

CITY OF NEWPORT
TASK ORDER NO. 1
TO CONSULTING SERVICES AGREEMENT

STRATEGIC GRANT CONSULTING RETAINER SERVICES

This TASK ORDER NO. 1 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 3, 2019.

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 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 one-hundred two thousand, seven-hundred and fifty Dollars (\$102,750).

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. 1.

CITY OF NEWPORT

By: 
Title: City Manager
Date: 7-5-19

Dig Deep Research, LLC

By: _____
Title: _____
Date: _____

CITY OF NEWPORT

By: [Signature]
Title: City Manager
Date: 7-5-19

Dig Deep Research, LLC

By: Tia Cavender
Title: CEO
Date: 7/10/19

CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK RETAINER SERVICES FOR FISCAL YEAR 2020

June 3, 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 efforts for planned and existing public works projects. The following Contractual Scope of Work describes the activities, schedule, and cost estimate for monthly retainer services in FY2020 similar to the general retainer services Dig Deep has provided the City in recent years.

2. OBJECTIVES

The Dig Deep team has successfully partnered with the City to raise capital funds since 2012. Dig Deep will continue to support the City's long-term efforts to secure external funding for capital and infrastructure improvements. The activities included in this scope are intended to keep the City informed of key milestones, anticipated timelines, planned funding pursuits and pursuit strategies, leverage potential, and anticipated outcomes. Dig Deep will continue to develop funding strategies for planned public works projects and will help City staff adhere to reporting requirements for active grants and pending grant requests.

3. APPROACH

Activities

- ↓ Provide regular updates to City staff and conduct general project management activities.
- ↓ Continue to advance long-term funding efforts for the City's planned public works projects.

- ↓ Continue to increase the City's capacity to advance its strategic funding efforts.
- ↓ Continue to help City staff cultivate relationships with targeted funding agencies.
- ↓ Continue to provide ongoing grant administration support for secured grants. For example, provide City staff with: ongoing technical assistance, help compile results and grant expenditures, guidance when assembling reporting materials, and feedback regarding reimbursement requests prepared for funding agencies.
- ↓ Provide technical support for on-going loan pursuits, such as the City's active CWSRF loans.
- ↓ Provide guidance regarding outcomes indicators and tracking methods.
- ↓ Help analyze data, summarize outcomes, and disseminate results as needed.
- ↓ Help prepare final scopes of work and cost estimates for pending grant applications.

4. TERMS

4.1 Cost

The cost to provide the retainer services outlined above for fiscal year 2020 (July 1, 2019 – June 30, 2020) is \$102,750, which includes consultant labor and related travel expenses. Project-specific activities will be billed as outlined in the Grant Consultant of Record Agreement, such as the services identified for the Big Creek Dam project.

4.2 Assumptions

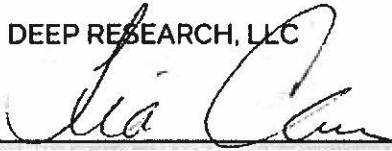
- ↓ The Dig Deep Strategic Planning Membership allows the City to add additional consulting services at any time during the membership period.
- ↓ The City is responsible for preparing, assembling and submitting funding proposals. Any decision not to submit a proposal for funding will not affect the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

Contractual scope of work must be signed before the first month of the City's FY2020 fiscal year (July 2019).

4.3 Approval

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

DIG DEEP RESEARCH, LLC



Tia Cavender
President/CEO, Dig Deep Research

June 3, 2019

Date

CITY OF NEWPORT, OR



City Signatory

Spencer R. Nobel

Printed Name

City Manager

Title

7-5-19

Date

FY 2019-20