

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, August 28, 2023, 7:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

The City Council will meet in Executive Session at **6:30PM**, in the City Manager's Office, under the authority of ORS 192.660(2)(p), to consider matters relating to cyber security infrastructure and responses to cyber security threats."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Introduction – Public Works Supervisor Tim Brush
2. Suicide Awareness Proclamation- Gordon Clay [Pg. 1]

E. Scheduled Public Appearances

(Informational presentations to Council on non-agenda items – 10 minute limit per person.)

1. Nature's Coastal Holiday Festival of Lights 2023 Show Update- Leslie Wilkinson

F. Oral Requests and Communications from the audience

(*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

G. Consent Calendar

1. Approve Council minutes for August 14, 2023 [Pg. 2]
2. Receive monthly financial report for July 2023 [Pg. 4]

H. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders

1. Public Works Backhoe Purchase [Pg. 10]
 - a. Quote – Pape Machinery [Pg. 12]
 - b. Quote – Peterson CAT [Pg. 14]
 - c. Quote – Central Machinery [Pg. 17]
2. Change Order for Tidewater Reservoir Project [Pg. 23]
 - a. GRI Change Order 1 – Tidewater Reservoir Replacement Project [Pg. 24]
 - b. GRI Contract 22-002 – Tidewater Reservoir Replacement Project [Pg. 25]
3. Contract for Engineering Construction Management for Airport Apron Taxiway Project [Pg. 27]
 - a. Professional Services Contract 23-004 [Pg. 28]
 - b. Exhibit F – Engineering Statement of Services [Pg. 30]
 - c. Exhibit G – Fee Estimate [Pg. 34]

I. Informational Non-Action Items

J. Remarks from Mayor, Councilors and City Manager

K. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.Brookings.or.us/PublicCommentForm, Brookings City Hall and Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before start of the meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

View the City Council meeting LIVE at the time of the meeting on:

- Television – Charter Channel 181
- Internet – 1. Visit the City of Brookings website at www.brookings.or.us. 2. Click on Government (top tab). 3. Click on City Council (right side). 4. Under Agenda & Meetings click “Watch Meeting Live”. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

City of Brookings *Proclamation*

WHEREAS; suicide is a major public health problem with immediate and long-term effects on individuals, families and communities, and

WHEREAS, suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and suicide is a major public health issue that requires vigilant attention and preventative action, and

WHEREAS, the ongoing stressors brought by the COVID-19 pandemic, stay-at-home mandates, economic turmoil, social unrest, and growing inequality likely modified risk for self-harm, and

WHEREAS, 878 Oregonians lost their lives to suicide in 2022, and

WHEREAS, more Curry County citizens lost their lives to suicide in 2022 than in any previous year, and

WHEREAS, suicide was the 9th leading cause of death in Oregon in 2020, and the 2nd leading cause of death for 10-44 year-olds, and

WHEREAS, each death by suicide directly impacts numerous family members, friends, loved ones, and by extension our entire rural community; and

WHEREAS, research shows that 95% of adults would do something if someone close to them was thinking about suicide if they only knew what to say or do.

NOW, THEREFORE, the Brookings City Council hereby proclaims September 2023 as

Suicide Awareness and Prevention Month

BE IT FURTHER RESOLVED, that the Council encourages all citizens to learn the warning signs, trust their gut and use that information to ask a troubled friend, colleague or family member "Are you okay?" in your way.

In Witness Whereof, I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 28th day of August, 2023.

Mayor Ron Hedenskog

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, August 14, 2023

Call to Order

Council President Ed Schreiber called the meeting to order at 7:01 PM and presided over the meeting since Mayor Hedenskog was in attendance by phone.

Roll Call

Council Present: Mayor Ron Hedenskog (by phone), Councilors Ed Schreiber, Isaac Hodges, Andy Martin, and Michelle Morosky (by phone); a quorum present

Staff present: City Manager Janell Howard, PWDS Director Anthony Baron, PWDS Deputy Director Lauri Ziemer, Deputy City Recorder Addy Pitman

Media Present: 1

Others Present: Approximately 7

Appointments/Announcements

1. Yard of the Month

- a. Residential — 825 Crestwood Pl. – Frank and Monica Barnekoff
- b. Commercial – 433 Oak St. – Manley Art Center

Scheduled Public Appearances

1. Coast Community Health – Eddie Larsen Coast Community CEO introduced himself, he is looking forward to working with the City and in the community.

Consent Calendar

- 1. Approve City Council meeting minutes for July, 24, 2023
- 2. Accept Planning Commission meeting minutes for June, 27, 2023
- 3. Accept Park and Recreation meeting minutes for March, 23, 2023

Councilor Hodges moved, Councilor Martin seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

1. Fire Bay Apron Replacement Project Award

Staff report presented by Tony Baron

Councilor Schreiber moved, Councilor Martin seconded, and Council voted unanimously to authorize the City Manager to enter into an agreement with Klinefelter Contracting in the amount of \$33,725 for the City Hall Fire Bay Apron Replacement Project.

2. ODOT Speed Zone Change – East Harris Heights Rd to Deer Park

Staff report presented by Tony Baron

Councilor Schreiber moved, Councilor Martin seconded, and Council voted unanimously to authorize the City Manager to respond to the Oregon Department of Transportation

concurring with the proposed speed zone changes as highlighted in the speed zone investigation.

