

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 #3 - Bidding and Construction Management Services for Civil West Engineering Services Inc.

Date: 5/20/2024

Statement of Purpose: To provide bidding and construction management services for the US Hwy. 20 and NE Eads Street ADA and RRFB Improvements Project.

Department Head Signature: *[Signature]*

Remarks, if any: _____

City Attorney Review and Signature: *[Signature]* Date: 6/03/2024

Other Signatures as Requested by the City Attorney: _____

Signature _____ Name/Position _____ Date: _____

Budget Confirmed: 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: *[Signature]* Date: 06/04/24

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: _____

CITY OF NEWPORT
TASK ORDER NO. 3
TO PROFESSIONAL SERVICES AGREEMENT
(CONSULTANT OF RECORD)
FOR
BIDDING AND CONSTRUCTION MANAGEMENT SERVICES FOR THE US HWY. 20 AND NE
EADS STREET ADA AND RRFB IMPROVEMENT PROJECT (2021-050)

This TASK ORDER NO. 3 to the Professional Services Agreement dated April 9, 2021, as amended on April 8, 2024, 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 the following Tasks SET FORTH in Attachment 'A' – Engineering Scope of Services – Hwy 20 and Eads Street ADA and RRFB Improvements:

1. Project Management and Administration
2. Bidding and Award
3. Construction Administration Services
4. Reimbursables

B. CITY'S RESPONSIBILITIES

CITY to provide the following construction services:

1. Attend pre-bid meeting and bid opening.
2. Obtain City Council approval to award the contract.
3. Provide construction Contractor with Notice of Award and Notice to Proceed.
4. Provide day-to-day field observation services.
5. Review BOLI prevailing wage rates.
6. Review and process all payment applications submitted by the Contractor.
7. Provide project closeout documentation.

C. COMPENSATION


1. CITY shall pay ENGINEER according to the fee schedule set forth in the fee breakdown in Attachment 'A' – Engineering Scope of Services.
2. Services provided under this Task Order shall be paid as a not-to-exceed in the amount of \$9,484.00 as described in Attachment A' - Engineering Scope of Services.

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. 3.

CITY OF NEWPORT:

By: 
Title: City Manager
Date: 06/04/24

Civil West Engineering Services, Inc.

By: 
Title: Senior Project Mgr.
Date: 6/4/24



ENGINEERING SCOPE OF SERVICES

Date: May 13, 2024

To: Chris Beatty, Interim City Engineer/Senior Project Manager, City of Newport (Client)

From: Timothy Gross, Senior Project Manager, Civil West Engineering Services, Inc.

RE: **US Hwy 20 and NE Eads Street ADA and RRFB Improvements – Bidding and Construction Management Scope of Services**
Civil West Project Number: TBD

The purpose of this Engineering Scope of Work is to outline and describe the activities and tasks that Civil West Engineering Services proposes to undertake to support the City of Newport by preparing bidding documents, advertising the project, and conducting construction management, as needed, for the construction of the ADA and RRFB improvements located at US Hwy 20 and NE Eads Street in Newport, OR.

Project Overview

Civil West was contracted by the City of Newport to complete a design and obtain an ODOT ROW permit for the installation of a pedestrian activated rectangular rapid flashing beacon (RRFB) at the existing school crossing located at US Hwy 20 and NE Eads Street in Newport, OR. This design work has been completed and the City received the ODOT permit on December 6, 2023.

Proposed General Scope of Services

Task 1 – Project Management and Administration – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, coordination, financial, and other administrative services.

Task 2 – Bidding and Award – This task will include time to advertise the project including: prepare bidding documents; review and revise documents after review with the City; post documents for advertising within the local paper, the Portland Journal of Commerce, and OregonBuys; answer contractor questions; conduct a pre-bid site visit with contractors; attend bid opening, review bids, and make a recommendation for award to the City. This task will also include time for award and contract coordination including: coordination of executing construction contract, acquiring bonds and insurance from contractor, assigning ODOT ROW permit to contractor, and preparing Council Memo to award contract. We are proposing this scope of work to be a fixed fee.

Task 3 –Construction Administration Services - This task is to coordinate between the City and contractor during construction. This task will may include providing information to the contractor needed for construction, reviewing submittals, reviewing and making recommendations for approval of pay applications, periodic site inspection, coordination with ODOT as needed, punch list inspection and project close out. Since the level of effort is unknown, it is proposed this task be conducted on a time and materials basis.

Task 4 – Reimbursables – This task will include an allowance to cover costs associated with mileage, reproductions, shipping, and other reimbursable items related to the project.

This engineering scope of services is limited to the tasks and areas discussed above. It is possible that additional services may be required as part of this project as the process moves forward. We can provide other services, as needed and upon request. Additional work outside the scope presented herein may be performed at the hourly rates presented in the attached fee worksheet. The scope identified above does not include any fees payable to agencies for plan review or permitting, or any costs associated with advertising the project.

Part B: Project Fee Proposal

Civil West proposed to complete this work for a combined fixed fee and hourly time and materials (T&M) fee of **\$9,484**, which correlates to roughly 28 hours of staff time.

Task	Description	Fee
1	Project Management and Administration	\$728.00
2	Bidding and Award	\$4,128.00 Fixed Fee
3	Construction Admin Services	\$4,128.00 T&M
4	Reimbursables	\$500.00
	Total:	\$9,484.00

The fee proposal is considered a not-to-exceed maximum for the scope of work described and will be billed monthly. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by Client. See the attached fee worksheet for details on billing rates and reimbursable costs.

Part C: Project Schedule

We are able to begin our assistance on this project immediately. It is anticipated the scope of work will follow the below schedule:

<i>Notice to proceed (NTP)</i>	<i>TBD</i>
<i>Task 2</i>	<i>Advertise the project in May 2024 with a NOITA at the June 17, 2024, Council Meeting</i>
<i>Task 3</i>	<i>Anticipate NTP to Contractor on July 1, 2024. (90 days of construction with substantial completion on October 1, 2024)</i>



We are grateful for this opportunity to provide these services to the City of Newport and are pleased to be a part of your team. Please let us know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed scope of services is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Timothy Gross, PE
Senior Project Manager
North Coast Region - Newport

Authorized Representative

Title

Date





Civil West Engineering Services, Inc. - 2024 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$416
Principal Engineer	\$182
Regional Manager	\$177
Senior Project Manager	\$172
Senior Project Engineer	\$160
Senior Engineering Technician	\$134
Project Manager	\$167
Project Engineer	\$148
Staff Engineer	\$125
Engineering Technician	\$92
Drafter	\$81
Inspector 1	\$172
Inspector 2	\$150
Inspector 3	\$129
Administration / Marketing / Intern	\$57
Surveying	
Senior Surveyor (PLS)	\$167
Senior Survey Technician	\$134
Survey Technician	\$114
1-person Survey Crew	\$177
2-person Survey Crew	\$208
3-person Survey Crew	\$247
REIMBURSABLES	
Mileage	\$0.655 - or current IRS Rate
Survey Equipment	\$250/day
GIS Data Collection Unit	\$125/day
Technology Charge	2.0% of Direct labor Costs
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Lab Fees	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using Standard Billing Rates.	

