at the disposal of the City and will be an active and proactive partner in ensuring this project is successfully completed. There may be work, tasks, and direction from the City not identified herein that CWE will respond to and support the City in. The budgeted hours above are essentially for the City to use at your discretion, as needed, and as coordinated. CWE will reach out to the City with a scope amendment request to increase hours if it becomes necessary.

Task 1 – Project Administration and Management. Under this task, we will provide administrative services to conduct an orderly and well-managed project. We will also provide engineering oversight and support to our designated Field Representative and Project Coordinator, as there may be questions arise and the need for additional professional and clerical assistance. We recommend weekly (or as determined by the project schedule and City) coordination meetings so communication is regular.

Task 2: Phase 2 Coordination. Phase 2 coordination will primarily involve coordination between the City Engineering/Public Works and utility providers. CWE will serve as the point of contact on behalf of the City with the utility companies during construction, will oversee the facilitation of right-of way permit requirements, coordination of schedules, and providing notification and coordination with adjacent property owners of construction impacts. It is anticipated that the bulk of construction management for this phase will be handled by the individual utility providers, and most duties will involve keeping lines of communication open between all stakeholders.

Deliverable: CWE will provide the City with a monthly report detailing the work performed by CWE staff the previous month and the status of the undergrounding of each individual utility within the project area.

Task 2: Phase 3 Coordination. Phase 3 coordination will include coordination between the City Engineering/Public Works/Building Department, utility providers, electricians, general contractors and property owners and is anticipated to occur concurrent to Phase 2 implementation. Work tasks in Phase 3 are anticipated as follows:

- CWE will review each property in the project area with the property owner or manager and utility providers to determine how undergrounding to the property will need to occur.
- CWE will solicit quotes from electricians and general contractors in conformance with City procurement guidelines for necessary underground and building modifications to facilitate service undergrounding from Phase 2 installed infrastructure.
- CWE will work with property owners to obtain rights-of-entry for the City and its contractors to perform necessary work.



- CWE will work with electricians and general contractors to assist in preparing proper documentation for building permits.
- CWE will provide construction management and support including maintaining open communication between City Engineering/Public Works/Building Department, utility providers, electricians, general contractors and property owners.

Deliverables: CWE will provide the City with a monthly report detailing the work performed by CWE staff the previous month and the status of the undergrounding of each individual property within the project area.

Task 3: Conduit Design. There is specific design work needed independent to the above coordination work. There are generally two designs: (1) Underground conduit approximately from 35th to 40th Street on the west side; and (2) Street light along Ferry Slip Road, approximately from Marine Science Drive to 35th Street. We will work with PUD and coordinate pull box locations, etc. We will prepare the design plan set for the contractor. We anticipate survey work (two days) will be necessary to locate utilities unless the City already has the necessary data (we do not anticipate topo work, only utility locates).

Task 4: Reimbursables. This task will include allowances for project costs related to reimbursable expense items, including reproduction, postage, shipping, and other production costs as well as mileage, per diem, lodging, and other reimbursable expenses required during the project.

Part C: Exceptions

The following are not included in this proposal:

- Geotechnical analysis or survey.
- Permitting. Permit applications will be conducted by the various utilities, electricians, and general contractors.
- Other tasks not specifically identified in this proposal.

Part C: Project Fee Proposal (T&M, Hourly Rate)

We propose to perform the above work on a Time and Materials (T&M) basis. CWE will invoice the City monthly based on the hours spent pursuant to the 2021 Rate Schedule attached hereto. A breakdown of the proposed fee is provided below for purposes of indicating the level of work anticipated and how we derived at the proposed overall fee. However, our invoices will reflect one budget number and hours will be attributed towards the project as a whole. If additional support or time is required beyond these allowances, in particularly for additional construction management support, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2021 Rate Schedule attached hereto.

The proposed hours include Project Manager support for answering Project Coordinator questions, reviewing field issues, quality control reviews, and coordination with the City. Additional administrative support has been added for administration, project record management, clerical, and technician (drafting) support.



City of Newport South Beach Utility Undergrounding Coordination - Scope of Services

Support Role	Engineering Fee Structure							Total Fee
	Principal Engineer	Project Manager	Project Engineer	Engineering Technician	Field Survey	Clerical	Total Hours	
	\$165.00	\$150.00	\$134.00	\$114.00	\$188.00	\$52.00		
Administration	52						52	\$8,580.00
Project Manager Oversight and Support		156					156	\$23,400.00
Project Coordinator			676				676	\$90,584.00
Technician / Drafting Support				156			156	\$17,784.00
Administration, Clerical Support as needed						156	156	\$8,112.00
Conduit Design		16	8	24	20		68	\$6,208.00
Total Support	52	172	684	180	20	156	1264	\$154,668.00
Reimbursables								\$2,500.00
Total	52	172	684	180		156	1264	\$157,168.00

We are grateful for this opportunity to provide these services. 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.

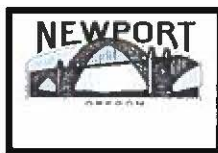


Keven T. Shreeve, PE
North Coast Regional Manager



Civil West Engineering Services, Inc. - 2021 Class B Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Principal Engineer	\$165
Project Manager	\$150
Senior Project Engineer	\$145
Project Engineer	\$134
Engineering Technician	\$114
Staff Engineer	\$84
Inspector 1	TBD
Inspector 2	\$134
Inspector 3	\$114
Engineering Intern	\$50
Clerical	\$52
Surveying	
Senior Surveyor (PLS)	\$150
Senior Survey Technician	\$120
Survey Technician	\$103
1-person Survey Crew	\$160
2-person Survey Crew	\$188
3-person Survey Crew	\$225
REIMBURSABLES	
Mileage - or current IRS Rate	\$0.575
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%





**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: Professional Services Agreement - Task Order #01 - South Beach Utility
Undergrounding
Date: 5/26/21

Statement of Purpose: Coordinate Phase 3 of South Beach Utility Undergrounding

Department Head Signature: [Signature]

Remarks, if any: None

City Attorney Review and Signature: [Signature] Date: 5/27/2021

Other Signatures as Requested by the City Attorney: _____

Name/Position

Date: _____

Budget Confirmed: Signature Yes ☒ No ☐ N/A ☐

Certificate of Insurance Attached: Yes ☐ No ☐ N/A ☒

City Council Approval Needed: Yes ☒ No ☐ Date: 5/17/21

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: 05-26-21

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: 5/27/2021

Date posted on website: 6/3/21