



CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK RETAINER SERVICES FOR FISCAL YEAR 2022

June 30, 2021

1. BACKGROUND




The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic planning services in FY2022 to advance its ongoing fundraising efforts for planned and existing public works projects. The following Contractual Scope of Work describes the activities, schedule, and cost for monthly retainer services in FY2022 similar to the general retainer services Dig Deep has provided the City in recent years.

2. OBJECTIVES

The Dig Deep team has successfully partnered with the City to raise capital funds since 2012. Dig Deep will continue to support the City's long-term efforts to secure external funding for capital and infrastructure improvements. The activities included in this scope are intended to keep the City informed of key milestones, anticipated timelines, planned funding pursuits, leverage potential, and anticipated outcomes. Dig Deep will continue to develop funding strategies for planned public works projects and will help City staff adhere to reporting requirements for active grants and pending grant requests.

3. APPROACH

Activities

-  Conduct project management activities including meeting with City staff 1-2 times per month and provide on-going, ad-hoc updates to City staff.
-  Continue to advance long-term funding efforts for the City's capital projects.
-  Continue to increase the City's capacity to advance its strategic funding efforts.

- ↓ Continue to help City staff cultivate relationships with targeted funding agencies.
- ↓ Continue to provide grant administration support for government grants (as needed).
- ↓ Provide guidance regarding outcomes indicators and tracking methods.
- ↓ Help analyze data, summarize outcomes, and disseminate results as needed.
- ↓ Help prepare final scopes of work and cost estimates for pending grant applications.

4. TERMS

4.1 Cost

The cost to provide the retainer services outlined above for fiscal year 2022 (7/1/2021 – 6/30/2022) is \$95,000, which includes in-house and subcontract labor. (Excludes travel costs. Requested travel will be invoiced as expenses are incurred).

This task will be billed on July 1 for the full amount per the Grant Consultant of Record Agreement (Section 3.C.) as it serves as a retainer fee to ensure Dig Deep Staff is available for those activities listed above whenever needed, such as the services identified for the Big Creek Dam project.

4.2 Assumptions

- ↓ This Scope allows the City to add additional consulting services at any time during the contract period.
- ↓ The City is responsible for preparing, assembling and submitting funding proposals. Any decision not to submit a proposal for funding will not affect the terms of this contract.
- ↓ Contractual scope must be signed before start of City's FY2022 fiscal year (July 2021).



4.3 Approval

Both parties agree to the provisions outlined in this scope of work.

DIG DEEP RESEARCH, LLC

CITY OF NEWPORT, OR

A handwritten signature in blue ink, appearing to read 'Tia Cavender'.

Tia Cavender, CEO

June 30, 2021

Date

A handwritten signature in blue ink, appearing to read 'Margaret M. Hawke'.

Acting ~~Spencer Nebel~~, City Manager

A handwritten signature in blue ink, appearing to read 'Margaret M. Hawke'.

Date

CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK BIG CREEK DAMS REMEDIATION PROJECT TASK 2.01 - PUBLIC OUTREACH SERVICES

June 30, 2021




1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide a reduced level of professional strategic planning services in FY2022 to advance its ongoing fundraising and awareness efforts for the Big Creek Dam Replacement Project. The following Scope of Work describes the activities, schedule and costs for public outreach services in FY2022.

2. APPROACH

The overall purpose of this engagement is to increase community awareness, which will ultimately help secure funding for the construction of Newport's Big Creek Dams. Due to reduced budget for this task, work described herein represents the reduced Big Creek Dam Public Outreach efforts.

Community Outreach Activities

-  Provide project management for Big Creek Dam outreach activities undertaken by City staff.
-  Conduct limited outreach to stakeholders — community groups, businesses, residents, media, etc. — to engage them in the advocacy efforts using both passive and active methods.
-  Provide ongoing staff support for outreach to specific to stakeholder groups to ensure regular communication as outlined in the Communications Plan.

4. TERMS

4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2022 (7/1/2021 – 6/30/2022) is \$20,000, which includes in-house labor and project expenses. (Excludes travel costs. Any requested travel will be invoiced as expenses are incurred).

