

CITY OF NEWPORT
TASK ORDER NO. 8
TO PROFESSIONAL SERVICES AGREEMENT
(CONSULTANT OF RECORD)
FOR CIVIL ENGINEERING SERVICES

This TASK ORDER NO. 8 to the Professional Services Agreement dated April 9, 2021, hereinafter called Agreement, between the City of Newport, (CITY), and HHPR (ENGINEER).

A. SCOPE OF SERVICES

CITY agrees to utilize the services of ENGINEER and ENGINEER agrees to perform design and permitting services as required by the CITY for the rectangular rapid flashing beacon project SET FORTH IN Attachment A.

B. CITY'S RESPONSIBILITIES

CITY to provide ENGINEER with the following information:

- 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.
- CITY shall provide timely review of submitted products (1-week turnaround), as appropriate.

C. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in the fee schedule in Attachment B.
2. Services provided under this Task Order may be a single project whose fee does not exceed twenty-five thousand three hundred ninety dollars (\$25,390).

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. 8.

CITY OF NEWPORT:

Signature: Dr. R. Nebel

Name: Spencer R. Nebel

Title: City Manager

Date: 05-26-21

HHPR:

Signature: Chris A. Beatty

Name: Chris Beatty, PE

Title: Associate Principal

Date: 05-26-2021



**Harper
Houf Peterson
Righellis Inc.**

TO: CHRIS JANIGO, P.E.
ACTING CITY ENGINEER
CITY OF NEWPORT, OREGON

FROM: CHRIS BEATTY, P.E.
HARPER HOUF PETERSON RIGHELLIS INC.

DATE: MAY 24, 2021

**RE: PROPOSAL FOR CIVIL ENGINEERING DESIGN SERVICES FOR
DESIGN AND PERMITTING OF RECTANGULAR RAPID BEACON PROJECT
U.S. 101 – SE 32ND STREET, NEWPORT, OREGON
TASK ORDER #8**

ENGINEERS ♦ PLANNERS
LANDSCAPE ARCHITECTS ♦ SURVEYORS

205 SE Spokane Street, Suite 200, Portland, OR 97202
PHONE: 503.221.1131 www.hhpr.com FAX: 503.221.1171

Project Description:

The City of Newport (City) and the Oregon Department of Transportation (ODOT) have the active project under construction in Newport, Oregon. The reference project name is: "U.S. 101 SE 32nd Street – SE 35th Street" (active project). The active project is located in South Beach in Newport Oregon along Highway 101. The active project includes removal of an existing traffic signals with crosswalks at all 4 legs at the SE 32nd Avenue/SW Anchor Way – U.S. 101 intersection. The existing northerly crosswalk on Highway 101 will be eliminated as part of the active project. While the southerly crosswalk on Highway 101 will remain along with the side street crosswalks.

Due to safety concerns and the volume of pedestrian crossing across Highway 101, it is desired to install a Rectangular Rapid Flashing Beacon (RRFB) across Highway 101 at the south side of the SE 32nd Street intersection. A single sided RRFB will be installed on both the east and west side of Highway at the crossing along with a double-sided RRFB in the proposed center median being constructed as active project.

The City has provided HHPR with copies of the active project designed by Quincy Engineering dated 8-6-202. Additionally, the City has provided HHPR copies of plans prepared and constructed for similar project at several crossings along Highway 101 dated 6-21-17. These will be used as the basis of our design along with digital files of the active project to be provided to HHPR by the City.

The City's goal is to have permitted plans from ODOT as soon as possible to avoid impacts to any new intersection improvements constructed under the active project. This would minimize costs and the need to remove and replace brand new infrastructure. HHPR will allocate staff resources to expedite the process as much as possible.

Civil Engineering Scope of Services:

The following is HHPR's understanding of the scope of work that will be required to provide construction documents required for ODOT permitting, bidding, and construction:

Project Management

In addition to the specific tasks listed below, the following project management items will take place throughout the duration of the project:

- HHPR to attend 1 project team meeting either at the City of Newport or ODOT in Salem.

