

CITY OF NEWPORT
TASK ORDER NO. 6
TO ENGINEERING SERVICES AGREEMENT
FOR STREETS AND STORM SEWER
ENGINEERING SERVICES

This TASK ORDER NO. 6 to the Engineering Services Agreement dated January 3, 2012, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

A. Description of Project

Bay/Moore Drainage Improvements – Phase 1 Study per the attached scope of services.

B. SCOPE OF SERVICES

The City agrees to utilize the services of ENGINEER and ENGINEER agrees to perform streets and storm sewer engineering services set forth in Attachment A.

C. CITY'S RESPONSIBILITIES

CITY to provide ENGINEER with the following information:

1. CITY shall provide all as-built and existing survey data available within the study area.
2. CITY shall provide timely review of submitted products (1-week turnaround), as appropriate.

D. COMPENSATION

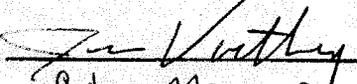
1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement dated January 15, 2013.
2. Services provided under this Task Order shall not exceed thirty-three thousand one-hundred twenty-four dollars (\$33,124.00).

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: 1/16/13

CIVIL WEST ENGINEERING SERVICES, INC.

By: 
Title: PRESIDENT
Date: 1-16-13

Civil West

Engineering Services, Inc.



486 E Street
Coos Bay, Oregon 97420
Phone 541.266.8601
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PROPOSED SCOPE OF SERVICES

Date: January 15, 2013

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: **Bay/Moore Drainage Improvements – Phase 1 Study – Scope of Services**
Civil West Project Number: 2302-017

This memorandum will summarize the proposed scope of work, fee, schedule and other project issues related to the Bay/Moore area drainage issues. This scope of work is for the first phase of this project that will focus primarily on planning and study of the issues to develop a plan to address the deficiencies in the drainage system.

Background Summary

The City of Newport operates and maintains stormwater drainage system with components spread throughout the City. Drainage components include ditches, culverts, catch basins, pipelines, manholes, outfalls, and swales. The purpose of the drainage system is to transmit water, resulting primarily from precipitation, from upland areas to lower areas and eventually to a terminus. In Newport's case, the terminus is either the Bay or the Ocean.

The City's eastern part of "Old Town" includes the streets in the area of Bay Boulevard and SE Moore Drive. The drainage facilities in the area conduct stormwater off of the Moore Drive and surrounding surfaces south toward the Bay where they are combined with flows along Bay in the area of the Embarcadero.

Recently, problems have arisen in this system including sink holes, surcharging manholes and basins, localized flooding, and other problems that are related to the drainage system in the area of the Embarcadero. The City does not have a stormwater master plan and have not completed an engineering evaluation of the drainage system in the area. Therefore, the existing system has not been evaluated, the specific deficiency identified nor a concept for a solution developed.

Therefore, the purpose of this first phase of the project is to complete a drainage study of the affected basin to evaluate the issue and develop a plan for correcting the deficiencies.

It is understood that the City has developed some mapping, obtained some elevation data, and has undertaken some preliminary analysis. We will build upon this work and obtain additional information as required.

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

- Drainage Predesign Report

Goal for this Phase of the Project

The goal of this phase of the project will be to complete a drainage study for the affected basin and present a concept and recommendation to address noted deficiencies. Ultimately, the goal of the project will be to construct improvements to improve the system and the performance of the drainage facilities in the basin.

