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## CITY OF NEWPORT CONTRACTUAL SCOPE OF WORK TASK 4 - BIG CREEK DAMS TRAVEL

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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 travel related to the BCD fundraising 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.

#### Activities related to Big Creek Dam Travel:

- ↓ Schedule and attend 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.
- ↓ Complete travel planning, and participate in out-of-town travel activities (i.e., flight, ground transportation, etc).

## 4. TERMS

### 4.1 Cost

The total cost estimate for BCD-related travel for fiscal year ending 2021 (7/1/2020 to 6/30/2021) is \$57,188. This cost estimate includes all travel-related activities required to conduct the work described in Task 2 and Task 3 Work orders. Costs will be submitted for reimbursement as expenses are incurred. Due to the national Covid Pandemic, it is possible expenses will be much less if travel is prohibited.

### 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

8-17-20  
Date

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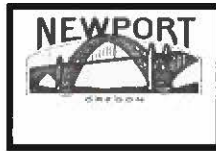
CITY OF NEWPORT, OR



Spencer Nebel  
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**AUTHORIZATION FOR AGREEMENTS, MOUs, OR OTHER DOCUMENTS OBLIGATING THE CITY**

All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.

Document: Task order 4 w/ Dig Deep Date: 8/10/20

Statement of Purpose: This task order was raised when the others were signed. It provides for travel reimbursement for work associated w/ Rig Crk. Dams

Department Head Signature: [Signature]

Remarks, if any: \_\_\_\_\_

City Attorney Review and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signatures as Requested by the City Attorney: \_\_\_\_\_

Name/Position  
Date: \_\_\_\_\_

Budget Confirmed: Signature Yes  No  N/A

Certificate of Insurance Attached: Yes  No  N/A

City Council Approval Needed: Yes  No  Date: 6/15/20

After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: [Signature] Date: 8/17/20

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: [Signature] Date: 8/19/2020

Date posted on website: 8/19/20