This task will be billed monthly at the rate of 1/12th the annual contract, rounded to the whole dollar for 11 months (\$1,666), with the final invoice reflecting the remaining unbilled amount (\$1,674).

This price does not include design and production expenses such as printing, postage, or additional video or other production costs requested by the City. If such expenses are incurred, the City will cover the reimbursements and/or will receive invoices directly from vendors.

4.2 Assumptions

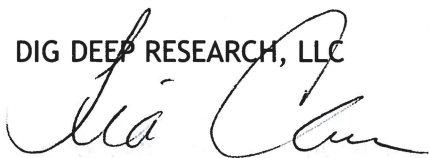


The scope assumes that representatives from the City (e.g., Public Works Director, Mayor) will be actively involved in advancing the work. Specifically, City representatives will be available to attend community outreach meetings and conference calls with legislative officials, community partners, and funding agencies to help advance fundraising efforts.

4.3 Approval

Both parties agree to the provisions outlined in this scope of work.

DIG DEEP RESEARCH, LLC



Tia Cavender, CEO

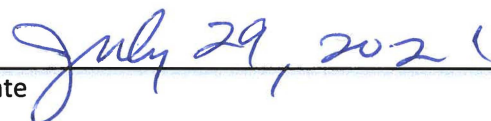
June 30, 2021

Date

CITY OF NEWPORT, OR


Acting Spencer Nebel, City Manager

Date


July 29, 2021

CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK BIG CREEK DAMS REMEDIATION PROJECT TASK 2.02 - STRATEGIC GRANTS SERVICES

June 30, 2021

1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic grants services in FYE2022 to advance its ongoing grant-seeking efforts for the Big Creek Dam Replacement Project. The following scope describes the activities, schedule and cost for strategic funding services in FYE2022.

2. APPROACH

Strategic Grants Activities

- ↓ Continue to advance the strategic funding plan to secure external funding sources for the design and construction of the Big Creek Dam project.
- ↓ Pursue funding for three Federal grants, including those currently in development (e.g., HMGP, BRIC).
- ↓ Continue to engage grant program staff and funding agencies on behalf of the City.
- ↓ Plan and facilitate funder cultivation events.
- ↓ Continue to engage the public to garner support for the project.
- ↓ Perform outreach to key stakeholders to get letters of support / public comments in support of state funding requests.
- ↓ Coordinate with HDR outreach staff regarding NEPA environmental permitting process.



Identify and evaluate new sources of government funding (i.e., CARES Act or COVID-Recovery stimulus funding) that align with Big Creek Dam project.

4. TERMS

4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2022 (7/1/2021 to 6/30/2022) is \$153,100, which includes in-house and sub-consultant labor. (Excludes travel costs. Requested travel will be invoiced as expenses are incurred).

This task will be billed monthly at the rate of 1/12th the annual contract, rounded to the whole dollar for 11 months (\$12,758), with the final invoice reflecting the remaining unbilled amount (\$12,762).

4.2 Assumptions



The City is responsible for submitting funding proposals. Any decision not to submit a proposal for funding will not affect the terms of this contract.

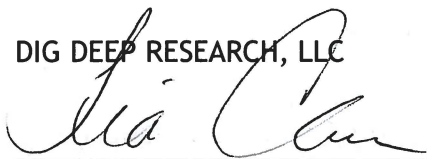


The scope assumes that representatives from the City (e.g., Public Works Director, Mayor) and its technical consultants (i.e., engineering consultant of record) will be actively involved in advancing the work.

4.3 Approval

Both parties agree to the provisions outlined in this scope of work.

DIG DEEP RESEARCH, LLC



Tia Cavender
CEO

June 30, 2021

CITY OF NEWPORT, OR



~~Spencer Nebel~~
Acting City Manager

Date

July 29, 2021

CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK BIG CREEK DAMS REMEDIATION PROJECT TASK 3.01 - STATE GOVERNMENT RELATIONS

June 30, 2021







1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide state government relations services in FY2022 to advance its ongoing fundraising efforts for the Big Creek Dam replacement project. The following Contractual Scope of Work describes the activities, schedule and cost for state government relations services in FY2022.

