

CITY OF NEWPORT
TASK ORDER NO. 6
TO ENGINEERING SERVICES AGREEMENT
FOR WATER SYSTEM ENGINEERING SERVICES

This TASK ORDER NO. 6 to the Engineering Services Agreement dated May 14, 2010, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

A. Description of Project

Lakewood Hills Pump Station Upgrade Project per the attached scope of services.

B. SCOPE OF SERVICES

The City agrees to utilize the services of ENGINEER and ENGINEER agrees to perform water system engineering services as required by CITY. As per the Engineering Services Agreement, ENGINEER shall confirm the scope, schedule, and anticipated compensation for such services in writing prior to starting work (see attached Proposed Scope of Services). Email is acceptable written documentation.

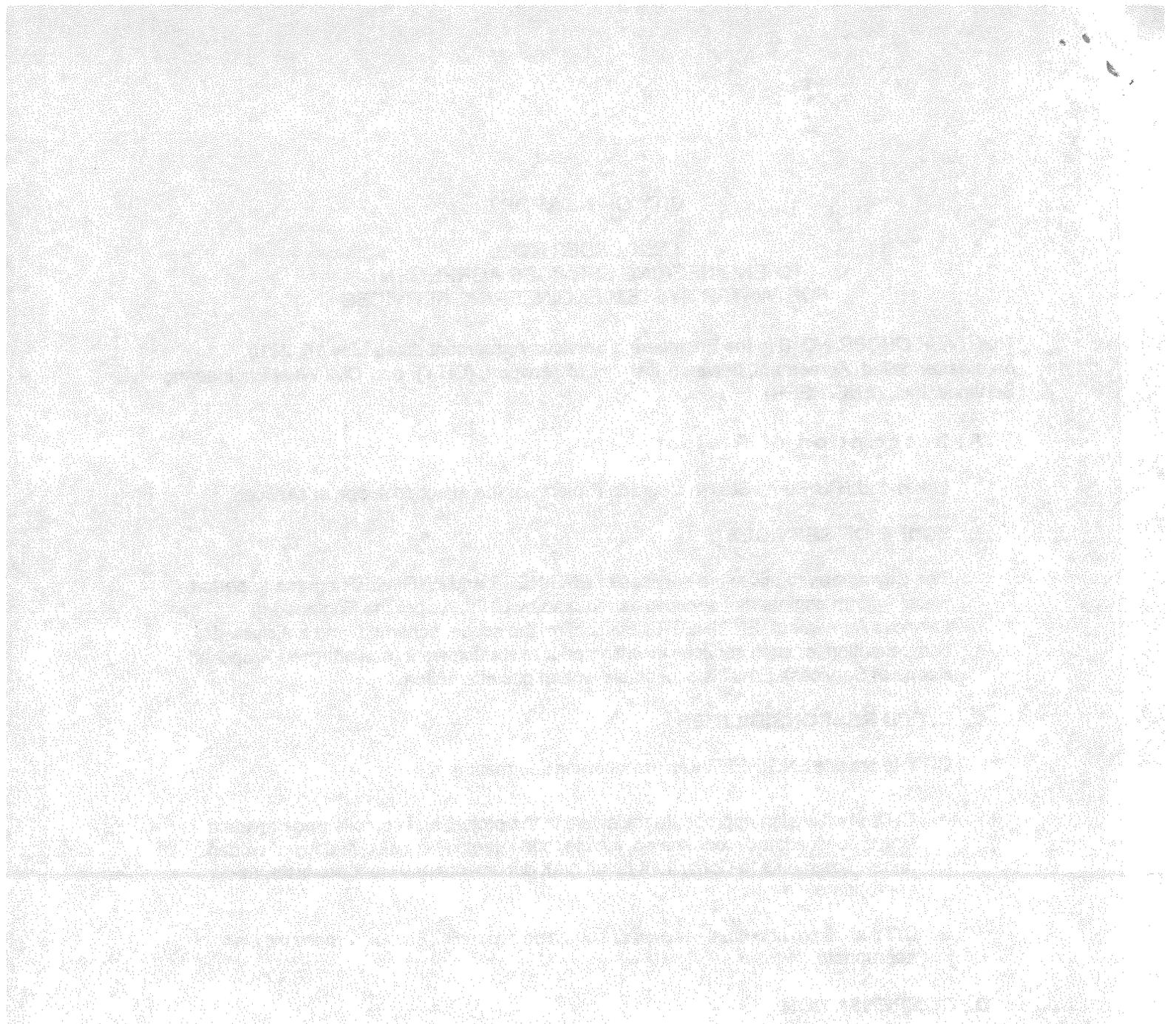
C. CITY'S RESPONSIBILITIES

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.

D. COMPENSATION

1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement dated July 10, 2012.
2. Services provided under this Task Order shall not exceed forty-six thousand nine-hundred ninety-four dollars (\$46,994.00).