- Coordination with internal staff and Subconsultant DKS to ensure project design is on schedule. NOTE: DKS Associates (DKS) will provide support to HHPR for plan, specification, and estimate review. Additionally, review of material submittals by Contractor during construction.
- Provide communication with agencies, such as the City, ODOT and local utilities, to ensure that the project is in compliance with their standards and no underground conflicts exist. All coordination with the agency will be by telephone or electronic communication.
- HHPR will prepare and submit monthly invoices to the City for payment. The format of the invoices to be determined by the City.

Digital Drawing Base Map Creation

- HHPR will obtain a digital base drawing from the City including topographic information and proposed improvements for the U.S. 101 SE 32nd Street – SE 35th Street Project. The City will coordinate this effort with the active project design firm, Quincy Engineering, to obtain these files. Following receipt of the files, HHPR will establish a base file for this project for use in preparing construction plans.

Assumption: Base drawing format will be in Microstation format. If the City desires conversion to AutoCAD additional fees may be requested depending on the level of effort required.

Construction Document Preparation

- Prepare preliminary (50% & 75%) and final 100% drawings and specifications based upon ODOT and City of Newport Standards, including preparing supplemental general conditions and special provisions. Prepare engineers estimates and complete bid documents.
- DKS will assist HHPR to provide quality control (plan/specification review) and review engineers estimate.
- HHPR anticipates that the City and ODOT will be allocate 2 weeks to complete reviews of the 50%, 75% and final PS&E Packages will take 2 weeks each. HHPR will meet with the City and ODOT to discuss comments from each submittal.

Permitting

- HHPR will coordinate with ODOT to obtain all required permits from ODOT, particularly a right-of-access permit. Additionally, HHPR will coordinate with the City at all times regarding permitting questions and/or issues.
- DKS will provide a Pedestrian Safety Study at US101/SE 32nd Street if required by ODOT. The main elements of a pedestrian study shall typically include the items listed below. It is possible that other data (e.g., transit ridership counts) will be needed depending on what the results of the pedestrian study indicate.
 - Overview of facility
 - Crash Analysis
 - Vehicle & Pedestrian counts
 - NCHRP 562 analysis
 - Recommendations for pedestrian crossing treatments

The ODOT Traffic Manual provides criteria to consider for marking crosswalks, closing crosswalks and installing Pedestrian Actuated Signals. The ODOT Traffic Manual should be consulted when determining recommendations for crossing treatments. DKS will be responsible for completing all deliverables associated with a completed pedestrian study and for recommending, based on the study and the NCHRP 562 report, what type of treatments or devices are appropriate for the crossing. DKS will work with ODOT on crossing treatments that require State Traffic Roadway Engineer approval before making final recommendations. The findings from the evaluation will be summarized into a technical memorandum.

Assumption: No new traffic counts will be conducted. Traffic data collected in 2016 prior to the pandemic and current construction activities will be used for the analysis.

Bidding Assistance / Construction Support

- HHPR and DKS Associates will provide construction services to answer questions, review change orders, review materials submittals, make plan revisions as necessary, provide periodic inspection for conformity, and prepare as-constructed drawings to City.

Assumption: 2 site visits by HHPR and 1 site visit by DKS to provide inspection during construction and/or attendance at punch list walk-through at project substantial completion.

The City will be responsible for formal bidding with a select list of contractors.

Civil Engineering Estimated Fee

Please refer to attached fee schedule.

