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ENGINEERING SCOPE OF SERVICES

Exhibit B, Task Order No. 3 Sheridan Road – Addendum No. 1

Date: June 16, 2023

To: Heidi Bell, City Manager, City of Sheridan (City)

From: Timothy Gross, PE, Senior Project Manager, Civil West Engineering Services, Inc. (CWES)

RE: **Sheridan Road Improvements – Preliminary and Final Design**

This Exhibit B, Task Order #3 Addendum No. 1 is made a part of the Agreement for Engineering Services dated October 17, 2022 and is in addition to the survey work scope signed December 19, 2022. The City has funding already in place for improvements to Sheridan Road. The funding is as follows: \$1,500,000 in ODOT Funds + \$1,300,000 (City ARPA Funds) = \$2,800,000. Survey work and base mapping is nearing completion.

Project Approach and Understanding

We propose splitting the project into two separate phases: Phase 1 - *Outreach and Design* and Phase 2 - *Bidding and Construction*. The purpose of this Scope of Services is to describe the work and costs proposed by Civil West to complete the necessary work for the outreach and design of Sheridan Road and the utilities within. This scope of work is for the design only, and a second amendment to this Task Order #3 will be forthcoming to include bidding services and construction support.

The limits of the work will be the full length of Sheridan Road, from South Bridge Street on the west, to the entrance road of the old wastewater plant on the east (west of, but not including Hwy 18 right-of-way). The length of the project is approximately 4,070 feet.

Since this project is of high public interest and importance, we recommend involving stakeholders in a two-step process to obtain design guidance, feedback and concurrence as described in Task 3 below.

Part A: Phase 1 - Public Outreach and Design

Task 1 – Project Management & Administration: We will provide the necessary project management and administrative services to conduct an orderly and well-managed project and to ensure quality and timeliness of deliverables. 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.

Task 2 – Kickoff Meeting and Data Gathering – Under this task, key members of our project team will attend a kickoff meeting with City staff to review the project parameters, walk the project limits, note the specific

improvement needs, and work through the details and data needed to prepare plans for the project. We will discuss City preferences for materials, workmanship, standards and related details and ensure that we have all the information needed to complete an efficient design process. This task will also include a review of the completed topographic survey of the project to verify that the data needed to complete the drawings and design is complete.

Task 3 – Public Outreach / Community Engagement: The City desires to have public input and education as part of this project for the businesses, residents, and others who will be affected by the planned changes to the road system in this area. This task will include the preparation of preliminary layouts, schematics, and road cross sections for the purposes of illustrating the planned designs and concepts for public meetings. This task will include an allowance of hours to prepare for and participate in two technical advisory meetings and one public open house for the purposes of public education and receiving public input, and one City Council meeting to present the design concept. We propose three steps:

- a) **Technical Advisory Outreach (TAO)** – The TAO is intended to solicit technical and practical guidance in the design process from non-resident stakeholders in the project area. We will provide drawings, concepts, and ideas, and questions during the TAO for stakeholders to review, consider, and respond to. Stakeholders invited to participate in the TAO will include ODOT, Yamhill County, utility providers (in particular Portland General Electric (PEG) regarding the burying of utilities), and City staff. The intent of the TAO is not to make final decisions but to provide design guidance that may result in alternatives and options to consider. We recommend at least two (2) TAO meetings.
- b) **Public Open House** - Rather than a formal meeting, we recommend a public open house where the public can come at their convenience (within a 1.5 to 2.0 hour window) to review drawings, concepts, renderings and provide comments. An open house setting will provide a warm atmosphere for the public to receive one-on-one attention and be allowed to express their opinions. Feedback from the public will be considered in the final design and all comments will be summarized and presented to City Council. One (1) public open house is recommended.
- c) **City Council Meeting.** Present the recommended layout and concept of Sheridan Road for approval and direction.

Task 4 – Geotechnical Evaluation: We will contract and coordinate with a geotechnical engineer to take core samples along the roadway in order to recommend a pavement cross section. This information will also be used during construction for quality control.