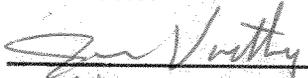
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E. MISCELLANEOUS

All terms and conditions of the Engineering Services Agreement apply to this Task Order as though fully set forth therein. In the event of a conflict between this Task Order and the Engineering Services 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.6.

CITY OF NEWPORT:

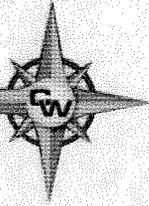
By: 
Title: City Manager
Date: 7-16-12

CIVIL WEST ENGINEERING SERVICES, INC.

By: 
Title: President
Date: 7-10-12

Civil West

Engineering Services, Inc.



486 E Street
Coos Bay, Oregon 97420
Phone 541.266.8601
Fax 541.266.8681

PROPOSED SCOPE OF SERVICES

Date: July 10, 2012

Work Order Number:

To: Mr. Tim Gross, PE, Public Works Director, City of Newport

From: Garrett Pallo, PE, Principal, Civil West Engineering Services, Inc.

RE: **Lakewood Hills Pump Station Upgrades – Scope of Services**
Civil West Project Number: 2302-014

This memorandum is provided to summarize the proposed scope of work, fee, schedule and other project issues related to upgrading and improving the Lakewood Hills Pump Station in the City of Newport Water System.

Background Summary

The City of Newport operates and maintains a potable water system to service the City's patrons. The system includes treatment facilities, potable water storage facilities, an extensive piping network, and several pressure booster stations.

The City operates a booster pump station in the Lakewood Hills area to provide adequate water pressure to this high elevation neighborhood. The station consists of two 10 HP centrifugal pumps that lift water and charge a pressure tank located in the upper elevations within the Lakewood Hills neighborhood. The pumps are old and have been a maintenance problem for the City. Also, there is no appreciable fire protection available due to the low capacity of the pumps.

The City completed a Water System Master Plan in 2008 that recommended major upgrades be performed to the pump station including:

- Replace pumps with new, efficient pumps capable of providing water to the entire service area.
- Utilize VFD's to react to changes in demands and flow rates. This will allow the elimination of the pressure tank in the neighborhood.
- Install a fire pump in the station to provide fire flow service in the neighborhood as required.
- Install upgraded controls, telemetry, and electronics to provide a modern system.

The City has requested an expansion of the scope to include the following:

- Construction or placement of a packaged pump station facility, including a new building adjacent to the existing building. This will necessitate grading and site work to place a new building. It will also require the new pump station be connected into the piping network in the area which will require new piping, valves, and other facilities to be designed and constructed.

- Remodel and repurpose the existing building to house a generator to provide backup power supplies for the pump station. This will likely require addressing building code issues and electrical code issues.

This scope of work includes engineering services for the following phases of the pump station upgrade project:

- Design Phase
- Bid Phase
- Construction Phase

Goal for the Project

The goal of this project will be to upgrade the existing pump station to provide a more consistent and reliable supply of water to the Lakewood Hills neighborhood, including fire protection and backup power generation capabilities.

Part A: Scope of Work

The following tasks have been identified to track project's progress. An estimate of the man hours required for each task will be provided. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Lakewood Hills Pump Station Upgrades - Scope of Services

- 1. Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing resources internally, meeting with staff on routine issues, and other project management activities.
- 2. Task 2 – Data Acquisition and Project Kickoff** – Under this task, we will attend a project kickoff meeting to closely inspect and survey the existing facilities, take measurements, record fittings and existing equipment information and orientations. This information will be required to complete the design phase of the project. We will also seek input from operations staff on preferences, concerns, telemetry and control issues, and other topics to be considered during the design phase. This task will also include a site survey to be able to place/construct the new building and connect the new pump station into the piping system.
- 3. Task 3 – Design Services** – Under this task, we will complete the design for the pump station upgrades. This will include the preparation of mechanical plans, electrical and control plans, demolition plans, and other plans to describe the desired end result for bidding and construction purposes. This task will also include site plan design, design of the new building to house the new packaged pump station equipment, and piping connections to tie the new pumps into the system. The plan will include demolition and remodeling of the existing building to allow for the use of the building to house backup power generation equipment. We will prepare technical specifications for the improvements to define the material, workmanship, and other requirements. We will also prepare a set of contract documents that will include bidding documents, contracts, administrative forms, and other documents required to administer the bid and construction phases. We will provide 4 sets of draft (90%) documents to the City for review. Upon addressing comments, we will provide the City with 6 final sets of contract documents prior to issuing a request for bids.

