

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.

Date: April 3, 2024

Document: Date: Professional Services Agreement Task Order #12A - Design Development Review

Statement of Purpose: To provide Community Development and Engineering Departments support for plan checks for public improvements relating to private development projects.

Department Head Signature: CBA. Beard

Remarks, if any: _____

City Attorney Review and Signature: Refer to Attached E-mail for Sign-Off Date: 4-3-24

Other Signatures as Requested by the City Attorney: _____

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

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: 4/8/24

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: _____

Chris Beatty

From: David Allen
Sent: Wednesday, April 3, 2024 12:21 PM
To: Chris Beatty
Cc: Derrick Tokos
Subject: Re: HHPR Engineer of Record - Staff Support for Private Development Reviews - Task Order 12
Attachments: COI - City of Newport -FINAL.pdf; Agreement Sign-Off Form.pdf; HHPR - Task Order 12 - FINAL - HHPR Signed.pdf

You can use this e-mail to confirm review of the attached Task Order 12 with revised COI for the sign-off form. TO 12 was put on the March 4 council agenda for discussion purposes only, so you can revise the attached sign-off form to reflect that. Also, make sure to include the attachments to TO 12, as previously reviewed. And, Spencer should first sign the amendment to the COR agreement, as indicated in a previous e-mail. --David

CITY OF NEWPORT
TASK ORDER NO. 12
TO PROFESSIONAL SERVICES AGREEMENT
(CONSULTANT OF RECORD)
FOR CIVIL ENGINEERING SERVICES

This TASK ORDER NO. 12 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 Development Engineering Staffing Support Services as required by the CITY and in conformance with the attached scope of services dated February 22, 2024.

B. CITY'S RESPONSIBILITIES

CITY to provide ENGINEER with the following information:

1. Review staff access to an office work space for in-house meetings and plan reviews during site visits.
2. A copy of the City's comment log and access to Accela, the City of Newport's e-permitting program for review comments entry.
3. A copy of the City's Review for Required Public Improvements Checklist.
4. A copy of the City's Right of Way Permit Checklist.
5. A copy of the City's Standard Detail Drawings.
6. Access to the City's GIS program.
7. HHPR's work schedule will be coordinated with Derrick Tokos - Community Development Director and/or Chris Beatty – Acting City Engineer on an as-needed basis.

C. COMPENSATION


1. CITY shall pay ENGINEER according to the Standard Billing Rates For 2024 set forth in the attached Exhibit A for the Key Personnel identified in the attached scope of services dated February 22, 2024.
2. Services provided under this Task Order shall not exceed \$100,000.

D. 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. 12.

CITY OF NEWPORT:

Signature: 
Name: Spencer Nebel
Title: City Manager
Date: 04/08/24

HHPR:

Signature: 
Name: Beau Braman
Title: Associate Principal
Date: 3/13/2024



TASK ORDER NO. 12
SCOPE OF SERVICES

February 22, 2024

Project Description

The City of Newport Engineering Department is requesting to enter a Task Order Agreement with Harper Houf Peterson Righellis Inc. (HHPR) to provide building permit application plan review assistance, on an as-needed basis. Individuals performing these tasks will evaluate site plans and civil drawings associated with private development ascertain impacts to public services, and ensure compliance with City of Newport municipal code and construction standards. Coordination with public works utility divisions is required for the review of proposed infrastructure. Site visits are also necessary.

Schedule

HHPR's work schedule will be coordinated with Derrick Tokos - Community Development Director. Derrick will be the main contact for the City. Staff in Engineering, including Chris Beatty – Acting City Engineer, and the Public Works Department will be strategically engaged when their expertise is needed. The duration of the contract will be 12-months, after which the City will assess whether or not this contract arrangement is the most efficient, and effective method of carrying out these services while also considering staff capacity in the Engineering Department to meet its responsibilities to the public. Each project review period shall be completed within 30-days of when an application for private development is submitted. Once received, city staff will promptly forward materials to HHPR for review.