Task 5 – Design/Preparation of Plans - This task will include provisions for design services for the roadway, water system, drainage system, street lighting, sidewalk and pedestrian improvements and other related improvements on Sheridan Road. Civil West will utilize the detailed survey data, aerial mapping information, and other data collected during the survey and kickoff meeting to prepare a detailed design for the project. This will include plans for drainage, adjustment of utilities, curb, gutter, and sidewalk improvements, surfacing upgrades, and lighting improvements. We will utilize our fieldwork, walk through ground truthing, and other details to determine the detailed plans and directives for the project. The plans will include notations, directives, details, and other information to provide the contractor with a clear picture of the final desired product.

Since the project will involve more than 1-acre of disturbance, a 1200C permit application is required. Design will include the creation of this plan which will be submitted to DEQ for the 1200C permit by the contractor.



Not included in the proposed project design is the replacement of the sanitary sewer. CWES has been advised by the City that the sewer cannot be bypassed nor taken out of service for replacement. At a minimum it is recommended to replace the sewer service laterals from the main to the property line to prevent future failure of these laterals under the new road.

Task 6– Preparation of Specifications and Contract Documents – Under this task, we will compile a full set of technical specifications, bid documents, and other necessary documents for a complete project plan set. The specifications will be based on ODOT/APWA and/or City standards where applicable. The bid forms will be based on the current modified EJDC documents. Upon completion of this task, the City will be prepared to solicit for bids for construction of the improvements.

Task 7 – Reimbursables: This task will include an allowance to cover costs associated with mileage, reproductions, shipping, and other reimbursable items related to the project.

Part B: Phase 2 - Bidding and Construction

The following is an anticipated scope of services and engineering budget. The details of the scope and engineering fee may change based upon when the project is finally constructed, changes in the design, or modifications in the desired services by the City.

1. **Task 1 – Project Management and Administration:** We will provide the necessary project management and administrative services to conduct an orderly and well-managed project and to ensure quality and timeliness of deliverables.
2. **Task 2: Bid Phase Services:** This task includes time for advertising the project to solicit bids. This task includes organizing and attend a pre-bid meeting, responding to requests for information from bidders, issuing addenda as needed, participating in the bid opening, reviewing bids for accuracy and completeness and preparing a bid tabulation and recommendation for award. We will assist in the administration of the contracting process and issue the notice to proceed to the contractor. Included in this task is attendance at a City Council meeting at the project award to present the project and bid results. Once the City has selected a responsive contractor and executed a contract, we will move into construction phase services as described below.
3. **Task 3: Engineering Services During Construction:** CWES is available to provide whatever support is needed and requested, including full-time inspection. The recommended level of support is recommended below.

Task 3A - Construction Engineering Management. Once the project starts construction, CWES will serve as the City’s agent and construction manager. Our role will be to serve as the liaison between the contractor and City and to administer and provide the construction coordination necessary to get this project completed successfully. Project administration and construction engineering management will include review of submittals, processing requests for clarification or information (RFI’s), processing payment requests, evaluating requests for change orders (if applicable), issuing work change directives (WCD’s) and change orders (CO’s), reporting to the City on progress, directing the resources and actions of the inspection team and other related services. We will attend weekly on-site construction meetings. The budget allowance is based on construction taking 26 weeks:

- **Pre-Construction:** 40 professional hours are budgeted for submittal reviews, correspondence with the contractor, and project administration and management.



- **Construction Management (Project Manager):** 8 hours/week onsite, including onsite construction meeting. 2 hours/week allotted for processing pay requests and other needed office work. 260 engineering hours plus associated clerical and staff support

Task 3B - Construction Observation and Inspection. The City will provide a City Inspector for regular day-to-day inspection services on the project to document the activities of the contractor and ensure that the requirements and terms of the project documents are being met. CWES will coordinate and review daily inspections reports with the City Inspector, will review progress for the permanent record, and will provide support to address any issues that arise during construction.

4. **Task 4 – Post Construction Engineering Services.** Upon completion of construction, CWES will coordinate the following tasks:

Task 4A - Final Inspections and Punch Lists. Our construction engineering team will work with the contractor and the City to complete a punch list and follow up to ensure that all loose ends, details, cleanup, and other construction activities are completed to the satisfaction of the City. This will include a site visit and walkthrough to develop the list and another walkthrough to determine if tasks are complete and a notice of final completion can be issued.

Task 4B - Final Payment and Documentation. We will work with the City and the contractor to process final payments, retainage release, and documentation of substantial and final completion of the work.