U.S 101 - SE 32nd Street Rectangular Rapid Beacon Project
Npewort, Oregon
Fee Schedule (5-24-21)
Harper Houf Peterson Righellis Inc.
TASK DESCRIPTIONS

	Proj. Eng	Civil Des.	CAD Tech	Inspector	DKS Assoc.	Expenses	Subtotal
Scope of Services							
01. Project Management	8				\$980	\$250	\$2,790
02. Digital Drawing Base Map Creation		6	2				\$1,080
03. Construction Document Preparation	8	16	8		\$1,940		\$6,700
04. Permitting	10	2	2		\$5,480	\$250	\$8,200
05. Bidding Assistance / Construction Support	6	4	4	8	\$2,950	\$500	\$6,620
Subtotal	32	28	16	8	\$11,350	\$1,000	\$25,390
Hourly Rate	\$195	\$140	\$120	\$120			

Project Grand Total

\$25,390

Newport US101/SE 32nd St RRFB
DKS Budget

	Project Manager \$250	Sr Project Engineer \$200	Project Engr/Planner \$175	Asst Proj Engineer \$130	Project Assistant \$120	CAD/ Graphic \$115	Labor	Expenses*	Subtotal
Task									
Project Management	2	0	0	0	4	0	\$980	\$0	\$980
Permitting (traffic memo)	4	2	12	8	4	4	\$5,480	\$0	\$5,480
Construction Document Preparation	4	0	4	0	2	0	\$1,940	\$0	\$1,940
Bidding Assistance/Construction Support	2	8	4	0	0	0	\$2,800	\$150	\$2,950
TOTALS	12	10	20	8	10	4	\$11,200	\$150	\$11,350

*Expenses include mileage for one roundtrip from Portland to Newport

Harper Houf Peterson Righellis Inc.

Standard Billing Rates For 2021

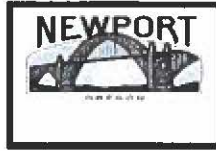
Classification	Standard Rate
Senior Principal	\$ 250.00 /Hr.
Structural Manager	\$ 200.00 /Hr.
Project Manager	\$ 215.00 /Hr.
Project Engineer	\$ 195.00 /Hr.
Construction Manager	\$ 195.00 /Hr.
Senior Scientist	\$ 175.00 /Hr.
Civil Engineer	\$ 165.00 /Hr.
Structural Engineer	\$ 165.00 /Hr.
Senior Planner	\$ 170.00 /Hr.
Senior Landscape Architect	\$ 165.00 /Hr.
Landscape Architect	\$ 145.00 /Hr.
Quality Control Engineer	\$ 215.00 /Hr.
Senior Civil Designer	\$ 165.00 /Hr.
Planner	\$ 150.00 /Hr.
Civil Designer	\$ 140.00 /Hr.
Structural Designer	\$ 140.00 /Hr.
Inspector	\$ 120.00 /Hr.
BIM Specialist	\$ 150.00 /Hr.
Landscape Designer	\$ 120.00 /Hr.
Scientist	\$ 120.00 /Hr.
Assistant Planner	\$ 110.00 /Hr.
CAD Technician	\$ 120.00 /Hr.
CAD Technician II	\$ 100.00 /Hr.
Survey Manager	\$ 195.00 /Hr.
Project Surveyor	\$ 170.00 /Hr.
Survey Technician	\$ 130.00 /Hr.
Survey Crew (Crew Chief)	\$ 130.00 /Hr.
Survey Crew (Instrument Person)	\$ 95.00 /Hr.
Senior Clerical	\$ 145.00 /Hr.
Graphics Artist	\$ 145.00 /Hr.
Clerical	\$ 105.00 /Hr.

Expenses

Mileage - IRS Rate	\$ 0.560 /Mi.
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Reimbursables	At Cost With 5% Mark-Up
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Sub-Consultants	At Cost With 5% Mark-Up
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**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 TO #8 - 32nd St RRFB Design and Permitting
Date: 5/25/21

Statement of Purpose: Pedestrian RRFB at SW 32nd St and Hwy 101. Design and Permitting

Department Head Signature: _____

Remarks, if any: None

City Attorney Review and 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: _____

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: _____

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: _____

Date: 5/27/2021

Date posted on website: 6/3/21