

CITY OF NEWPORT
TASK ORDER NO. 3
TO CONSULTING SERVICES AGREEMENT

BIG CREEK DAM REMEDIATION PROJECT GOVERNMENT RELATIONS

This TASK ORDER NO. 3 to the Consulting Services Agreement dated July 23, 2018, hereinafter called Agreement, between the CITY OF NEWPORT, (CITY), and Dig Deep Research, LLC, (CONSULTANT).

A. SCOPE OF SERVICES

CITY agrees to utilize the services of CONSULTANT and CONSULTANT agrees to perform the services set forth in Attachment A, dated June 11, 2019.

CONSULTANT and CITY shall review each step and sub-tasks of the work before initiation to ensure that they are in line with the objectives of the project and to ensure that CITY administration and Council are kept apprised of the work. Authorization to proceed with each step shall be provided in writing by the CITY.

CONSULTANT shall provide monthly invoices with detail of the prior month's activities and a plan identifying future work.

B. CITY'S RESPONSIBILITIES

CITY shall provide a timely review of submitted products (2-week turnaround or as otherwise agreed upon).

C. COMPENSATION

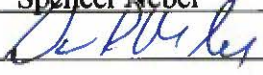
1. CITY shall pay CONSULTANT on a time and materials not-to-exceed basis according to the fee set forth in Exhibit A to the Agreement.
2. CITY shall pay CONSULTANT as complete compensation for the services as described in Attachment A, a fee not to exceed eighty-two thousand dollars (\$82,000.00) and reimbursable expenses not to exceed three thousand two hundred and fifty dollars (\$3,250).

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: Spencer Nebel
Signature: 
Title: City Manager
Date: 7-5-19

Dig Deep Research, LLC

By: 
Signature: 
Title:
Date:

**CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK
BIG CREEK DAMS REMEDIATION PROJECT
GOVERNMENT RELATIONS**

June 11, 2019

1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic planning services in FY2020 to advance its ongoing fundraising and public awareness efforts for the Big Creek Dam Remediation Project. The following Contractual Scope of Work describes the activities, schedule and cost estimates for government relations services in FY2020.

2. OBJECTIVE

The overall purpose of this engagement is to create and identify funding opportunities, and obtain external funding to support the design and construction of Newport's Big Creek Dams. To that end, Dig Deep has identified three objectives to continue advancing during the period of this Contractual Scope of Work:

1. Open new sources of government funding and drive the creation of reasonable funding criteria that align well with Big Creek Dam needs and project priorities.
2. Continue to identify and seek funding through existing mechanisms to support immediate and long-term funding goals.
3. Obtain project support from residents, businesses, and other stakeholders in and around the City of Newport and the mid-coast region.

3. APPROACH

The three-pronged approach Dig Deep created builds upon work conducted to date and parallels the above objectives. The approach has been split into three distinct tasks, each of which supports and helps advance the other tasks. They are:

Government Relations: Advance government relations plan to engage and inform legislative officials to advocate for legislative funding specifically for Big Creek Dams as well as establish new government funding sources for dam remediation.

Strategic Funding: Develop and refine pursuit strategies to obtain government grant funding, and/or low-interest financing to support the remediation of the Big Creek Dams.

Community Relations: Implement awareness campaign to inform and engage local citizens and stakeholders in support of the Big Creek Dam project.

Strategic Funding and Community relations are included above as a description of the overall project approach, however the specific activities and cost of these two tasks are provided in a separate Scope of Work.

Work described in this Section represents the implementation of the Government Relations Plan, which was created by Dig Deep over the past several years. These plans are continually evolving as the project progresses and as such, the specific activities and deliverables advanced in support of the objectives are fluid and subject to change as needed.

Government Relations Activities

- ↓ Identify and track bills, issues and committee activities relevant to Big Creek Dam and overall dam legislation and funding.

- ↓ Establish and execute legislative funding approach that capitalizes on existing governmental processes.
- ↓ Coordinate and liaise with stakeholders — heads of relevant government agencies, lobbyists, special interest groups, etc. — to ensure consistent messaging to the right legislators.
- ↓ Monitor and participate in activities of administrative agencies to influence policy- and rulemaking decisions.
- ↓ Attend stakeholder meetings and communicate project and policy updates to stakeholders as necessary.
- ↓ Continue to support the cultivation of relationships between City officials and state and federal legislative officials.
- ↓ Work with the Oregon Legislative Office to prepare materials for Legislative Sessions.

4. TERMS

4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2020 (July 1, 2019 – June 30, 2000) is \$85,250, which includes in-house and sub-consultant labor (\$82,000) and planned travel expenses (\$3,250). It does not include project expenses that cannot yet be determined such as printing, postage, or additional video or other production costs requested by the City. The City will cover these types of project expenses directly, and will receive invoices directly from selected vendors.


4.2 Assumptions

- ↓ The Dig Deep Strategic Planning Membership allows the City to add additional consulting services at add-on rates at any time during the membership period.
- ↓ The City is responsible for preparing, assembling and submitting funding proposals. Any decision not to submit a proposal for funding will not affect the terms of this contract.

- Contractual scope of work must be signed during the first month of the City's 2020 fiscal year (July 2019).
- The scope assumes that representatives from the City (e.g., Public Works Director, Mayor) will be actively involved in advancing the work. Specifically, City representatives will be available to attend funder cultivation meetings, Legislative Committee Day sessions, and conference calls with legislative officials, community partners, and funding agencies to help advance fundraising efforts. The following table outlines the current planned engagement points that will necessitate involvement by the City's Mayor and/or Public Works Director to represent the City.

4.3 Approval


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

DIG DEEP RESEARCH, LLC


Tia Cavender
President and CEO, Dig Deep Research

June 11, 2019

Date

CITY OF NEWPORT, OR


City Signatory

Spencer R. Nobel / City Manager

Printed Name/Title
07-05-19

Date