Task 4C - Warranty Documentation. Upon completion of the work, we will work with the City and the contractor to process the necessary warranty documentation to protect the City's interests.

Task 4D – As-builts and Construction Manual. When the project is complete CWES will prepare as-built records and a construction manual with copies of all inspection reports, photos and test results.

5. **Task 5 – Reimbursables:** This task will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, lodging, technology, survey equipment, reproduction and office expenses, and other reimbursable costs.

Part B: Work Not Included

Work Not Included (or otherwise provided by others)

- Construction staking. The contractor will be responsible for all construction staking.
- Construction Quality Control and Quality Assurance. It will be the contractor's responsibility for all quality control testing.
- Permit or plan review fees are by others.
- 1200C Inspections are by others.
- Other tasks not specifically identified in this proposal.

Part C: Project Fee Proposal

Civil West proposed to complete this Phase 1 work for an hourly not-to-exceed fee of **\$117,908**. The fee proposal is considered a not-to-exceed maximum for the scope of work described and will be billed monthly. Civil West reserves the right to alter distribution of compensation between individual tasks of the work noted herein to be consistent with services actually rendered but shall not exceed the total estimated compensation amount unless



approved in writing by Client. Any additional work will be billed on a time and materials basis pursuant to the 2023 Rate Schedule attached hereto.

Phase 1 - Public Outreach and Design

Task No.	Phase 1 Preliminary Engineering	Proposed Total Fee
1	Project Management & Administration	\$25,240.00
2	Kickoff Meeting and Data Gathering	\$4,420.00
3	Public Outreach / Community Engagement	\$10,568.00
4	Geotechnical Evaluation	\$18,640.00
5	Design/Preparation of Plans	\$38,760.00
6	Preparation of Specifications and Contract Documents	\$17,480.00
7	Reimbursables	\$2,800.00
Total Proposed Project Budget		\$117,908.00

The following is the anticipated engineering fee for Phase 2 shown only for budgetary purposes for a future signed Scope of Services.

Phase 2 - Bidding and Construction

Task No.	Phase 2 - Construction Management	Proposed Total Fee
1	Project Management & Administration	\$5,200.00
2	Bid Phase Services	\$6,920.00
3A	Construction Engineering Management	\$49,664.00
3B	Construction Observation and Inspection	\$40,880.00
4	Post Construction Engineering Services	\$23,200.00
5	Construction Services Reimbursables	\$4,500.00
Total Proposed Project Budget		\$130,364.00

Part D: Project Schedule

Upon issuance of a notice to proceed we will schedule the kickoff meeting within 3 weeks based upon City staff availability. The anticipated project schedule is as follows:

- July 15, 2023 – kickoff meeting.
- August 15, 2023 – TAO meeting No. 1.
- September 15, 2023 – Public Open House.
- October 15, 2023 – TAO meeting No. 2.
- December 1, 2023 – Presentation to City Council.
- January 15, 2024 – Completion of Plans and Specifications – Ready for bidding.
- February 1, 2024 - Advertise project.
- March 15, 2024 – Award project.
- April 15, 2024 – Begin construction.
- October 15, 2024 – Construction Complete.
- December 1, 2024 – Project closeout.



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



Timothy Gross, PE

Senior Project Manager

North Coast Region - Newport

Authorized Representative Signature Accepting Scope of Services
Agreement for City Engineering Support dated October 2022

Date



Civil West Engineering Services, Inc. - 2023 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$400
Principal Engineer	\$175
Regional Manager	\$170
Senior Project Manager	\$165
Senior Project Engineer	\$153
Senior Engineering Technician	\$128
Project Manager	\$160
Project Engineer	\$142
Staff Engineer	\$120
Engineering Technician	\$88
Drafter	\$77
Inspector 1	\$165
Inspector 2	\$144
Inspector 3	\$124
Engineering Intern	\$54
Clerical	\$54
Surveying	
Senior Surveyor (PLS)	\$160
Senior Survey Technician	\$128
Survey Technician	\$109
1-person Survey Crew	\$170
2-person Survey Crew	\$200
3-person Survey Crew	\$237
REIMBURSABLES	
Mileage	\$0.625 - or current IRS Rate
Survey Equipment	\$200/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost

