



## CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK RETAINER SERVICES FOR FISCAL YEAR 2021

*Task 1.01*

May 8, 2020

### 1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic planning services in FY2021 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 FY2021 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

- ↓ Conduct project management activities and provide regular updates to City staff.
- ↓ Continue to advance long-term funding efforts for the City's capital 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 all government grants.
- ↓ 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 2021 (7/1/2020 – 6/30/2021) is \$116,750, which includes in-house and subcontract labor (\$101,750) and planned travel expenses (\$15,000). 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.

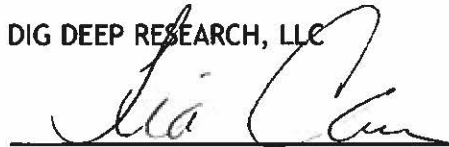
### 4.2 Assumptions

- 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 FY2021 fiscal year (July 2020).

### 4.3 Approval

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

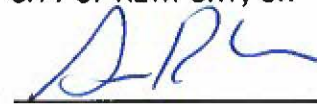
DIG DEEP RESEARCH, LLC



Tia Cavender, CEO

Date

CITY OF NEWPORT, OR



Spencer Nebel, City Manager

7-15-20

Date



## CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK BIG CREEK DAMS REMEDIATION PROJECT TASK 2.01 - PUBLIC OUTREACH SERVICES

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May 13, 2020

### 1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic planning services in FY2021 to advance its ongoing fundraising and awareness efforts for the Big Creek Dam Replacement Project. The following Scope of Work describes the activities, schedule and cost estimates for public outreach services in FY2021.

### 2. APPROACH

The overall purpose of this engagement is to increase community awareness, which will ultimately help secure grant funding for the construction of Newport's Big Creek Dams. Work described in this section represents the implementation of the Public Outreach Plan, which the City prepared in 2018.

#### Community Outreach Activities

- ↓ Obtain project endorsements from community leaders to help advocate for funding.
- ↓ Select and establish goals and tasks for the Save Our Supply advisory committee with the help of members of the Mid-Coast Water Planning Partnership.
- ↓ Develop and graphically design public outreach materials for awareness campaign.
- ↓ Develop and implement public outreach and community engagement tactics.
- ↓ Outreach to stakeholders — community groups, businesses, residents, media, etc. — to engage them in the advocacy efforts using both passive and active methods.
- ↓ Design and implement ongoing outreach mechanisms specific to each stakeholder group to ensure regular communication as outlined in the Communications Plan.



## 4. TERMS

### 4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2021 (7/1/2020 – 6/30/2021) is \$79,250, which includes in-house labor, subconsultants, and project expenses. (Excludes travel costs).

This price does not include design and production expenses that cannot yet be determined such as printing, postage, or additional video or other production costs requested by the City. If these types of expenses are incurred, the City will cover the reimbursements and/or will receive invoices directly from vendors.

### 4.2 Assumptions

- ↓ 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 community outreach meetings, and conference calls with legislative officials, community partners, and funding agencies to help advance fundraising efforts.

### 4.3 Approval

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

DIG DEEP RESEARCH, LLC



Tia Cavender, CEO

May 13, 2020

Date

CITY OF NEWPORT, OR



Spencer Nebel, City Manager

7-15-20

Date

## CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK BIG CREEK DAMS REMEDIATION PROJECT TASK 2.02 - STRATEGIC GRANTS SERVICES

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May 13, 2020

### 1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic grants services in FYE2021 to advance its ongoing grant-seeking efforts for the Big Creek Dam Replacement Project. The following scope describes the activities, schedule and cost for strategic funding services in FYE2021.

### 2. APPROACH

#### Strategic Grants Activities

- ↓ Continue to advance the strategic funding plan to secure external funding sources for the design and construction of the Big Creek Dam project.
- ↓ Pursue funding from FEMA's various grant programs, including those currently in development (e.g., BRIC Grant).
- ↓ Continue to engage grant program staff and funding agencies on behalf of the City.
- ↓ Plan and facilitate funder cultivation events.
- ↓ Continue to engage the public to garner support for the project.
- ↓ Outreach to key stakeholders to get letters of support / public comments in support of state funding requests.
- ↓ Coordinate with HDR outreach staff regarding NEPA environmental permitting process.
- ↓ Identify and evaluate new sources of government funding (i.e., CARES Act or Covid-Recovery stimulus funding) that align with Big Creek Dam project.

## 4. TERMS

### 4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2021 (7/1/2020 to 6/30/2021) is \$103,875, which includes in-house and sub-consultant labor. (Excludes travel costs).

