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ENGINEERING SCOPE OF SERVICES

Date: November 21, 2023

Work Order Number:

To: Pat Cox, Mayor, City of Port Orford

From: Marlin Gochnour, President, Civil West Engineering Services, Inc.

RE: **FEMA BRIC Application Support Services**
Civil West Project Number: 2510.008

The purpose of this engineering proposal is to outline and describe the Proposed Scope of Services to develop FEMA BRIC application narrative by merging and updating information included on two previous application submittals.

Background Summary

The City of Port Orford has received comments from the Oregon Department of Emergency Management (ODEM) on previous Federal Emergency Management Act (FEMA) Building Resilient Infrastructure and Communities (BRIC) applications for both their Raw Water and Water Infrastructure grant applications submitted in previous funding cycles. Civil West has reviewed the comments received and the previous grants and has provided recommendations for merging and updating the text from the two previous applications into a single new application.

Based on our review of the prior documents and review of the available information, we feel we have adequate information to develop a scope of work for developing a new combined and updated narrative to be combined with additional application requirements by others to finalize a new FEMA BRIC application.

Goal for the Project

To work as a part of a coordinated team. To create a single narrative from the prior submittals and update the text to address agency comments and recommended improvements provided by Civil West and the City of Port Orford.

Part A: Scope of Work

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

I. Proposed Civil Engineering Scope of Services

Task 1 – Project Management and Administration – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements. Coordination with the owner, and other affected parties is included in this task.

Task 2 – Kick-off Meeting – Under this task, we will discuss all recommended improvements and develop a path forward for merging narrative into a single application.

Task 3 – Prepare Updated Narrative – Under this task, we will merge the application information into a single narrative. We will prepare this updated narrative text in a Word document to facilitate merging of information and review of the content. This document once finalized will be made available to allow the data to be partitioned and uploaded into the online application portal.

Task 4 – 75% Review/Incorporation of Comments – We will submit the updated narrative at the 75% completion level for review and meet with City personnel to capture comments and evaluate data gaps.

Task 5 – 100% Review/Incorporation of Comments – We will submit the final draft narrative at the 100% completion level for review and meet with City personnel to make final adjustments prior to the application being ready for upload and submittal into the online application portal.

Task 6 - Reimbursables – This task will cover reimbursable expenses for this project including:

- a. Travel costs – mileage and meals for site visits
- b. Reproduction costs and office reimbursables.

Additional services to be provided by Civil West that are not included in the costs above include project support, coordination and application review by Civil West’s President, Marlin Gochnour. His project coordination and support services in this role are equivalent to approximately 28 hours of support that will be provided at no additional cost to the City of Port Orford. We are also offering at no cost to manage the process of taking the final application and uploading it to the submittal portal. Please see the project fee section below for additional details.

Part B: Optional Support Activities (Not Included in Primary Scope of Work Presented Above)

This scope of work does not include non-narrative components of the application which include but are not limited to development of a cost/benefit analysis, leading the uploading of all application data into the online portal, community outreach, determination of cost effectiveness of proposed improvements, cost sharing letter of commitment, and development/documentation associated with partnership agreements.

- A1 Upon request Civil West can take on the responsibility for preparing a cost/benefit analysis and supporting the uploading of the cost benefit data online. This would require the City provide access to any required online portals. This could be provided on a time and materials basis equivalent to approximately 46 additional hours of project engineering support.
- A2 Upon request Civil West can incorporate the application narrative and additional components into the online application portal. This will require that the City provides us access to the City’s online account. This could be provided on a time and materials basis equivalent to approximately 24 additional hours of project engineering support.
- A3 Upon request Civil West can support the following miscellaneous support actives on a time and materials basis. Miscellaneous support activities include but are not limited to community outreach, determination of cost effectiveness of proposed improvements, cost sharing letter of commitment, and development/documentation associated with partnership agreements.

Additional work outside the primary scope of work or the optional support activities presented herein may be performed at our current hourly rates associated with our EOR support agreement.

Part C: Project Fee Proposal

A summary of the anticipated fee schedule is provided below:

City of Port Orford - BRIC Application Support				
Primary Scope of Work				
Task No.	Task Description	Proposed Total Fee	Discount	Total Fee
1	Project Management and Administration	\$634	\$350	\$284
2	Kick-off Meeting	\$1,552	\$700	\$852
3	Consolidate Narrative of Previous Applications	\$5,944	\$1,400	\$4,544
4	75% Review /Incorporate Comments	\$1,486	\$350	\$1,136
5	100% Review /Incorporate Comments	\$1,486	\$350	\$1,136
Total :		\$11,102	\$3,150	\$7,952
Total Proposed Primary Scope of Work Budget:				\$7,952
Optional Support Activities				
Task No.	Task Description	Proposed Total Fee	Discount	Total Fee
A1	Cost/Benefit Analysis Support	\$6,730	\$1,050	\$5,680
A2	Online Application Submittal Support	\$3,540	\$3,540	\$0
A3	Miscellaneous Support Services	T&M	T&M	T&M
Total :		\$10,270	\$4,590	\$5,680
Total Proposed Optional Support Activities Budget:				\$5,680

We propose the above work be performed on a time and materials basis with the not to exceed without prior approval amount shown in the above table. CWE will invoice monthly for support rendered and we reserve the right to adjust funds between tasks to match actual support rendered. If additional support is required beyond these allowances, we will communicate with the owner on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the current Rate Schedule associated with our EOR support services to the City.

Part D: Project Schedule

We will adjust our approach and efforts to meet the owner’s schedule as required. We understand that the FEMA BRIC application online submittal must be made no later than January 26, 2024. Our goal is to work with the City and have the application ready for submittal by January 19, 2024, to provide a buffer for the submittal deadline.

We are grateful for this opportunity to provide these services to the City of Port Orford. We are prepared to begin work on this important project as soon as we are authorized to do so. 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.



Marlin Gochnour
 President