

Contract Review Sheet

BO-4577-22 (1)

Grant Agreement #: BO-4577-22 Amendment #: 1

Contact: Kathleen George Department: Board of Commissioners

Phone #: (503) 373-4388 Date Sent: _____

Title: ARPA Drinking Well Project

Contractor's Name: City of Gates

Term - Date From: June 8, 2022 Expires: December 31, 2026

Original Contract Amount: \$1,000,000.00 Previous Amendments Amount: \$0.00

Current Amendment: \$0.00 New Contract Total: \$1,000,000.00 Amd% 0%

Incoming Funds Federal Funds Reinstatement Retroactive Amendment greater than 25%

Source Selection Method: 20-0260 Request for Proposal RFP# icitation Num

Description of Services or Grant Award

2021 Marion County ARPA Funds Application Round One Grant Award for Water System Improvements.
Amendment No.1 revises the application to adjust dates, the Project team, and a revised Project Plan. The new proposed plan omits new water line on a private drive, sets three new meters on Gates School Road and adds the Westgate Mainline upgrade. The overall ARPA funding amount does not change.
ALN 21.027

Desired BOC Session Date: 10/25/2023 BOC Planning Date: 10/12/2023

Files submitted in CMS: 10/4/2023 Printed packet & copies due in Finance: 10/10/2023


BOC Session Presenter(s) Jeff White


FOR FINANCE USE


Date Finance Received: _____ Date Legal Received: _____


Comments: Y

REQUIRED APPROVALS

DocuSigned by:

90EC84E244DE43D...
10/16/2023
Date
Finance - Contracts

DocuSigned by:

A3590E7AEC784F4...
10/19/2023
Date
Contract Specialist

DocuSigned by:

D06FC6B04B9F483...
10/18/2023
Date
Legal Counsel

DocuSigned by:

DC16B51248DE4EC...
10/18/2023
Date
Chief Administrative Officer



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

October 25, 2023

Meeting date: _____

Department: Board of Commissioners

Title: Amendment 1 to Subrecipient Agreement BO-4577-22 with City of Gates for the ARPA Water System Improvements Project

Agenda Planning Date: 10/12/23 Management Update/Work Session Date: 9/28/2023 Audio/Visual aids

Time Required: 5 Contact: Kathleen George Phone: 503-373-4388

Requested Action: Approve Amendment 1 to the Subrecipient Agreement BO-4566-22 with City of Gates for the ARPA Water System Improvements Project.

Issue, Description & Background: Amendment 1 revises the Application by updating start and finish dates due to changes in the scope, including omitting the new water line on a private drive, installation of 3 new meters on Gates School Road, and adding Westgate Mainline upgrade, which is a substantial change from the original application.

Financial Impacts: Amendment 1 has no financial impact to the County.

Impacts to Department & External Agencies: This amendment does not result in impacts to other departments. City of Gates would be the only external agency affected by any change to this agreement.

List of attachments: 1. Amendment 1 to Subrecipient Agreement BO-4577-22

Presenter: Jeff White, Chief Financial Officer

Department Head Signature:

DocuSigned by: Jan Fritz DC16351248DE4EC...



Marion County
OREGON

AMENDMENT 1 to BO-4577-22
the SUBRECIPIENT AGREEMENT
between
MARION COUNTY and CITY OF GATES

This Amendment No. 1 to the Subrecipient Agreement (as amended from time to time, the “Agreement”), dated June 8, 2022, between Marion County, a political subdivision of the State of Oregon, hereafter called County, and City of Gates, hereafter called Subrecipient.

The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by ~~strikethrough~~):

1. Incorporation.

The foregoing Recitals are incorporated herein by reference, provided, however, that the Recitals are not to be deemed to modify the express provisions hereinafter set forth. This Agreement includes the following exhibits which are incorporated herein:

- a. Exhibit A (The Application)
- b. Exhibit A.1 (The Amended Application Dated September 12, 2023)
- c. Exhibit B (Required Federal Terms and Conditions)
- d. Exhibit C (Federal Funding Information for Subrecipients)
- e. Exhibit D (Federal Funding Accountability and Transparency Act Certification)
- f. Exhibit E (ARPA/SLFRF Capital Expenditure Justification Form)
- g. Exhibit F (ARPA/SLFRF Reporting Requirements Form)
- h. Exhibit G (Marion County Disbursement Request)

Except as expressly amended above, all other terms and conditions of the original contract are still in full force and effect. Contractor certifies that the representations, warranties and certifications contained in the original Contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

MARION COUNTY SIGNATURES
BOARD OF COMMISSIONERS:

Chair Date

Commissioner Date

Commissioner Date

ARPA Amendment and Budget Adjustment Request Form
Narrative

Organization Name:	City of Gates
Project Title:	Water System Improvements
Date of Request:	9/11/2023
Name of Person Completing Request:	Greg Benthin
Title of Person Completing Request:	Public Works Superintendent
Phone # of Person Completing Request:	503-400-0538
Original MC ARPA Award/Contract:	1,000,000
MC ARPA Award/Contract Number:	BO-4577-22

Step 1: Please respond to each question/statement below.

