

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: June 3, 2024

Document: Date: Professional Services Agreement Amendment #4 for Dig Deep Research, LLC.

Statement of Purpose: To provide strategic grant support for FY 24/25 in the amount of \$526,400.

Department Head Signature: CL.A. Dealy

Remarks, if any: _____

City Attorney Review and Signature: Paul D. Allen Date: 6/03/2024

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: May 20, 2024

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: 6/04/24

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: _____

AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT
(GRANT CONSULTANT OF RECORD) BETWEEN THE CITY OF NEWPORT
AND DIG DEEP RESEARCH, LLC

THIS AMENDMENT is to the above-described agreement dated August 10, 2018 between the City of Newport, a municipal corporation of the State of Oregon, and Dig Deep Research, LLC, for Grant Consulting services.

WHEREAS, the above-described agreement (“Agreement”) provides, in part, that the Agreement may be extended by mutual agreement of the parties; and

WHEREAS, on August 5, 2021, the parties extended the term of the Agreement until August 30, 2024 through an Amendment No. 1 to the Agreement, and now desire to further extend the term of the Agreement from August 31, 2024 until June 30, 2025; and

WHEREAS, for each fiscal year during the term of the Agreement, as extended by Amendment No. 1, the parties have entered into certain tasks (i.e., scopes of work w/fee schedules) by task order or amendment.

NOW, THEREFORE, the parties agree to amend the Agreement, as provided for in section 27, as follows, effective on the date of the last signature below:

1. The term of the Agreement is further extended from August 31, 2024 until June 30, 2025.
2. The Scope of Work and fee schedule for the Agreement is hereby amended to include the following attached documents for fiscal year 2024-2025:
 - a. Task 1 (retainer services) in the amount of \$198,000
 - b. Task 2 (technical assistance services-water projects) in the amount of \$180,000
 - c. Task 3 (technical assistance services-wastewater projects) in the amount of \$98,400
 - d. Task 4 (optional - expenses for subject matter experts) in the amount of \$50,000
3. This Amendment may be executed in counterparts and a signed copy transmitted by facsimile or other electronic means, each of which will be deemed an original, but all of which taken together will constitute one and the same agreement.

Except as expressly set forth herein, all provisions of the Agreement shall continue and remain in full force and effect.

City of Newport

Dig Deep Research, LLC



Spencer R. Nebel, City Manager

Name/Title:

Date: May 30, 2024

Date: _____

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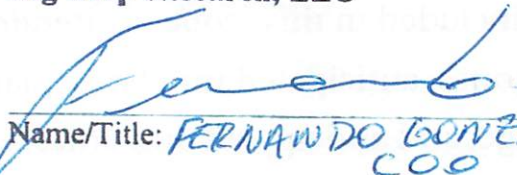
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City of Newport

Dig Deep Research, LLC



Spencer R. Nebel, City Manager



Name/Title: FERNANDO GONZALEZ,
COO

Date: May 30, 2024

Date: JUNE 5, 2024



CITY OF NEWPORT | CONTRACTUAL SCOPE OF WORK RETAINER SERVICES FOR FY 2024-25 (TASK 1)

April 20, 2024

1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic grants planning and project management services in FY2024-25 to advance ongoing fundraising efforts for the City's utility infrastructure projects (drinking water, wastewater, and stormwater). The following Contractual Scope of Work describes the activities, schedule, and investment for monthly retainer services in FY2024-25.

Since 2012, the Dig Deep team has worked with the City to raise infrastructure funding to supplement utility revenues. Since then, the City has consistently averaged a return on investment of at least 6:1 per year. These services continue to provide an effective way to maximize public investments without putting the financial burden solely on the utility ratepayers.

2. OBJECTIVES

A primary objective of this work is to support the City's efforts to secure external funding to help pay for the design and construction of utility infrastructure projects (drinking water, wastewater, and stormwater). The work included in this scope is intended to keep the City informed of key milestones, anticipated timelines, planned funding pursuits, potential for leverage, and anticipated outcomes.



CITY OF NEWPORT | CONTRACTUAL SCOPE OF WORK RETAINER SERVICES FOR FY 2024-25 (TASK 1)

April 20, 2024

1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic grants planning and project management services in FY2024-25 to advance ongoing fundraising efforts for the City's utility infrastructure projects (drinking water, wastewater, and stormwater). The following Contractual Scope of Work describes the activities, schedule, and investment for monthly retainer services in FY2024-25.

Since 2012, the Dig Deep team has worked with the City to raise infrastructure funding to supplement utility revenues. Since then, the City has consistently averaged a return on investment of at least 6:1 per year. These services continue to provide an effective way to maximize public investments without putting the financial burden solely on the utility ratepayers.

2. OBJECTIVES

A primary objective of this work is to support the City's efforts to secure external funding to help pay for the design and construction of utility infrastructure projects (drinking water, wastewater, and stormwater). The work included in this scope is intended to keep the City informed of key milestones, anticipated timelines, planned funding pursuits, potential for leverage, and anticipated outcomes.