4. **Task 4 - Bid Phase Services** – Under this task, we will assist the City in the administration of the bid phase of the project. This will include assistance with placing advertisements for a request for bids, coordination with interested parties, answering questions and responding to RFI's, issuance of addenda (if required), and other bid phase services. We have not included pre-bid conference support though this can be added if requested. We recommend that bids be submitted to the City and that the City conduct the bid opening. Civil West will review all bids for completeness, issue a recommendation to award, and process the documents and assist the City in administration of contracting. An alternative approach is that bids can be made due at our office and we can conduct the bid opening at no additional cost to the City.
5. **Task 5 –Construction Phase Services** - Under this task, we will provide support during the construction phase of the project. This will include construction management services and part-time inspection support. Services will include review of submittals, coordination with the contractor and City, responding to RFI's, directing and coordinating with inspection staff, and otherwise administering the construction engineering support. We will also provide part-time inspection to observe and report on key stages in the construction effort and to ensure that the contractor is abiding by the terms of the contract and the engineer's design. We will also ensure that the new station is properly started up and that O&M manuals are provided to the City.
6. **Task 6 – Project Closeout** – Under this task, we will assist the City in closing out the project upon completion. This will include assistance with the preparation and administration of punch list(s), financial closeout, final payment requests, preparation of record drawings, and other closeout support.
7. **Task 7 - Reimbursables/Direct Costs** – This item will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, reproduction and office expenses, and other reimbursable costs.

Part B: Project Fee Proposal

We have prepared a fee proposal worksheet that includes estimates of hours and costs for the many tasks and subtasks described above. The worksheet is attached to this engineering proposal as Exhibit A.

A summary of the proposed fee schedule is provided below:

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management & Coordination	\$2,112.00
2	Data Acquisition and Project Kickoff	\$5,688.00
3	Design Services	\$24,144.00
4	Bid Phase Services	\$3,624.00
5	Construction Phase Support	\$6,264.00
6	Project Closeout	\$4,112.00
7	Reimbursables	\$1,050
Total Proposed Budget		\$46,994.00

Part C: Project Schedule

While we are flexible and will meet the time constraints of the City, it is useful to discuss a potential project schedule for the project as a basis for moving forward. The following tentative schedule is proposed for your consideration:

City of Newport – Lakewood Hills Pump Station Upgrades – Scope of Services for Engineering

1. Authorization to begin work: By early August 2012
2. Kickoff meeting and site visit: by late August 2012
3. Design services begin: by early September 2012
4. Completion of draft plans for submittal: by December 2012
5. Final plans completed and preparation to seek bids: by January 2013
6. Construction to begin: My March 2013
7. Construction completed: by June 2013

The above schedule is approximate and may vary depending on a number of issues. If desired, the schedule can be accelerated to meet the City's budget and timing requirements. We will confirm the desired schedule at the kickoff meeting.

We are prepared to begin this work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

Civil West Engineering Services, Inc.



J. Garrett Pallo, PE
Principal

Authorized Representative Signature Accepting Scope of Services

Date

Exhibit A

Engineering Fee Structure									
Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subconsulting Support	Total Hours	Total Fee
\$132.00	\$121.00	\$115.00	\$108.00	\$94.00	\$77.00	\$42.00			

Tasks

Task ID	Task Description	Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subconsulting Support	Total Hours	Total Fee
1	Project Management & Coordination										
1a	Overall project management services	16								16	\$2,112.00
	Task Total	16	0	0	0	0	0	0	\$0.00	16	\$2,112.00
2	Data Acquisition and Project Kickoff										
2a	Kickoff Meeting and background data collection	4		4		4				12	\$1,364.00
2b	Site survey, review of old plans, and other background work	4		8		4			\$2,500.00	16	\$4,324.00
	Task Total	8	0	12	0	8	0	0	\$2,500.00	28	\$5,688.00
3	Design Services										
3a	Plans, Specs, and Design Documents	8		80		60				148	\$15,896.00
3b	Contract documents	8		40		24		8		80	\$8,248.00
	Task Total	16	0	120	0	84	0	8	\$0.00	228	\$24,144.00
4	Bid Phase Services										
4a	Bid phase support	2		16				4		22	\$2,272.00
4b	Contract administration	2		8				4		14	\$1,352.00
	Task Total	4	0	24	0	0	0	8	\$0.00	36	\$3,624.00
5	Construction Phase Support										
5a	Construction management	2		16						18	\$2,104.00
5b	Construction observation			16			16			32	\$3,072.00
5c	Startup and O&M Support			8				4		12	\$1,088.00
	Task Total	2	0	40	0	0	16	4	\$0.00	62	\$6,264.00
6	Project Closeout										
6a	Closeout administration, financial, punch lists, etc.	2		16				4		22	\$2,272.00
6b	Record drawings, documentation, etc.			8		8		4		20	\$1,840.00
	Task Total	2	0	24	0	8	0	8	\$0.00	42	\$4,112.00
7	Reimbursables										
7a	Travel and Per Diem Costs										\$800
7b	Reproduction, copies, and office expenses										\$250
	Task Total	0	0	0	0	0	0	0	\$0.00	0	\$1,050.00
Total		48	0	220	0	100	16	28	\$2,500.00	412	\$46,994.00

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