#	Question	Answer
1	Why are you requesting a program amendment (What circumstances impact this request)?	<p>The requested changes to the scope of work is to: 1) omit the new water line on a private drive; 2) set three new meters on Gates School Road; and 3) add the Westgate Mainline upgrade. This request is due to City Council changes in the City of Gates water plan.</p> <p>This request includes a change in timeline due to the changes in the scope of work and securing an engineering and construction contract.</p> <p>This request also includes a change in budget based on current estimates and contracts.</p>
2	Using the approved contract, specifically identify the text requested to be edited/removed. Enter the original text from the contract with strikeouts for text to be removed and bold text for text to be added. <i>Option: If it would help for clarity, submit the pertinent section of the approved contract with strike outs and bold text as described above .</i> If Marion County requires a contract scope change, use Tab 3 "Scope Change Request" to answer this question.	See 7/31/2023 Revised Application attachment.
3	How will the requested change affect the project?	The scope of work is the same just a different location.
4	Will the requested change maintain the integrity of the original ARPA category (e.g. Negative Economic Impact, Water & Sewer Infrastructure, Public Health)?	Yes, it maintains the same ARPA category.
5	How will the requested change affect the original contractual timeline?	The original timeline anticipated closeout to be Aug 2023- Dec 2023. The requested change anticipates closeout to be Oct 2024 - November 2024.
Step 2: If a budget adjustment is also being requested, answer Question #6 and complete Tab 2.		
6	How will the requested change affect the original MC ARPA budget?	The requested change does not effect the total budget, only the internal amounts have been changed.

By completing this request, person completing this form certifies and attests that, to the best of my knowledge, all information provided in this form is true and accurate and I have the authority to represent the organization in this request.

Submit via email to: ARPArecovery@co.marion.or.us

Please provide a line item detailed budget for the project costs.

CATEGORY	ORIGINAL ARPA BUDGET	REVISED ARPA REQUEST	OTHER FUNDS (if applicable)		TOTAL
			AMOUNT	SOURCE	
Materials and Services					
Water Master Plan - 3D (Updated Cost)	148,000	152,000			152,000
Water Master Plan - 3E (Updated Cost)	148,000	148,000			148,000
Water Service Line Conversion	81,000	27,000			27,000
Westgate Mainline Upgrade	-	304,000			304,000
Purchase and Install six fire hydrants	90,000	24,000			24,000
Mobilization and Administration	47,000	47,000			47,000
Bonding and funding requirements	47,000	47,000			47,000
Project contingency	140,000	-			-
Easement Acquisition	60,000	60,000			60,000
Design Surveying (topo and ROW)	30,000	30,000			30,000
Design and Bid Phase Engineering	85,000	80,000			80,000
Construction contract administration	35,000	35,000			35,000
Construction observation (fill time 12 month)	24,000	25,000			25,000
Inflation (2 years)	45,000	-			-
Totals	\$ 980,000	\$ 979,000	\$ -		\$ 979,000

Equipment or Capital Purchases					
					-
					-
					-
					-
Totals	\$ -	\$ -	\$ -		\$ -

Personnel Costs					
					-
					-
					-
					-
Totals	\$ -	\$ -	\$ -		\$ -

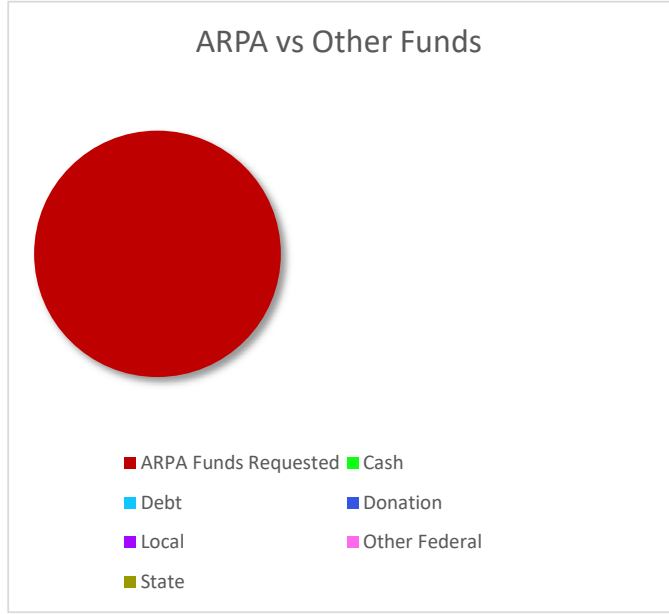
Administrative					
Legal, administration, and funding	20,000	21,000			21,000
					-
Totals	\$ 20,000	\$ 21,000	\$ -		\$ 21,000

Grand Totals:	\$1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
----------------------	-----------------------	------------------------	-------------	--	------------------------