2. APPROACH

Advance state government relations efforts to engage and inform legislative officials to advocate for legislative funding specifically for Big Creek Dams and new government funding sources for dam remediation.

State Government Relations Activities

-  Identify and track bills, issues, stimulus funds and committee activities relevant to Big Creek Dam and overall dam legislation and funding.
-  Execute legislative funding approach that capitalizes on existing governmental progress.
-  Coordinate and liaise with stakeholders — heads of relevant government agencies, lobbyists, etc. — to ensure consistent messaging to the right legislators.
-  Monitor and participate in activities of administrative agencies to influence policy- and rulemaking decisions.
-  Attend stakeholder meetings and communicate project and policy updates to City.
-  Continue to support relationships between City officials and legislative officials.



Work with the Oregon Legislative Office to prepare materials for Legislative Sessions.

4. TERMS

4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2022 (7/1/2021 to 6/30/2022) is \$99,900, which includes in-house and sub-consultant labor. (Excludes travel expenses. Requested travel will be invoiced as expenses are incurred.)

This task will be billed monthly at the rate of 1/12th the annual contract, or \$8,325 per month.

4.2 Assumptions

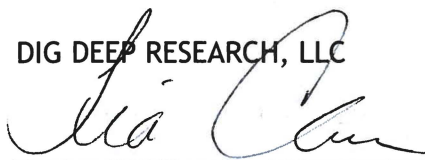


The scope assumes that representatives from the City (e.g., Public Works Director, Mayor) will be actively involved in advancing the work. Specifically, City representatives will be available to attend Legislative Committee Day sessions, and conference calls with legislative officials, community partners, and funding agencies.

4.3 Approval

Both parties agree to the provisions outlined in this scope of work.

DIG DEEP RESEARCH, LLC



Tia Cavender
CEO

June 30, 2021
Date

CITY OF NEWPORT, OR



Spencer Nebel
City Manager

Acting

July 29, 2021
Date

CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK BIG CREEK DAMS REMEDIATION PROJECT TASK 3.02 - FEDERAL GOVERNMENT RELATIONS

June 30, 2021







1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide federal government relations services in FY2022 to advance its ongoing fundraising and awareness efforts for the Big Creek Dam Replacement Project. The following Scope of Work describes the activities, schedule and costs for federal government relations services in FY2022.

2. APPROACH

The purpose of this engagement is to continue to advance federal government relations efforts to engage and inform legislative officials to advocate for legislative funding specifically for Big Creek Dams as well as new government funding sources for dam remediation.

Federal Government Relations Activities

-  Collaborate work and coordination that guide and advance advocacy efforts.
-  Monitor and report on relevant water and appropriations legislation developments.
-  Draft and deliver letters to inform delegation and committee members of positions.
-  Schedule meetings with key federal agency officials, members of Congress, and congressional committee staff in Washington, DC.
-  Coordinate and liaise with federal lobbying subconsultants, legislative officials and other stakeholders including heads of relevant government agencies, special interest groups.
-  Monitor and participate in activities of administrative agencies to influence and rule-making decisions at the federal level.

- ↓ Attend stakeholder meetings and communicate project and policy updates as necessary.
- ↓ Continue to support the cultivation of relationships between City officials and state and federal legislative officials.

4. TERMS

4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2022 (7/1/2021 – 6/30/2022) is \$125,400, which includes in-house labor and sub-consultant labor. (Excludes travel costs. Requested travel will be invoiced as expenses are incurred).

This task will be billed monthly at the rate of 1/12th the annual contract, or \$10,450 per month.

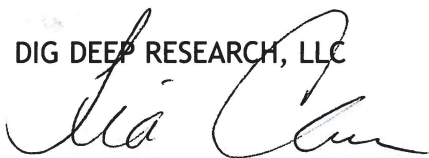
4.2 Assumptions

- ↓ The scope assumes that representatives from the City (e.g., Public Works Director, Mayor) will be actively involved in advancing the work. Specifically, City representatives will be available to attend conference calls and in-person meetings with legislative officials, community partners, and funding agencies to help advance fundraising efforts.

4.3 Approval

Both parties agree to the provisions outlined in this scope of work.

