

**CITY OF NEWPORT**  
**TASK ORDER NO. 02**  
**TO ENGINEERING SERVICES AGREEMENT**  
**FOR ENGINEERING DESIGN SERVICES**  
**PROJECT: PUBLIC WORKS AUGMENTATION GENERAL SERVICES**

This TASK ORDER NO. 02 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:

PUBLIC WORKS AUGMENTATION GENERAL SERVICES

**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**

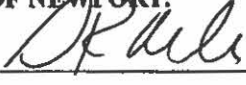
1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement.
2. Services provided under this Task Order No. 02 shall not exceed Thirty-Four Thousand Nine Hundred Eighty-Four Dollars and 00/100 (\$34,984.00) as listed under Part 1 - Initial Support Services (4-weeks) in the attached engineering scope of services.

**D. MISCELLANEOUS**

All terms and conditions of the Engineering Services Agreement apply to this Task Order No. 02 as though fully set forth therein. In the event of a conflict between this Task Order No. 02 and the Engineering Services Agreement, the terms of this Task Order No. 02 shall apply.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No. 02.

**CITY OF NEWPORT:**

By: 

Title: City Manager

Date: 6/25/21

**Civil West Engineering Services, Inc.**

By: 

Title: Principal

Date: 6/18/21



**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

**Albany Office**  
937-3 Geary Street  
Albany, OR 97321  
541-223-5130

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

## **ENGINEERING SCOPE OF SERVICES**

**Date:** June 17, 2021

**Work Order Number:**

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

**From:** Keven Shreeve, PE, Newport Area Manager, Civil West Engineering ("CWE")

**RE:** **City of Newport – Public Works Augmentation General Services 2021**  
Civil West Project Number: 2302-045

The City of Newport Public Works Department, due to lack of key staff positions and an abundance of projects, is in need of staff augmentation for the next several months (20-weeks minimum). The City has requested the equivalent of a 40-hour full time engineer plus other supporting technical assistance from Civil West as needed. This scope/fee is broken into two parts: (1) Initial Task Order for immediate work and support (approximately 4-weeks); and (2) Addendum for the following 16-weeks.

### **Background Summary**

Due to being understaffed and an influx of important City projects, the City of Newport Public Works Department needs help with various tasks and projects. The City has retained Civil West to augment their staff and help as directed by the City Engineer. At present, the City has specifically asked for assistance with the following projects: Yaquina Tank Rehabilitation; Water Treatment Plant Filter Expansion; and Harbor Drive Storm Drain.

### **Part A: Scope of Work – General Description of Anticipated Work and Tasks**

Civil West will provide professional engineering support as outlined below. CWE has available seasoned engineers ("CWE Engineers") who can provide valuable insight, project management, and technical expertise to the City. The City will also have full access to all resources that reside in Civil West Engineering. The City Engineer will assign the respective CWE Engineer to the project(s) as he sees fit. The City recognizes there may be some time needed to get the CWE Engineers up to speed with the various City projects.

It is the intent of the City for the CWE Engineers, once engaged on a project, to be proactive and do assigned and needed unassigned work of their own volition. The Engineer will have regular project coordination meetings with the City Engineer. No project decision will be made without first consulting the City Engineer and receiving direction from him.

Per the projects above, the majority of the time will be managing the design and construction of various projects. CWE Engineers anticipate coordinating and working with other professional consultants, contractors, utility companies, the public, etc. Other tasks may also be assigned by the City Engineer such as various field work (inspections), construction management, private development design and construction plan reviews, etc. The above is not intended to be all inclusive. The Engineer is at the full disposal of the City Engineer to assist wherever and however necessary.

Primary engineering support will come from the CWE Newport office. It is understood the CWE Engineers will not reside at City Hall. CWE Engineers will be responsible to coordinate with the City Engineer and juggle their time, demands, and deadlines to fully provide the City the full support needed and requested. It is anticipated some design support may come from other offices. As such, a small reimbursable charge has been included for lodging and per diem expenses.

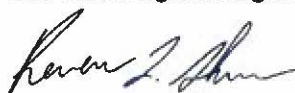
**Part B: Retainer for Services (Lump Sum per Month)**

Civil West will invoice the City on a monthly basis according to the hours spent per the fees below (i.e. 2021 Fee Schedule). Specific invoices for each project worked on will be generated, requiring staff to track their time on the specific project. This augmentation support is anticipated to be for several months, 20-weeks used here for estimating purposes. The following breakdown represents the commitment to the City and the level of service (number of hours) we anticipate providing for 20-weeks – support time beginning when authorized by the City. The breakdown below also establishes a ballpark cost for this augmentation work; however, the exact number of needed weekly support hours is unknown, the time commitment for any CWE staff member may increase or decrease as necessary.

Hours/ week	Support Role	Engineering Fee Structure					Total Fee
		Principal Engineer (Keven)	Project Manager (Tim)	Senior Project Engineer	Project Engineer	Clerical	
		\$165.00	\$150.00	\$145.00	\$134.00	\$52.00	
<b>Part 1 - Initial Support Services (4-weeks)</b>							
2	Administration	8					\$1,320.00
4	Management, Engineering Support as needed		16				\$2,400.00
40	Engineering Support as assigned			160			\$23,200.00
12	Engineering Support as assigned				48		\$6,432.00
4	Administration, Clerical Support as needed					16	\$832.00
	Reimbursables (lodging, per diem, etc.)						\$800.00
	<b>Part 1 Augmentation Support</b>	<b>8</b>	<b>16</b>	<b>160</b>	<b>48</b>	<b>16</b>	<b>\$34,984.00</b>
<b>Part 2 - Support Services (16-weeks)</b>							
2	Administration	32					\$5,280.00
4	Management, Engineering Support as needed		64				\$9,600.00
40	Engineering Support as assigned			640			\$92,800.00
12	Engineering Support as assigned				192		\$25,728.00
4	Administration, Clerical Support as needed					64	\$3,328.00
	Reimbursables (lodging, per diem, etc.)						\$3,200.00
	<b>Part 2 Augmentation Support</b>	<b>32</b>	<b>64</b>	<b>640</b>	<b>192</b>	<b>64</b>	<b>\$139,936.00</b>
	<b>Totals</b>	<b>40</b>	<b>80</b>	<b>800</b>	<b>240</b>	<b>80</b>	<b>\$ 174,920.00</b>

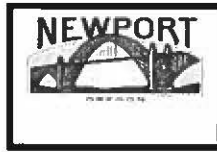
We are grateful for this opportunity to provide these services to the City of Newport. We look forward to working with you on many important projects the City is undertaking.

Sincerely,  
Civil West Engineering Services, Inc.



Keven T. Shreeve, PE  
Newport Area Manager





**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 #2 - PW Augmentation General Services

Date: 6/18/21

Statement of Purpose: General Support

Department Head Signature: \_\_\_\_\_

Remarks, if any: FY 2021-2022 Professional Services

City Attorney Review and Signature: \_\_\_\_\_

Date: 6/18/2021

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: 1/19/21

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: \_\_\_\_\_

Date: 6/20/21

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: 7/8/2021

Date posted on website: \_\_\_\_\_