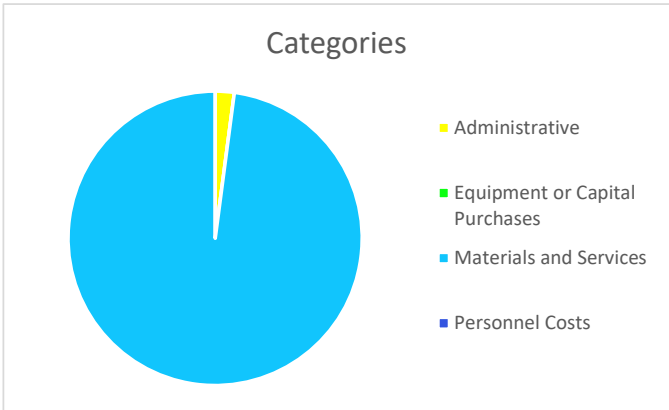
	Yes	No (explain)	Explanation
Confirm that the new total MC ARPA Budget is equal to or less than the total original MC ARPA award.	X		

Project Budget Summary

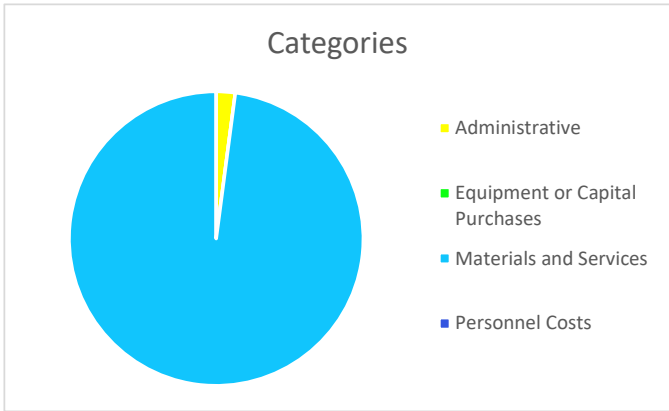
Total Project Budget	\$ 1,000,000
ARPA Funds Requested	\$ 1,000,000
Other Funds	\$ -
Cash	\$ -
Debt	\$ -
Donation	\$ -
Local	\$ -
Other Federal	\$ -
State	\$ -



Total Project Budget	\$ 1,000,000
Categories	
Administrative	\$ 21,000
Equipment or Capital Purchases	\$ -
Materials and Services	\$ 979,000
Personnel Costs	\$ -



Total ARPA Project Budget	\$ 1,000,000
Categories	
Administrative	\$ 21,000
Equipment or Capital Purchases	\$ -
Materials and Services	\$ 979,000
Personnel Costs	\$ -



ARPA Amendment and Budget Adjustment Request Form
Application Section II Project Information - Scope Change Request

Note: This form may ONLY be submitted if Marion County authorizes the subrecipient to submit a scope change request.

**Subrecipient must complete each section of this form for the request to be considered by the
Marion County Board of Commissioners**

	Question	Answer
1a	Describe the project and the project deliverables.	See 7/31/2023 Revised Application attachment.
1b	Describe the organization and individuals that will manage the project.	
1c	Provide the total estimated or completed project budget and the amount of ARPA funding to be used for the project.	
1d	Provide a timeline including the start date, interim check-points, and completion dates.	
1e	List the project team. Include the name, title, employer, and a high-level overview of their role in the project.	
2	Describe the project need and the impact the project will or did have on the local community and Marion County. Identify each project element and include a timeline and key team member(s) who will or did work on the project	
3a	Describe how the project meets the ARPA eligible categories and the specific category requirements according to U.S. Treasury Guidelines and the Final Rule	
3b	Describe how the project meets the ARPA period of performance.	
4	Describe the organization's experience as a subrecipient or beneficiary of federal funding. Describe the capacity to successfully manage and submit reporting requirements for the proposed project as a subrecipient of federal awards	
5	Identify and describe partnerships or contracted services the organization has secured to assist with the project?	
6	Describe how the operations will be funded after the project is complete, if applicable. If application is for reimbursement of funds already spent, explain how project will be maintained and/or funded in future years	
7	Identify and describe other Federal, State, or local government funding the organization has applied for, including ARPA funds from governments for this proposed project. Include the source(s) and amount(s) applied for, and any awards received.	

ARPA Amendment and Budget Adjustment Request Form
Application Section II Project Information - Scope Change Request

8	Identify and describe other non-governmental funding sources (e.g. fees, donations, grants) the organization has applied for specific to this proposed project. Include the source(s) and amount(s) applied for, and any awards received.	
9	When was your last financial statement or single audit performed and what was the result (i.e clean audit opinion, recommendations, or findings)? Please be prepared to provide this information if requested.	
10	Provide any additional information related to the project.	