Engineering Site Plan Review Scope of Services

Tasks include, but are not limited to, the following:

- ❖ Become familiar with current City documents:
 - Review for Required Public Improvement Checklist
 - Right-of-Way Permit site plan checklist
 - Tree removal standards
 - Construction Standards Manual
 - Construction Standard drawings
 - Right-of-way permit application
 - Current water, wastewater, and stormwater master plans
 - Capital improvement projects, per budget and/or master plans
 - Newport Municipal Code (emphasis on Title V, Chapter 9.10, and Chapters 14.43 to 14.48)
 - 2023 Transportation System Plan
 - ADA Guidelines
 - City GIS
 - City comment log and access to Accela, the City of Newport's e-permitting program for review comments entry

- ❖ Review land use and building permit applications

- Evaluate site plan sufficiency per site plan check list
- Review storm calculations and impact on downstream infrastructure
- Evaluate what additional public improvements may be required and/or waiver of remonstrance for LID participation per standards in NMC Chapter 14.44
 - ◆ Sidewalk extension and ADA compliance
 - ◆ Pedestrian ramps and crossings, and ADA compliance
 - ◆ Extension of water or sewer mains (ODEQ review required)
 - ◆ Street paving and/or extension of street
 - ◆ Emergency vehicle turnaround
 - ◆ Stormwater improvements
- Evaluate work in the right-of-way, proposed or required, and compliance with standards
 - ◆ Tree removal
 - ◆ Curb cuts and driveway approaches
 - ◆ Sidewalk and pedestrian ramps
 - ◆ Water connection
 - ◆ Sewer connection
 - ◆ Storm system connection
- Ensure site plan is sufficient to accompany a right-of-way permit application, to streamline the permit-approval process

❖ Site Visits

- Match GIS utility drawings to actual field conditions
- Coordinate with city staff regarding feasibility of proposed construction
- Look for circumstances that might prohibit/change construction as proposed
- Site visits should be batched when possible

❖ Key HHPR Staff Members

- Beau Braman, PE
Associate Principal

[REDACTED]
[REDACTED]

- Daniel Cicerchi, PE
Project Engineer

[REDACTED]
[REDACTED]

- Ryan Mosher, PE
Project Manager

[REDACTED]
[REDACTED]

- Ken Condit, PE
Project Engineer

[REDACTED]
[REDACTED]

❖ HHPR Billing Rates

- Attached as Exhibit A

Exhibit A

Harper Houf Peterson Righellis Inc. Standard Billing Rates For 2024

Classification	Standard Rate
Senior Principal	\$ 280.00 /Hr.
Structural Manager	\$ 230.00 /Hr.
Project Manager	\$ 245.00 /Hr.
Project Engineer	\$ 230.00 /Hr.
Construction Manager	\$ 230.00 /Hr.
Senior Scientist	\$ 190.00 /Hr.
Civil Engineer	\$ 190.00 /Hr.
Civil Engineer / Sr. Structural	\$ 190.00 /Hr.
Structural Engineer	\$ 190.00 /Hr.
Senior Planner	\$ 195.00 /Hr.
Senior Landscape Architect	\$ 180.00 /Hr.
Landscape Architect	\$ 165.00 /Hr.
Quality Control Engineer	\$ 245.00 /Hr.
Senior Civil Designer	\$ 180.00 /Hr.
Civil Engineer / Structural	\$ 170.00 /Hr.
Planner	\$ 165.00 /Hr.
Public Involvement Specialist	\$ 165.00 /Hr.
Civil Designer	\$ 160.00 /Hr.
Structural Designer	\$ 160.00 /Hr.
Inspector	\$ 140.00 /Hr.
BIM Specialist	\$ 170.00 /Hr.
Landscape Designer	\$ 145.00 /Hr.
Scientist	\$ 150.00 /Hr.
Natural Resources Technician	\$ 115.00 /Hr.
Assistant Planner	\$ 130.00 /Hr.
CAD Technician	\$ 140.00 /Hr.
CAD Technician II	\$ 115.00 /Hr.
Survey Manager	\$ 220.00 /Hr.
Survey Operations Manager	\$ 200.00 /Hr.
Project Surveyor	\$ 210.00 /Hr.
Survey Technician	\$ 165.00 /Hr.
Survey Crew (Crew Chief)	\$ 160.00 /Hr.
Survey Crew (Instrument Person)	\$ 105.00 /Hr.
Project Coordinator	\$ 165.00 /Hr.
Senior Clerical	\$ 165.00 /Hr.
Graphics Artist	\$ 165.00 /Hr.
Clerical	\$ 120.00 /Hr.

Expenses

Mileage - IRS Rate	\$ 0.670 /Mi.
---------------------------	---------------

Reimbursables	At Cost With 5% Mark-Up
----------------------	-------------------------

Sub-Consultants	At Cost With 5% Mark-Up
------------------------	-------------------------