

**CITY OF NEWPORT  
TASK ORDER NO. 18  
TO ENGINEERING SERVICES AGREEMENT  
FOR STREETS AND STORM SEWER  
ENGINEERING SERVICES**

This TASK ORDER NO. 18 to the Engineering Services Agreement dated August 17, 2011, hereinafter called Agreement, between the City of Newport, (CITY), and Civil West Engineering Services, Inc., (ENGINEER).

**A. Description of Project**

Storm Water Pipe Re-line (6<sup>th</sup> and Highway 101) 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 timely review of submitted products (2-week turnaround), as appropriate.

**D. COMPENSATION**

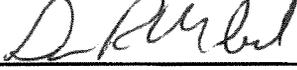
1. CITY shall pay ENGINEER according to the fee schedule set forth in Exhibit A to the Engineering Services Agreement dated December 12, 2014.
2. Services provided under this Task Order shall not exceed thirty-nine thousand eight-hundred seventy dollars (\$39,870).

**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.18.

**CITY OF NEWPORT:**

By:   
Title: City Manager  
Date: 09-22-15

**CIVIL WEST ENGINEERING SERVICES, INC.**

By:   
Title: President  
Date: 9-23-15



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609 SW Hurbert Street  
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## **ENGINEERING SCOPE OF SERVICES**

Date: September 8, 2015

Work Order Number:

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

From: Garrett Pallo, PE, President, Civil West Engineering Services, Inc.  
Aaron Collett, PE, PMP, Project Manager, Civil West Engineering Services, Inc.

RE: **City of Newport – Stormwater Pipe Re-line (6<sup>th</sup> and Highway 101)**  
Civil West Project Number: 2302-037

The purpose of this scope of services is to describe the proposed approach, costs, and schedule that Civil West will follow to support the City of Newport in order to complete a project to rehabilitate the storm pipe in the vicinity of 6<sup>th</sup> and Highway 101 running northeast, and two additional pipe segments. This is a time sensitive project that should be completed quickly to minimize impact from heavy rainfall.

### **Background Summary**

The City of Newport (City) has a draft Storm Water Master Plan (SWMP) developed which includes several capital improvement projects.

Area 1: The primary area of concern is identified as Basin U in the SWMP. Downstream of a 24" pipe that experiences heavy stormwater flows is a 24" storm drain line extending southwest from the manhole on N.E 8th St. about half way between NE Avery St. and NE Benton Street. This 24" line conveys storm water under two homes and an apartment complex as it travels to the NE 7th St. and NE 8th St. intersections. From there the pipe increases to 36", and continues southwest under the corner of the Cash and Carry building, and to a parking lot just north of the NE 6th St. and Hwy. 101 intersection. The storm drain system then continues southwest, crosses Hwy. 101, conveys water under both the Windermere West Coast Properties building, and the Washington Federal Building. Once beyond the Federal building, the 42" pipe reaches the site of the City of Newport Wastewater Treatment Facility, then empties into Nye Creek. The SWMP identifies this storm water drainage route as problematic and suggests that it be realigned; this is identified as Project U5 – Re-alignment of pipe under Cash and Carry and Washington Federal Building.

Project U5 is a relatively large project that the City plans to undertake in the future. Recent investigative efforts by the City have revealed that over 1000 linear feet of existing storm pipe is significantly deteriorated. Cracking and misalignment is evident in the video footage captured in August 2015. This deteriorated pipe may not be able to withstand an Oregon Coast winter with heavy rains. Collapse of the pipe could negatively impact the buildings above the pipe alignment. To prevent catastrophic failure of this pipe before it is replaced through the capital improvement program, the City requires that the pipe be repaired.

## City of Newport – Stormwater Pipe Re-line (6th and Highway 101) – Engineering Scope of Services

Area 2: NE Harney Street and NE 7<sup>th</sup> Street storm sewer is the second area of concern in need of rehabilitation. This area includes approximately 170 linear feet of 36-inch storm pipe. Depth of the upstream manhole is 25.4' and downstream is 28.8'.

Area 3: SSMH5022 to SSMH 5023 is the third area of concern. This is a 15-inch sanitary sewer pipe approximately 46.2 feet in length. Depth of upstream manhole for this segment is 17.1 feet and downstream is 17.5 feet.

Several methods for repairing the pipe were discussed at a meeting with the City and Civil West in late August. Civil West and the City agree that the most effective method, aside from completing more elaborate and expensive relocation project(s), would be to use a cured-in-place pipe (CIPP) . This would provide the City with a cost effective method to repair the pipe until more long term repairs and the realignment can be made.