EXHIBIT A.1



2021 MARION COUNTY
ARPA FUNDS APPLICATION ROUND 1
Amended 7-31-2023 (new language in blue)

Organization Name: City of Gates

Project Title: Gates Water System Improvements

ARPA Funding Category: Municipal

I. Organization Information

Legal Name of the Organization: * City of Gates, Oregon

Doing Business As (DBA) Name (if applicable): _____

Employer Identification Number (EIN): * 93-0716583

DUNS Number: ** 045729837

**Organization must be able to obtain a DUNS Number by the time the Contract is executed

Organization Street Address: * 101 Sorbin Avenue W

City: Gates State: OR Zip Code: 97346

Organization Mailing Address: _____
(if different from street address)

City: _____ State: _____ Zip Code: _____

Organization Website: * cityofgates.com
(Please enter "N/A" if none)

Applicant Name: * City of Gates

Applicant Title: * City Recorder

Applicant Mailing Address: _____
(if different from organization mailing address)

City: _____ State: _____ Zip Code: _____

Applicant Phone: * (503) 897-2669 Applicant E-mail: * ctygtes@wbcable.net

Project Contact: Greg Benthin, Public Works Superintendent
(if different from applicant)

Project Contact Phone: (503) 897-3358

Project Contact E-Mail: GBENTHIN.GATESWTP@WBCABLE.NET

* Response required for application to be considered complete

II. Project Information (not exceed a total of 25 single-sided, 8.5" x 11" numbered pages)

1. Describe the organization that will manage the project and include the following:
 - a. Total estimated project budget is \$999,000 (2021 dollars, see attached project budget worksheet for additional details).
 - b. Project preliminary engineering is anticipated to begin April 2022. Final construction is anticipated to be completed by the end of ~~2023~~ 2024.

Task	Anticipated Timeline
Contract Execution	April 2022 August 2023
Site Survey of listed water improvements projects	June 2022 July 2022 August 2023-September 2023
Preliminary & Final Design	July 2022 Dec 2022 October 2023-Mar 2024
Bidding	Jan 2023 Aug 2023 Apr 2024-May 2024
Construction	Mar 2023 Aug 2023 May 2024-Oct 2024
Closeout	Aug 2023 Dec 2023 Oct 2024-Nov 2024

- c. The Project team consists of the following organizations and members:
 - a. City of Gates
 - i. Greg Benthin, Public Works Director
 - ii. ~~Public Works Director~~ Traci Archer, City Recorder
 - iii. ~~Owner and Project Manager~~ MWVCOG
 - b. Civil Engineer
 - i. ~~To be determined~~ Keller Associates
 - ii. Design and construction manager
 - c. Surveying Sub-Consultant
 - i. To be determined
 - ii. Survey and easements

2. Describe the project need and the impact the project will have on the local community and Marion County.
 - a. The City of Gates is a small community of 517 people, but still manages to operate a water distribution system with only two staff members and the funds generated from this small tax and service base (approximately 240 services). After the 2020 Labor Day wildfires in the North Santiam Canyon, half of the structures in town were destroyed. City Council decided that it was not fair to charge the wildfire victims for water utilities they're not using, cutting water infrastructure resources nearly in half. After a year, some of the residents have come back and are rebuilding, but the City is still struggling to make ends meet on payroll and loans, while rebuilding damaged infrastructure to provide water services to its residents. Because of these events, the City has exhausted their minimal savings and are unable to make the critical infrastructure improvements needed to maintain a reliable water distribution system. These ARPA funds are imperative to the City so they can expand their water system based on guidance from the 2012 Water Master Plan and replace failing water service lines and a collapsing main. These improvements will allow the City to focus on their recovering

community instead of worrying about how they are going to provide basic services to their customers.

3. Describe the project proposal to be accomplished. Identify each project element and include a timeline and key team member (s) who will work on the project.
 - a. Two components of the proposed project are included in the City's Water Master Plan (April 2012). Priority 3 improvements are triggered by growth within the system and as of 2021 these areas within the City have met or exceeded the need for these system improvement projects. Project 3-D includes installing an 8" water main along a private drive to Gates School road, and project 3-E includes installing an 8" water main along a private drive to the North Santiam Highway. **The City also has proposed to add the Westgate Mainline Upgrade. This is a substantial change from what was originally prioritized in the initial application.**
 - b. The City has discovered that past operators and contractors have installed PEX pipe (cross-link polyethylene) for water service lines from the main to the water meter. These lines were not properly backfilled and have begun to leak at several locations throughout the City. This project aims to excavate and replace all PEX service lines with copper tube and correctly backfill the installation to ensure a reliable service line for years to come.
 - c. The City aims to replace several old and failing fire hydrants through the distribution system. In the event of another fire in or around the City, City staff and operators want to have confidence in their infrastructure and know that the hydrants will work when they need them.
 - d. The table below summarizes the main project elements, proposed timelines, and key team members.