Another objective of this scope is to provide project management services for all fundraising activities the City's engineering department will need to advance the funding pursuits over the next fiscal year. This work includes interfacing with technical advisors, such as engineering consultants, government affairs consultants (federal and state), and public outreach consultants, as well as potential funding agencies and program officers.

Currently, the City is advancing \$133M in funding pursuits (grants, subsidized loans, and principal forgiveness funding), and this scope ensures the work will continue without interruption into and throughout the next fiscal year.

3. APPROACH

3.1 Activities

- Conduct project management activities, including facilitating two monthly meetings with the City Engineer (or a designated representative), and providing ad-hoc updates in-between meetings.
- Coordinate activities with technical consultants and communicate updates to appropriate consultant team members and City Engineer (or designated representative).
- Help advance fundraising efforts for the City's utility infrastructure projects (drinking water, wastewater and stormwater), including state grants, federal grants, state loans, and forgivable loans.
- Help the City cultivate relationships with targeted funding agencies.
- Continue to provide technical support regarding grants-related questions (e.g., questions related to reimbursement expenses, reporting requirements, etc.).
- Provide guidance regarding outcome indicators and tracking.

- Alert City Engineer (or designated representative) about upcoming deadlines, new or anticipated funding programs, and leverage opportunities.
- Analyze data, summarize outcomes, and disseminate results to City Council.
- Coordinate the due diligence process for planned pursuits and pursuits in development.
- Help prepare scopes of work and cost estimates for grant and loan applications in pursuit.
- Prepare and deliver update presentations for City Manager and Finance Director and City Council.
- Provide recommendations for technical advisors, such as the engineering consultants, government affairs consultants, and public outreach consultants.
- Provide City Engineer (or designated representative) and technical consultants with existing project information and historical context to help support their work.
- Help collect public documents relevant to fundraising activities and eligibility determination for government grants and loans.
- Review and provide feedback on grant submission materials the City prepares (e.g., concept letters, grant application narrative sections, stakeholder letters of support, etc.).
- Provide recommendations about ways to maximize the City's competitiveness, leverage potential, and stewardship efforts.
- Help the City host funder cultivation events, such as VIP tours of the Big Creek Dam Project.
- Support City Engineer (or designated representative) in the ongoing engagement and stewardship of the targeted funding agencies and grant programs in pursuit.

4. TERMS

4.1 Investment

The price for the services outlined above for the fiscal year ending 2025 (7/1/2024 to 6/30/2025) is \$198,000. This investment will cover all in-house consultant labor and project expenses.

This Scope will be invoiced at the beginning of the City's fiscal year (7/1/24), and will include a discount of 2%, or \$3,960.00, for paying on an annual retainer basis.

4.2 Assumptions

The work described above is a continuation of the work conducted in previous years. Contractual scope must be fully executed by both parties prior to June 30, 2024.

If a Dig Deep team member needs to travel to Newport or Washington DC, Dig Deep will cover the expenses (up to 2 trips per year), the City will not be billed.

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The price for the services outlined above for the fiscal year ending 2025 (7/1/2024 to 6/30/2025) is \$198,000. This investment will cover all in-house consultant labor and project expenses.

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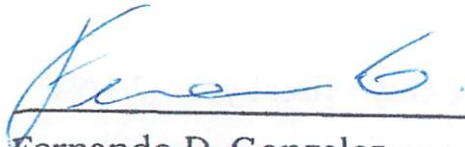
If a Dig Deep team member needs to travel to Newport or Washington DC, Dig Deep will cover the expenses (up to 2 trips per year), the City will not be billed.

4.3 Approval

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

DIG DEEP RESEARCH, LLC

CITY OF NEWPORT, OR



Fernando D. Gonzalez
COO

Spencer R. Nebel
City Manager

Date 6/5/2024

Date

4. TERMS

4.1 Cost

The cost to provide the services outlined above for the fiscal year ending 2025 (7/1/2024 to 6/30/2025) is \$98,400. The fee includes all in-house labor and any required subcontract labor.

This Scope will be billed monthly at the rate of 1/12th the annual contract (\$8,200 per month).

4.2 Assumptions

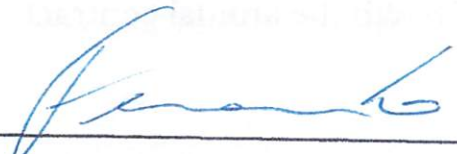
- The City is responsible for submitting funding proposals. Any decision not to submit a proposal for funding will not affect the terms of this contract.
- Representatives from the City (e.g., City Engineer, Public Works Director, Mayor, City Manager, among others) and its technical consultants (i.e., engineering consultant of record) will be actively involved in advancing the work.
- If a Dig Deep team member needs to travel to Newport or Washington DC, Dig Deep will cover the expenses (up to 2 trips per year), the City will not be billed.

4.3 Approval

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

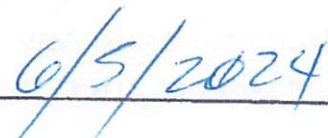
DIG DEEP RESEARCH, LLC

CITY OF NEWPORT, OR



Fernando D. Gonzalez
COO

Spencer R. Nebel
City Manager



Date

Date



CITY OF NEWPORT | CONTRACTUAL SCOPE OF WORK TECHNICAL ASSISTANCE SERVICES FOR WASTEWATER PROJECTS (TASK 3)

April 20, 2024

1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional grants services in FYE 2025 to advance its ongoing grant-seeking efforts for the City’s priority **wastewater** infrastructure projects. The following scope describes the activities, schedule, and cost for these services in FYE 2025.

2. APPROACH

Strategic Grants Activities

- Continue to advance the strategic funding plan to secure external funding sources for the design and construction of priority wastewater infrastructure projects.
- Continue to engage funding agencies and agency staff on behalf of the City.
- Plan and facilitate funder cultivation events with targeted funding agencies and key stakeholders.
- Draft letters of support from key stakeholders for funding pursuits.
- Coordinate with technical consultants (engineers, e.g.,) as needed.
- Identify and evaluate new sources of government funding (e.g., Infrastructure Act funding) that align with the City’s priority **wastewater** infrastructure projects.



4. TERMS

4.1 Cost

The cost to provide the services outlined above for the fiscal year ending 2025 (7/1/2024 to 6/30/2025) is \$98,400. The fee includes all in-house labor and any required subcontract labor.

This Scope will be billed monthly at the rate of 1/12th the annual contract (\$8,200 per month).

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.
- Representatives from the City (e.g., City Engineer, Public Works Director, Mayor, City Manager, among others) and its technical consultants (i.e., engineering consultant of record) will be actively involved in advancing the work.
- If a Dig Deep team member needs to travel to Newport or Washington DC, Dig Deep will cover the expenses (up to 2 trips per year), the City will not be billed.

CITY OF NEWPORT | CONTRACTUAL SCOPE OF WORK TECHNICAL ASSISTANCE SERVICES FOR WASTEWATER PROJECTS (TASK 3)

April 20, 2024

1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional grants services in FYE 2025 to advance its ongoing grant-seeking efforts for the City's priority wastewater infrastructure projects. The following scope describes the activities, schedule, and cost for these services in FYE 2025.

2. APPROACH

Strategic Grants Activities

- Continue to advance the strategic funding plan to secure external funding sources for the design and construction of priority wastewater infrastructure projects.
- Continue to engage funding agencies and agency staff on behalf of the City.
- Plan and facilitate funder cultivation events with targeted funding agencies and key stakeholders.
- Draft letters of support from key stakeholders for funding pursuits.
- Coordinate with technical consultants (engineers, e.g.,) as needed.
- Identify and evaluate new sources of government funding (e.g., Infrastructure Act funding) that align with the City's priority wastewater infrastructure projects.

4.3 Approval

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

DIG DEEP RESEARCH, LLC

CITY OF NEWPORT, OR



Fernando D. Gonzalez
COO

Spencer R. Nebel
City Manager

Date 6/5/2024

Date

3. TERMS

3.1 Cost

The total cost estimate for the optional extra expenses for fiscal year ending 2025 (7/1/2024 to 6/30/2025) is \$50,000. Costs will be submitted for reimbursement as expenses are incurred.

3.2 Approval

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

DIG DEEP RESEARCH, LLC

CITY OF NEWPORT, OR

Fernando D. Gonzalez
COO

Spencer R. Nebel
City Manager

Date

Date

CITY OF NEWPORT | CONTRACTUAL SCOPE OF WORK EXTRA EXPENSES FOR FY 2024-25 (TASK 4 - OPTIONAL)

April 20, 2024

1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic grants planning and project management services in FY2024-25 to advance ongoing fundraising efforts for public works projects. The following Contractual Scope of Work describes the activities, schedule and cost estimates for travel related to the fundraising efforts in FY2024-25.

2. APPROACH

2.1 Activities

- This is an optional Task, and will be billed only if needed.
- The activities listed below will only be performed if City Staff cannot provide the requested information due to capacity limitations, staff turnover or because there is no consultant hired to provide it.
- Some of the information is crucial to keep advancing some pursuits
- Dig Deep will inform the City of specific needs prior to contacting SMEs
- Dig Deep will reach out and subcontract its own Subject Matter Experts (SME) to provide technical information about specific projects.
- These SME will provide guidance on engineering issues, environmental permitting, budgets, BCAs, among others.

DIG DEEP

3. TERMS

3.1 Cost

The total cost estimate for the optional extra expenses for fiscal year ending 2025 (7/1/2024 to 6/30/2025) is \$50,000. Costs will be submitted for reimbursement as expenses are incurred.

3.2 Approval

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

DIG DEEP RESEARCH, LLC

CITY OF NEWPORT, OR



Fernando D. Gonzalez
COO

Spencer R. Nebel
City Manager

Date

6/5/2024

Date