To complete this project, the contractor will need to accomplish the following (at a minimum):

- Inspection of existing pipeline to verify depths, dimensions and existing conditions,
- Clean the pipe to prepare for lining,
- Line the pipe using an appropriate trenchless technology (such as CIPP) which will provide the needed structural support to the existing pipeline,
- Provide proper seal (to the new liner) of taps to prevent leakage between liner and existing pipe,
- Televis the repaired pipe(s) to provide final documentation of pipe condition. (possible deductive alternate)

We would like to reiterate that this is a time-sensitive project that the City would like to undertake and have completed before the winter months and rainy season. Given that it is fall already we will provide the City with an expedited project and support. To achieve this goal, Civil West is providing a streamlined scope and budget which will require the contractor to develop and refine final design details to complete construction.

### **Part A: Scope of Work**

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

### **Newport – Storm Pipe Rehabilitation (6<sup>th</sup> and Highway 101) – Proposed Scope of Services**

- 1. Task 1 – Project Management and Administrative Services** – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed (expedited) project. This will include organizational issues, financial, and other administrative requirements. This will also include coordination with the City, funding agency, regulatory agencies, and others as applicable.
- 2. Task 2 – Project Kickoff and Data Gathering** – Under this task, we will conduct a (brief) kickoff meeting that will include representatives from the City. We will discuss the overall project objectives and seek design input and ideas from the stakeholders for the project. We will discuss project schedules, concerns, and other parameters to make sure all are aware of the issues. We will also walk the project routes (if needed), discuss specific project challenges, and consider preliminary design concepts and solutions. This task will also include an allowance of time to obtain existing information and planning the City, review existing documentation and plans. This project scope/fee assumes no time to obtain topographic and boundary survey data from our survey team.

3. **Task 3 – Design Services** – Under this task, our team will prepare the design for the planned rehabilitation of the pipe and other planned improvements. This will include an overall plan view(s) with manhole identification and key elevations, section designs (as needed), details, and other information necessary to bid and construct this project. The design for this project will provide bidding and construction requirements as well as basic performance requirements for the pipe repair/lining. Additional detail will be developed by the contractor/pipe vendor. Plans will be prepared according to the City's standards where appropriate. We will develop Contract Documents that are project-specific.
4. **Task 5 – Bid Phase Services** –Through this task, we will provide bid phase support on the project with a goal of helping the City secure a qualified and responsive bidder to complete the work. Our support will include answering questions, providing clarification and addenda if required, attend and assist with the bid opening, review bids for accuracy, and issue a recommendation to award. We will also assist with the notice of intent to award, the processing and administration of contracts, and the issuance of the notice to proceed within this task.
5. **Task 6 – Construction Phase Services** - This task will include an allowance of hours for engineering support during the construction phase. This will include construction management support tasks such as coordination, clarification, and engineering field support. It will also include financial services such as reviewing payment requests, reviewing and processing credible change order requests, and tracking project budgets and schedules. This task will also include an allowance of hours to provide a pre-construction meeting, construction observation/inspection support during the construction phase. This task does not currently include an allowance for providing basic survey stakeout control for the contractor at the beginning of the project, however that could be added if desired. Any additional stakeout support will be responsibility of the contractor.
6. **Task 7 – Project Closeout Services** – Through this task, we will close out the project by administering the punch list process, closing out all final payment issues, preparing record drawings, and assembling the project album to present to the City as a permanent record. The album will include photographs from the construction process, daily inspection reports, record drawings, and other key project documents.
7. **Task 8 – Reimbursables** – This task will include allowances for project costs related to reimbursable expense items. These include:
  - a. Travel costs – we have included an allowance for travel costs for, various site visits, meetings with the City, and other travel need related to this project.
  - b. Publication, reproduction, and office costs – under this item, we have included a reimbursable allowance to provide the City with copies of any draft and final report(s), plans, contract documents and specifications, including digital deliverables upon request.

#### **Part B: Project Fee Proposal**

We have prepared a detailed fee proposal worksheet that we have attached to this proposal (see Exhibit A). The worksheet includes a summary of the proposed tasks and subtasks as described above along with estimates of hours for completion of the tasks and the associated billing rates for the individuals involved.

A summary of the proposed fee schedule is provided below:

<b>Task</b>	<b>Summary of Proposed Engineering Budget:</b>	<b>Budget</b>
1	Project Management and Administrative Services	\$4,576.00
2	Project Kickoff and Data Gathering	\$2,152.00
3	Design Services	\$15,106.00
4	Bid Phase Services	\$6,312.00
5	Construction Phase Services	\$8,280.00
6	Project Closeout Services	\$2,844.00
7	Reimbursables	\$600.00
<b>Total Proposed Engineering Budget</b>		<b>\$39,870.00</b>

The above project budget represents an estimate of reasonable project involvement and includes an allowance of hours to provide the proposed level of support. To reduce cost, this project budget reflects a fast-track schedule and basic performance based design which will require the contractor to provide some final design detail for their construction effort. The project will proceed on a time and materials basis and, if completed under budget, the City will enjoy the savings. If, additional support is required beyond these allowances, we will coordinate with the City on an amendment to the agreement.