Project Element	Timeline	Key Team Members
Contract Execution	April 2022 August 2023	City of Gates Engineering Consultant (to be determined), Keller Associates, MWVCOG
Site Survey of listed water improvements projects	June 2022 - July 2022 August 2023-September 2023	City of Gates Engineering Consultant (to be determined), Keller Associates
Final Design	July 2022 - Dec 2022 October 2023-Mar 2024	City of Gates Engineering Consultant (to be determined), Keller Associates , MWVCOG
Bidding	Jan 2023 - Feb 2023 Apr 2024-May 2024	City of Gates Engineering Consultant (to be determined) Keller Associates
Construction	Mar 2023 - Aug 2023 May 2024-Oct 2024	City of Gates Engineering Consultant (to be determined), Keller Associates , MWVCOG
Closeout	Aug 2023 - Dec 2023 Oct 2024-Nov 2024	City of Gates Engineering Consultant (to be determined), Keller Associates , MWVCOG

4. Describe how the project meets the ARPA eligible categories and the specific category requirements according to U.S. Treasury Guidelines , see [State and Local Fiscal Recovery Funds \(marion.or.us\)](https://www.marion.or.us/BOC/CD/Pages/fiscalrecoveryfunds.aspx) .
[https://www.marion.or.us/BOC/CD/Pages /fiscalrecoveryfunds.aspx](https://www.marion.or.us/BOC/CD/Pages/fiscalrecoveryfunds.aspx)

- a. All project elements meet the ARPA eligible, Drinking Water State Revolving Fund (DWSRF) Category 2- Transmission and Distribution requirements. The Water Master Plan and Westgate Mainline Upgrade portions of the project is to prevent contamination caused by non-potable liquids entering into the system through major pipe breaks. The 3-E Master Plan portion also includes eligible service line replacements, along with the Water Service Line Conversion portion of the project. The fire hydrants included are eligible to prevent contamination caused by non-potable liquids entering into the system through leaks. The engineering is for the eligible project work.
 - b. Describe how the project meets the ARPA period of performance.
 1. If funded, Gates is ready to proceed with these project elements in April August 2023 with a planned project closeout by 2024; which meets the ARPA period of performance.
5. Is this project included in an adopted City/County or organization's plan or another documented community need? For example: City Infrastructure Master Plan, City Economic Development Plan, City Transportation Plan or City Strategic Plan, etc.
 - a. The projects previously described in part 3a are found in the City's Water Master Plan (April 2012).
 - b. The project listed in 3b is not in an individual plan, but service line replacements and upgrades are included in the Water Master Plan projects (3-D and 3-E) and have been a continual issue that City staff have been addressing as time and funds allowed. However, after the Labor Day wildfires of 2020, the City now can replace all the non-copper lines in town before the destroyed houses have been rebuilt.
 - c. Project 3c is not listed in a plan as a specific project, but the replacement of the existing failing fire hydrants is a critical infrastructure improvement priority project for the City.
6. Describe the organization's experience as a subrecipient. Describe the capacity to successfully manage and submit reporting requirements for the proposed project as a subrecipient of federal awards.
 - a. Gates has experience as a recipient and subrecipient of FEMA Disaster Assistance, Business Oregon, and Corona Virus Relief Fund funding awards. City Hall staff have managed and met the reporting requirements for these projects successfully. On the proposed project, we will also partner with the Mid-Willamette Valley Council of Governments staff to manage and submit all required reporting.
7. Identify and describe partnerships the organization has secured to assist with the project?
 - a. Gates has partnered on this project with Mid-Willamette Valley Council of Governments - McRae Carmichael, Community Development Program Director, to provide additional capacity for federal award subrecipient reporting and award requirements.
8. Describe how the operations will be funded after the project is complete.
 - a. The city plans to initiate a water rate study to ensure ongoing funding of water system operations. A Water System Development Charge (SOC) recommendation is also being made.
9. Identify and describe other Federal, State, or local government funding the organization has applied for, including ARPA funds from governments. Include the source(s) and amount(s) applied for, and any awards received.
 - a. \$1,000 State of Oregon Department of Land Conservation & Development Planning Assistance Grant Award

- b. \$12,240 State of Oregon Department of Land Conservation & Development Technical Assistance Grant Award
 - c. \$30,000 Business Oregon Drinking Water Source Protection Fund, USGS Watershed Monitoring Award
 - d. Subrecipient of \$104,651.65 Federal Award, for FEMA Disaster Assistance
 - e. \$26,121 Business Oregon, Special Public Works Fund FEMA Match Award
 - f. \$19,587 Business Oregon, Water Treatment Plan Upgrades Grant Award for Chlorination Equipment
 - g. \$11,100 Business Oregon Water/Wastewater Financing Program, Engineering Technical Assistance Award
 - h. Legislative ARPA Appropriation Awards for Water Metering Equipment \$25,000, and \$251,000 for Wildfire Staffing & Operational Needs.
 - i. A \$14,165.61 Federal Coronavirus Relief Fund COVID 19 Public Health Expense Reimbursement received.
 - j. ARPA - \$113,000 State and Local Fiscal Recovery Funds, of which \$56,973 has been received.
10. Identify and describe other non-governmental funding sources (e.g., fees, donations, grants) the organization has applied for. Include the source(s) and amount(s) applied for, and any awards received.
- a. No other funds have been awarded.
11. If the total ARPA funding request is not granted, how will the organization be able to complete the project?
- a. The City of Gates will not be able to complete these much needed projects without this ARPA funding.
12. Describe how the project will meet project deadlines - include engineering. Identify any reports or other information related to the project such as completed engineering, architectural, or design studies or other technical studies required for the project. Identify the name and a brief description of the completed study. Marion County will request copies of these studies during the technical review period.
- a. Actions to meet project deadlines:
 - i. ~~Set reasonable initial deadlines~~
 - ii. Establish interim milestones
 - iii. Establish strong project management team at each stage
 - iv. Identify critical path items and potential scheduling conflicts
 - v. Prioritize and advance tasks concurrently where possible
 - b. Project-related reports or studies
 - i. City of Gates Water Master Plan (April 2012)
13. Provide any additional information related to the project.
- a. Attachment 3 contains a figure of the Water Master Plan that shows the priority 3-D and 3-E project locations.