Part A: Scope of Work

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

Bay/Moore Drainage Improvements, Phase 1 Study - 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, set up a site visit and to kick off the project, meet with City staff, and tour the affected area and facilities. We will obtain mapping, survey data, records, photographs, and other pertinent information from the City's files to assist us in the preparation of the drainage study. The kickoff meeting will include a walk through the affected basin to photograph, take notes, and otherwise gain an understanding of how the system is believed to currently be configured. We will also talk with staff to determine their understanding and insight into the problems.
- 3. Task 3 – Drainage Mapping and Modeling** – Under this task, we will utilize the City's existing mapping and data, in addition to the data we collect during the kickoff meeting, to prepare a detailed map of the drainage basin including the location of inlets, catch basins, ditches, culverts, manholes, outfalls, and other drainage facilities. We will also utilize the City's topographic maps to delineate the drainage basin impacting the facilities in question. Once the existing drainage basin and drainage facilities are understood, we will then develop a computer-based hydrology model to evaluate the estimated behavior, capacity, and deficiencies in the system. We will utilize HydroCAD, or similar drainage modeling software, for the development of the computer drainage model.
- 4. Task 4 –Development of Drainage Study** - Under this task, we will prepare a drainage study with the following sections.
 - a. Executive Summary – summarize the report and the recommendations and budget estimates
 - b. Background and Need – describe local conditions, climate background, study location and boundaries, scope of study, and need for the project and other background info.
 - c. Existing Conditions – in this section, we will describe the existing drainage facilities and operation, existing deficiencies and concerns, and known issues related to development and changes that are anticipated in the area and how those changes could affect the drainage system. This section will include a detailed map of the drainage basin and study area.
 - d. System Performance – in this section, we will describe and summarize the modeling exercise including the inputs, results, existing drainage flows, and projected drainage flows (post development) for the study area.

- e. Alternatives – Within this section, we will provide a discussion of alternatives to address known existing deficiencies, projected deficiencies, and other needs that exist within the drainage basin. We will include pro’s and con’s as well as preliminary cost estimates for viable alternatives for a complete evaluation.
 - f. Recommendations – Within this section, we will make specific recommendation for improvements to culverts, pipelines, inlets, outfalls, ditches, and other drainage facilities. We will include cost estimates for separate projects and prioritize the projects in order of importance and in a systematic order that projects could be undertaken.
 - g. Financing – within this section, we will summarize potential funding mechanisms. We will also include a table to show the share of costs for each recommended project between existing and projected customers. This information is critical to updating the City’s SDC methodology.
 - h. We will include an allowance for meetings and presentations to City staff. This could include a presentation to Council if desired.
5. **Task 5 - 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	\$2,700.00
2	Data Acquisition and Project Kickoff	\$4,000.00
3	Drainage Mapping and Modeling	\$9,312.00
4	Development of Drainage Study	\$16,112.00
5	Reimbursables	\$1,000
Total Proposed Budget		\$33,124.00

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:

1. Authorization to begin work: By February 1, 2013
2. Kickoff meeting and site visit begins: mid-February
3. 50% Progress Report (tech memo and map): mid-March
4. Completion of 95% design for review: mid-April 2013
5. Project complete: May 1, 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.

City of Newport – Bay/Moore Drainage Improvements, Phase 1 Study – Scope of Services for Engineering

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
	\$135.00	\$124.00	\$118.00	\$112.00	\$95.00	\$78.00	\$43.00			
Tasks										
1 Project Management & Coordination										
1a Overall project management services	20								20	\$2,700.00
Task Total	20	0	0	0	0	0	0	\$0.00	20	\$2,700.00
2 Data Acquisition and Project Kickoff										
2a Kickoff Meeting and background data collection		4							4	\$496.00
2b Site survey, review of old plans, and other background work		16			16				32	\$3,504.00
Task Total	0	20	0	0	16	0	0	\$0.00	36	\$4,000.00
3 Drainage Mapping and Modeling										
3a Mapping existing facilities	4	8			16				28	\$3,052.00
3b Modeling services	4	40			8				52	\$6,260.00
Task Total	8	48	0	0	24	0	0	\$0.00	80	\$9,312.00
4 Development of Drainage Study										
4a Preparation of study	8	40			24				72	\$8,320.00
4b Evaluations of alternatives and cost estimates	4	24			8				36	\$4,276.00
4c Recommendations and financing issues	4	24							28	\$3,516.00
4d Meetings and presentations allowance	16	16							32	\$4,144.00
Task Total	32	104	0	0	32	0	0	\$0.00	168	\$16,112.00
5 Reimbursables										
5a Travel and Per Diem Costs										\$800
5b Reproduction, copies, and office expenses										\$200
Task Total	0	0	0	0	0	0	0	\$0.00	0	\$1,000.00
Total	60	172	0	0	72	0	0	\$0.00	304	\$33,124.00