DIG DEEP RESEARCH, LLC



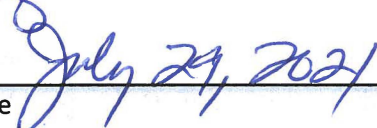


Tia Cavender, CEO

June 30, 2021

Date

CITY OF NEWPORT, OR



Spencer Nebel, City Manager


Date

CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK TASK 5.01 - FEMA HMGP GRANT PURSUIT UNDERBAY CROSSING PROJECT

June 30, 2021






1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide strategic grants services in FYE2022 to advance its underbay crossing mitigation project. The following scope describes the activities and cost for grants services in FYE2022. The City will propose to FEMA a seismic mitigation project to protect against the loss of service and other dangers of damage to a critical City water line, which crosses under Yaquina Bay. The project will create a redundant under bay crossing that meets seismic requirements.

2. APPROACH

Dig Deep will collaborate with City staff and the project's engineer of record to complete a sub-application narrative to Oregon Office of Emergency Management (OEM) in response to FEMA Hazard Mitigation Grant Program Opportunity #4562.

Strategic Grants Activities

-  Prepare and edit narrative responses in the sub-application template provided by OEM.
-  Monitor communications from OEM regarding the program, especially shifting deadlines.
-  Participate in technical assistance (T/A) conference calls/webinars or attend technical assistance workshops and/or agency meetings prior to submission of sub-application.
-  Facilitate T/A requests to OEM/FEMA program officers and correspond with OEM/FEMA T/A providers as needed on behalf of the City and the engineer of record.
-  Advise City and engineer on and review project budgets.

- ↓ Revise drafts and return revisions to City by mutually-agreed upon deadlines.
- ↓ Review and edit for compliance with guidelines attachments such as maps, photos, and letters of commitment or support.
- ↓ Ensure all required Federal forms, certifications and assurances, and other attachments are collected, properly labeled, and prepared for submission to OEM.
- ↓ Create a shared folder from which OEM will retrieve all application files, or follow other application instructions for submitting files as supplied by OEM.
- ↓ Provide clear instructions to City for final submission to OEM.
- ↓ Post-submission, provide the City with copies of all files related to submission: PDF versions and final, editable copies of Word and Excel documents prepared by Dig Deep.

4. TERMS

4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2022 (7/1/2021 to 6/30/2022) is \$35,000, which includes in-house and sub-consultant labor. (Excludes travel costs. Requested travel will be invoiced as expenses are incurred).

This task will be billed monthly until the date of submission, whereupon the remaining balance will be billed in full. Monthly invoices shall equal 1/12th of the contract amount, or \$2,916 per month, with the remaining balance billed upon submission of the grant application.

4.2 Assumptions

- ↓ The City is responsible for submitting funding proposals. Any decision not to submit a proposal for funding will not affect the terms of this contract.
- ↓ The scope assumes that, other than standard federal forms, the engineer of record will be responsible for creating and providing to Dig Deep all documents listed as Required

in "Attachment 1: Required Attachments Checklist," from the list "Additional Required Documents (if applicable)," and from "Attachment 2: Environmental Review Checklist." This includes but is not limited to required technical documents, drawings, maps, photographs, concurrence letters, and documentation of public notices/meetings related to the project, if any.



The scope assumes that representatives from the City (e.g., Public Works Director, Mayor) and its technical consultants (i.e., engineering consultant of record) will be actively involved in advancing the work.

4.3 Approval

Both parties agree to the provisions outlined in this scope of work.

DIG DEEP RESEARCH, LLC

CITY OF NEWPORT, OR

Tia Cavender
CEO

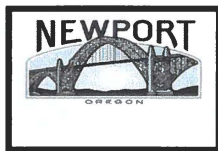
June 30, 2021

Date

Acting
Spencer Nebel
City Manager

July 29, 2021

Date



**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 1.01, 2.01, 2.02, 3.01, 3.02, & 5.01
Date: 7/27/21

Statement of Purpose: Continuing Dig Deeps Task Orders

Department Head Signature: [Signature]

Remarks, if any: _____

City Attorney Review and Signature: [Signature] Date: 7/28/2021

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: 7/19/21

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: [Signature] Date: 7/29/2021

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: _____

Date posted on website: _____