Project Budget

Please provide a line item detailed budget for the project for the months of **August 2023 through November 2024**.

CATEGORY	Int/ Ext	ARPA FUNDS REQUEST	OTHER FUNDS (if applicable)		TOTAL
			AMOUNT	SOURCE	\$1,000,000.00
Materials and Services					\$980,000.00 \$979,000.00
Water Master Plan - 3D (Updated Cost)	External	\$148,000.00 \$ 152,000.00			\$148,000.00 \$ 152,000.00
Water Master Plan - 3E (Updated Cost)	External	\$148,000.00			\$148,000.00
Water Service Line Conversion	External	\$81,000.00 \$27,000.00			\$81,000.00 \$27,000.00
<u>Westgate Mainline Upgrade</u>	<u>External</u>	<u>\$304,000.00</u>			<u>\$304,000.00</u>
Purchase and install six fire hydrants	External	\$90,000.00 \$24,000.00			\$90,000.00 \$24,000.00
Mobilization and Administration	External	\$47,000.00			\$47,000.00
Bonding and Funding Requirements	External	\$47,000.00			\$47,000.00
Project Contingency	External	\$140,000.00			\$140,000.00
Easement Acquisitions	External	\$60,000.00			\$60,000.00
Design Surveying (topo and ROW)	External	\$30,000.00			\$30,000.00
Design and Bid Phase Engineering	External	\$85,000.00 \$80,000.00			\$85,000.00 \$80,000.00
Construction Contract Administration	External	\$35,000.00			\$35,000.00
Construction Observation	External	\$24,000.00 \$25,000.00			\$24,000.00 \$25,000.00
Inflation (2 years)	External	\$45,000.00			\$45,000.00

Administrative					\$20,000.00 \$21,000.00
Legal. Administration and funding	Internal	\$20,000.00 \$21,000.00			\$20,000.00 \$21,000.00

**Attachment 3
CITY OF GATES
ARPA WATER PIPELINE IMPROVEMENTS
PRELIMINARY ENGINEERING
SCOPE OF WORK**

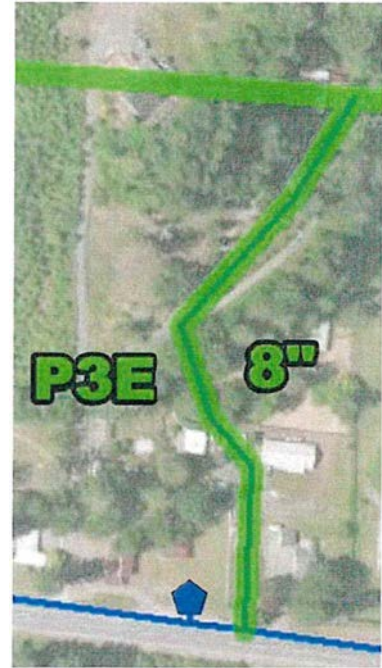
PROJECT DESCRIPTION

City of Gates ("Owner") has contracted with **Keller Associates, Inc.** ("Consultant") to provide engineering design services for pipeline improvements. The Consultant's scope of work has been developed based on the following project description. As the project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of work.

The City of Gates water master plan identified numerous projects in the capital improvement plan. With funding being available through the Coronavirus State Fiscal Recovery Fund through the Oregon Department of Administrative Services (DAS), the Owner intends to complete the design and construction for Project 3D and 3E in the master plan and the Westgate Main project. All three project locations may be located within existing utility easement or right-of-way (ROW), this will be investigated and defined with this preliminary engineering scope of work. The construction delivery approach for this project will be Design-Bid-Build. This scope of work is for preliminary engineering. An amendment to this scope of work, or a separate scope of work will be reviewed and approved for final design and construction engineering services.



Priority 3D Project



Priority 3EProject



Westgate Main Project

Consultant's services are limited to those services outlined in the following scope of work.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT

Consultant Responsibilities:

- 1.1. General Project Management. Provide general project administration services including contract administration, project accounting, progress reports, scheduling, and internal project administration.
- 1.2. Kickoff Meeting. Participate in a project kickoff meeting . Prepare agenda and meeting notes. The purpose of this meeting will be to review/establish Owner design criteria, review the overall project schedule including major milestones and meetings, review project constraints and objectives, discuss available data and published materials that will be made available by the Owner, and review process for deliverables including process for Owner review and approval.
- 1.3. Request for Information. Provide initial request for information.