### 4.2 Assumptions

- ↓ The City is responsible for submitting funding proposals. Any decision not to submit a proposal for funding will not affect the terms of this contract.
- ↓ The scope assumes that representatives from the City (e.g., Public Works Director, Mayor) and its technical consultants (i.e., engineering consultant of record) will be actively involved in advancing the work.

### 4.3 Approval

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

DIG DEEP RESEARCH, LLC

A handwritten signature in blue ink, appearing to read 'Tia Cavender'.

Tia Cavender  
CEO

May 13, 2020

Date

CITY OF NEWPORT, OR

A handwritten signature in blue ink, appearing to read 'Spencer Nebel'.

Spencer Nebel  
City Manager

7-15-20

Date



## **CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK BIG CREEK DAMS REMEDIATION PROJECT TASK 3.01 - STATE GOVERNMENT RELATIONS**

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May 13, 2020

### **1. BACKGROUND**

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic planning services in FY2021 to advance its ongoing fundraising efforts for the Big Creek Dam Replacement Project. The following Contractual Scope of Work describes the activities, schedule and cost estimates for state government relations services in FY2021.

### **2. APPROACH**

Advance state and federal government relations efforts 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.

#### **State Government Relations Activities**

- ↓ Identify and track bills, issues and committee activities relevant to Big Creek Dam and overall dam legislation and funding.
- ↓ Execute legislative funding approach that capitalizes on existing governmental progress.
- ↓ Coordinate and liaise with stakeholders — heads of relevant government agencies, lobbyists, 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 City.
- ↓ Continue to support relationships between City officials and 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 2021 (7/1/2020 to 6/30/2021) is \$101,025, which includes in-house and sub-consultant labor. (Excludes travel expenses, which are covered under a different task).

### 4.2 Assumptions

- ✦ The City is responsible for submitting final funding proposals. Any decision not to submit a proposal for funding will not affect the terms of this contract.
- ✦ 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 Legislative Committee Day sessions, and conference calls with legislative officials, community partners, and funding agencies.

### 4.3 Approval

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

DIG DEEP RESEARCH, LLC

A handwritten signature in blue ink, appearing to read 'Tia Cavender', written over a horizontal line.

Tia Cavender  
CEO

May 13, 2020  
Date

CITY OF NEWPORT, OR

A handwritten signature in blue ink, appearing to read 'Spencer Nebel', written over a horizontal line.

Spencer Nebel  
City Manager

7-15-20

Date



## CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK BIG CREEK DAMS REMEDIATION PROJECT TASK 3.02 - FEDERAL GOVERNMENT RELATIONS

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May 13, 2020

### 1. BACKGROUND

The City of Newport (City) has chosen Dig Deep Research, LLC (Dig Deep) to provide professional strategic planning services in FY2021 to advance its ongoing fundraising efforts for the Big Creek Dam Replacement Project. The following Contractual Scope of Work describes the activities, schedule and cost estimates for federal government relations services in FY2021.

### 2. APPROACH

Advance state and federal government relations efforts 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.

#### Federal Government Relations Activities

- ↓ Collaborate to develop a work plan to guide and develop advocacy efforts.
- ↓ Monitor and report on relevant water and appropriations legislation developments.
- ↓ Draft and deliver letters to inform delegation and committee members of positions.
- ↓ Schedule meetings with key federal agency officials, members of Congress, and congressional committee staff in Washington, DC.
- ↓ Coordinate and liaise with federal and state lobbying subconsultants, legislative officials and other stakeholders including heads of relevant government agencies, special interest groups.
- ↓ Monitor and participate in activities of administrative agencies to influence and policy and rule-making decisions at the federal level.

- Attend stakeholder meetings and communicate project and policy updates as necessary.
- Continue to support the cultivation of relationships between City officials and state and federal legislative officials.

## 4. TERMS

### 4.1 Cost

The total cost to provide the services outlined above for fiscal year ending 2021 (July 1, 2020 – June 30, 2021) is \$122,513, which includes in-house and sub-consultant labor. (Excludes travel expenses, which are covered under a different task order).

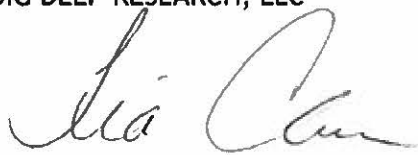
### 4.2 Assumptions

- The City is responsible for submitting final funding proposals. Any decision not to submit a proposal for funding will not affect the terms of this contract.
- 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 conference calls and in-person meetings with legislative officials, community partners, and funding agencies to help advance fundraising efforts.

### 4.3 Approval

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

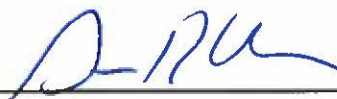
DIG DEEP RESEARCH, LLC



Tia Cavender  
CEO

May 13, 2020  
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Spencer Nebel  
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7-15-20  
Date