**Part C: Project Schedule**

The project schedule for these improvements is time critical and must be coordinated with the City of Newport. It is assumed that construction is preferred to begin as soon as possible. With that in mind, the following schedule is proposed:

1. Engineer is authorized to proceed..... early September 2015 (assumed)
2. Kickoff meeting and survey undertaken..... early September 2015
3. Draft plans (75%) submitted for review ..... on or before October 1 2015
4. Plans complete and ready for bidding..... 14<sup>th</sup> or 15<sup>th</sup> of October (assuming timely review of 75% plans)
5. Open Bids..... October 28, 2015
6. Construction window..... Late November through end of December 2015.

The above schedule is preliminary and a rough estimate based on available and known parameters. The project schedule can be adjusted, as required, to meet budget or time constraints for the City or the other stakeholders. We will coordinate carefully with all parties and seek a more detailed schedule at the kickoff meeting at the beginning of the project. It is understood that this project is time sensitive and the City desires to construct as soon as reasonably possible.

We are grateful for this opportunity to provide these services to the City of Newport. 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  
 President

City of Newport – Stormwater Pipe Re-line (6th and Highway 101) – Engineering Scope of Services

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Authorized Representative Signature Accepting Scope of Services

Date

Exhibit A

City of Newport  
 Stormwater Pipe Re-line (6<sup>th</sup> and Highway 101)  
 September 4 2015

EXHIBIT A

Engineering Fee Structure										
	Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subcontractor Support	Total Hours	Total Fee
	\$140.00	\$128.00	\$121.00	\$115.00	\$97.00	\$78.00	\$44.00	Lump Sum		
<b>Tasks</b>										
<b>1 Project Management and Administrative Services</b>										
1a Admin, Coordination, Project Management	4	30					4		38	\$4,576.00
<b>Task Total</b>	<b>4</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>\$0.00</b>	<b>38</b>	<b>\$4,576.00</b>
<b>2 Project Kickoff and Data Gathering</b>										
2a Kickoff meeting, site visit, stakeholders, and gather available info	2	4		4					10	\$1,252.00
2b Project site survey and data collection		4			4			\$0.00	8	\$900.00
<b>Task Total</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>18</b>	<b>\$2,152.00</b>
<b>3 Design Services</b>										
3a Design activities, preparation of plans, details, and related documents.	2	16	16		36		2		72	\$7,844.00
3b Development of specifications, contract documents, bid forms, etc.	2	16	16		30		2		66	\$7,262.00
<b>Task Total</b>	<b>4</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>66</b>	<b>0</b>	<b>4</b>	<b>\$0.00</b>	<b>138</b>	<b>\$15,106.00</b>
<b>4 Bid Phase Services</b>										
4a Bid support, clarifications, follow up, questions, administration of bid	2	16			16		4		38	\$4,056.00
4b Review of bids, issuance of documents, contract admin, NTP, etc.	2	8			8		4		22	\$2,256.00
<b>Task Total</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>8</b>	<b>\$0.00</b>	<b>60</b>	<b>\$6,312.00</b>
<b>5 Construction Phase Services</b>										
5a Construction management, financial support, coordination, Initial Stakeout by surveyor for control, etc.	2	20			16				38	\$4,392.00
5b Inspection services (allowance)	2	16				20			38	\$3,888.00
<b>Task Total</b>	<b>4</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>20</b>	<b>0</b>	<b>\$0.00</b>	<b>76</b>	<b>\$8,280.00</b>
<b>6 Project Closeout Services</b>										
6a Closeout project activities; record drawings, punch list admin, etc.	2	4			8				14	\$1,568.00
6b Preparation of project album	2	2			4		8		16	\$1,276.00
<b>Task Total</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>8</b>	<b>\$0.00</b>	<b>30</b>	<b>\$2,844.00</b>
<b>7 Reimbursables</b>										
7a Travel and Per Diem Costs										\$250
7b Reproduction, copies, and office expenses										\$350
<b>Task Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$600.00</b>
<b>Total</b>	<b>22</b>	<b>136</b>	<b>32</b>	<b>4</b>	<b>122</b>	<b>20</b>	<b>24</b>	<b>\$0.00</b>	<b>360</b>	<b>\$39,870.00</b>

Task	Summary of Proposed Engineering Budget:	Budget
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