- 1.4. Schedule: Develop and update an initial schedule to include the analysis and data collection required to provide the preferred pipeline alignment and a 30% , plan view deliverable.
- 1.5. Funding Support and Grant Administration. No funding support and grant administration services will be provided for this 30% design and submittal.

Owner Responsibilities:

- Provide meeting space for project meetings. Provide advertising as needed.
- Provide requested information within two weeks of request.
- *Coordinate between the funding agency, the Consultant, and the Mid-Willamette Valley Council of Governments (COG) to satisfy the funding agency requirements.*

Assumptions:

- Project management budget assumes a project schedule of up to 6 months.
- Unless otherwise noted, meetings/workshops may be held in person or via on-line meeting tools. This assumption applies to this task as well as subsequent tasks.

Deliverables:

- Monthly invoices and project update summaries.
- Kickoff meeting agendas and meeting notes.
- Request for information.

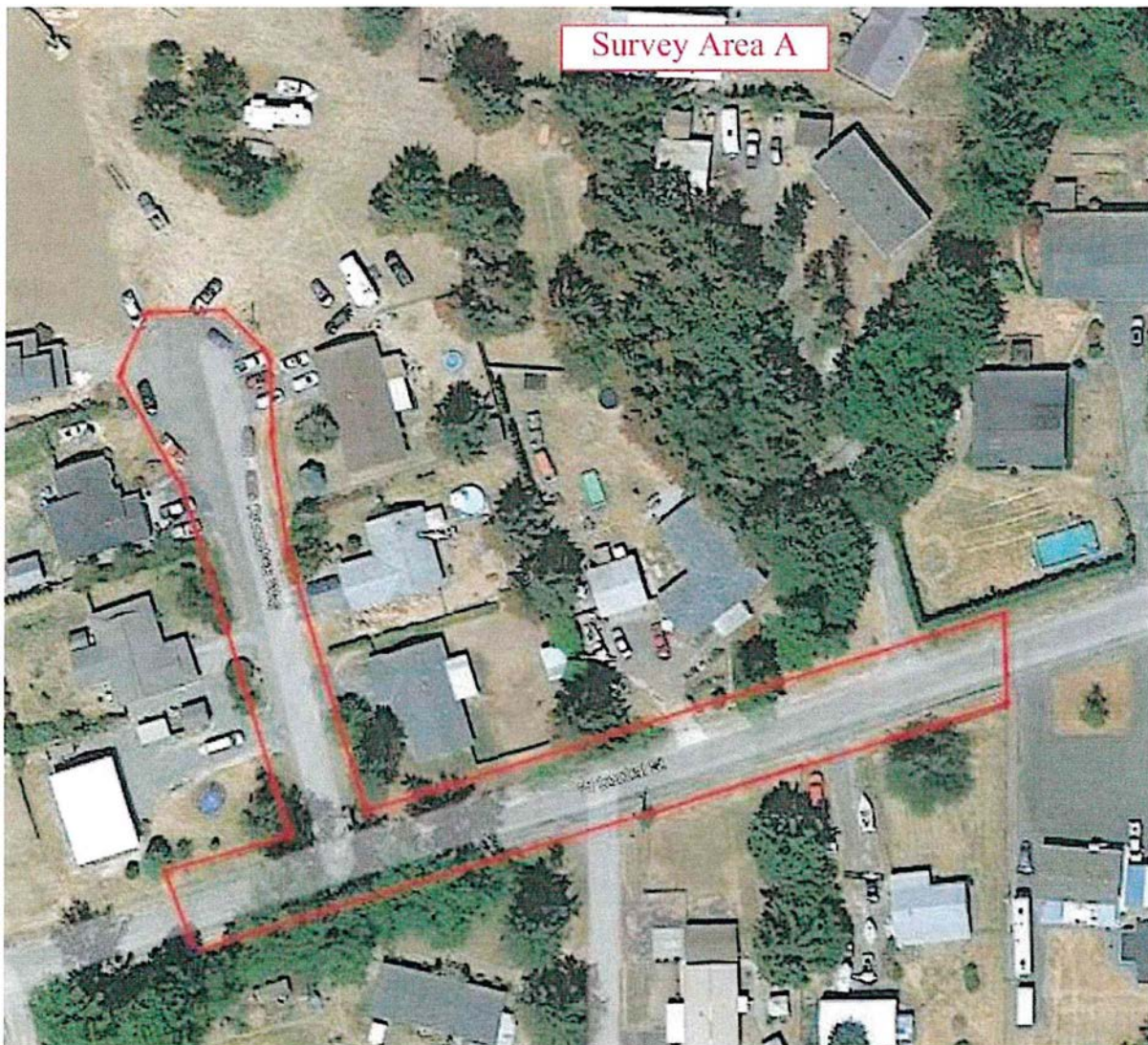
TASK 2: SURVEYING

Consultant Responsibilities:

- 2.1. Topographic Surface. Utilize the services of 45 North Surveying, LLC to provide surveying services. Provide topographic surveying for the pipeline alignments for the three project areas.
 - o Full topographic surface data and underground utilities to the edge of the project boundaries as shown in red in the figures below.
 - o Obtain spot elevations at a maximum 50 foot on center spacing, including along roadway centerlines, top of curb, flowline of curb, lip of gutter, etc, to the nearest 0.01 foot.
 - o Additional spot elevations needed to adequately identify grade breaks and other topographic features.
 - o Order One-Call utility locates for any underground utilities within subject area and adjacent public right of way.
 - o Locate surface features over subject area, including but not limited to: accessways, driveways, curbs, structures, fences, poles, disposal areas, drainage areas.
 - o Locate ground and above ground utilities, including but not limited to: utility poles, overhead utility wires, manholes, catch basins, cleanouts, meters, valves, vaults, boxes, hydrants.
 - o Locate trees 8" DBH and greater noting coniferous or deciduous.
 - o Map existing easements which may affect subject area (Client to provide all necessary documentation or title information to complete this task).
 - o Provide triangulated irregular network (TIN) to be used as a Civil 3d surface via an xml file.
 - o Survey shall be based on an official benchmark acceptable to the City.
- 2.2. Utilities. Utilize the services of 45 North Surveying, LLC to provide utility surveying services. Provide utility surveying for the pipeline alignments for the three project areas.
 - o Show utility poles, power lines, and telecommunications, etc. including any identification information.
 - o Storm Drain, culverts, and sanitary sewers:
 - Show rim or grate elevations and inverts for all manholes and drainage structures, with structure size (inside dimensions).

- Show pipes diameters, pipe material, and direction of pipe.
- Manhole symbols shall be shown at center of the lid with a note defining the manhole diameter and whether the manhole is an eccentric or concentric structure.
- If eccentric, note to what side of the structure (NW, SE, S, etc.) the eccentric cone is flush with.
- Survey storm and sewer structures to the next downstream and upstream structures beyond the limits of survey.
- Show utility lines as continuous, do not terminate shortly after a structure, extend to upstream or downstream structure.

This topographic survey will encompass all those areas as shown in red in the figures below. For Area A, the full right of way. For Areas B and C, the survey limits will extend 5-10 feet past the current traveled way. For Area C, the surveyor will also locate the existing water service connection points of the three homes as shown on the figure for Area C below.







Owner Responsibilities:

- Obtain or provide GIS information, existing utilities, and land parcel data, easements, and rights-of-way for the project extents. Provide any available record drawings and plats of existing subdivisions.

- Provide potholing of utilities as required.
- Provide notice and secure access to non-public properties, if required.

Assumptions:

- Portions of the surveying are going to be completed within and outside of the existing right-of-way and easements. Services for easement acquisition, negotiations, and legal descriptions will be provided through additional scope added by amendment.

Deliverables:

- Topographic base map.

TASK 3: CONCEPT DESIGN SERVICES

Consultant Responsibilities:

- 3.1. Concept Drawings and Project Constraints. Develop 30% drawings. Concept to include concept main pipeline alignment (excluding service connections), base map information from previous Task, general grading concepts, approximate location of major valves and features, major crossing concepts.

As part of concept design, identify governing authorities and major project constraints.

- 3.2. Opinion of Probable Cost. Provide a concept level opinion of probable cost for the project.
- 3.3. Workshop Meeting. Meet with Owner to review pipeline alignment concept, project constraints and probable cost. Document decisions in meeting minutes.
- 3.4. Utility Conflict Analysis and Notification. Complete an initial utility conflict analysis with existing aboveground and buried utilities. Draft initial Utility Notification Letters (First Notice) and *distribute to* utility providers within the project limits.

Owner Responsibilities:

- Provide input and comments on concept drawings.
- Participate in workshop meeting.

Assumptions:

- No geotechnical investigations or rock profiling are included in this scope of work for this phase of the design. Once the 30% design is complete, a geotechnical evaluation may be added to this scope of work to investigate along the pipeline alignment.
- No pavement coring is included in this scope of work.
- Hydraulic modeling evaluations including surge analysis of the pipelines, if needed, will be provided as an additional service.

Deliverables:

- Agenda and minutes from workshop meeting
- Concept drawings (prepared in 22"x34" reviewed in 11"x17") and three (3) 11"x17" paper copies.
- Opinion of probable cost.

FUTURE SERVICES (not included in scope of work)

- Final Design Services
- Permitting
- Bidding Services
- Construction Phase Services
- Funding administration support
- Hydraulic modeling including surge analysis
- Geotechnical investigation

- Easement appraisal and appraisal review
- Easement acquisition

SCHEDULE

Consultant anticipates the following project schedule. The number of days associated with each of the tasks are approximate and assume timely delivery of requested information. Actual schedule may vary:

Task	Schedule	Comments
Tasks 2, 3, & 4 – Surveying & Concept Design Services	90 days	Concept Design to be completed after receiving Notice to Proceed from Owner.