3. Airport Apron/Taxiway Project Award
Staff report presented by Tony Baron

Councilor Schreiber moved, Councilor Hodges seconded, and Council voted unanimously to authorize the City Manager to enter into an agreement with CR Contracting in the amount of \$324,994 for the taxiway sealcoating project at the Brookings Airport, contingent on FAA grant approval.

4. Wastewater Pump Station Repairs Award
Staff report presented by Tony Baron

Councilor Martin moved, Councilor Schreiber seconded, and Council voted unanimously to authorize City Manager to enter into an agreement with MJ Glazebrook Construction in the amount of \$66,927 for Wastewater Pump Station Repairs.

Remarks from Mayor and Councilors

Councilor Hodges commended the Rogue Rally volunteers for their time spent removing dedication pickets in anticipation of the Kidtown rehabilitation project.

Councilor Schreiber thanked Strahm Sealcoating for donating their time and labor to resurface and restripe the Bud Cross basketball court.

City Manager Janell Howard welcomed new Deputy City Recorder Addy Pitman. She thanked the Public Works supervisor, Tim Brush, for assisting with the recent Harbor water repair break. She also commended the Police and Fire employees for being first to respond and assisting with the residential fire on Crown Terrace in Harbor.

Adjournment

Councilor Schreiber adjourned the meeting at 7:30 PM.

Respectfully submitted:

ATTESTED:
this 28th day of August, 2023:

Ron Hedenskog, Mayor

Janell K. Howard, City Manager

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	4,026,050.00	119,751.56	119,751.56	3,906,298.44	3.0
LICENSES AND PERMITS	297,000.00	17,936.06	17,936.06	279,063.94	6.0
INTERGOVERNMENTAL	294,500.00	20,011.85	20,011.85	274,488.15	6.8
CHARGES FOR SERVICES	1,109,500.00	49,373.75	49,373.75	1,060,126.25	4.5
OTHER REVENUE	140,500.00	57,618.11	57,618.11	82,881.89	41.0
TRANSFERS IN	686,105.00	.00	.00	686,105.00	.0
	6,553,655.00	264,691.33	264,691.33	6,288,963.67	4.0
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	38,235.00	3,665.99	3,665.99	34,569.01	9.6
MATERIAL AND SERVICES	12,850.00	345.99	345.99	12,504.01	2.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	51,085.00	4,011.98	4,011.98	47,073.02	7.9
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	423,568.00	32,298.62	32,298.62	391,269.38	7.6
MATERIAL AND SERVICES	228,800.00	15,488.13	15,488.13	213,311.87	6.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	652,368.00	47,786.75	47,786.75	604,581.25	7.3
POLICE:					
PERSONAL SERVICES	3,314,004.00	253,209.21	253,209.21	3,060,794.79	7.6
MATERIAL AND SERVICES	231,000.00	12,362.23	12,362.23	218,637.77	5.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	109,426.00	.00	.00	109,426.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,654,430.00	265,571.44	265,571.44	3,388,858.56	7.3
FIRE:					
PERSONAL SERVICES	249,661.00	21,284.05	21,284.05	228,376.95	8.5
MATERIAL AND SERVICES	107,500.00	2,552.39	2,552.39	104,947.61	2.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,580.00	.00	.00	30,580.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	387,741.00	23,836.44	23,836.44	363,904.56	6.2

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	240,456.00	16,750.51	16,750.51	223,705.49	7.0
MATERIAL AND SERVICES	93,700.00	84.08	84.08	93,615.92	.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	334,156.00	16,834.59	16,834.59	317,321.41	5.0
PARKS & RECREATION:					
PERSONAL SERVICES	287,161.00	25,482.57	25,482.57	261,678.43	8.9
MATERIAL AND SERVICES	137,900.00	5,100.95	5,100.95	132,799.05	3.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	.00	9,981.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	435,042.00	30,583.52	30,583.52	404,458.48	7.0
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	102,122.00	29,111.01	29,111.01	73,010.99	28.5
MATERIAL AND SERVICES	66,700.00	4,393.76	4,393.76	62,306.24	6.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	168,822.00	33,504.77	33,504.77	135,317.23	19.9
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	175,600.00	11,347.38	11,347.38	164,252.62	6.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	575,000.00	.00	.00	575,000.00	.0
CONTINGENCIES AND RESERVES	829,411.00	.00	.00	829,411.00	.0
	1,580,011.00	11,347.38	11,347.38	1,568,663.62	.7
	8,163,655.00	433,476.87	433,476.87	7,730,178.13	5.3
	(1,610,000.00)	(168,785.54)	(168,785.54)	(1,441,214.46)	(10.5)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2023

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	500,000.00	51,110.85	51,110.85	448,889.15	10.2
OTHER REVENUE	22,000.00	12,250.00	12,250.00	9,750.00	55.7
TRANSFER IN	100,000.00	.00	.00	100,000.00	.0
	<u>622,000.00</u>	<u>63,360.85</u>	<u>63,360.85</u>	<u>558,639.15</u>	<u>10.2</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	244,962.00	20,144.86	20,144.86	224,817.14	8.2
MATERIAL AND SERVICES	319,700.00	7,770.58	7,770.58	311,929.42	2.4
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	4,409.00	367.40	367.40	4,041.60	8.3
TRANSFERS OUT	234,087.00	.00	.00	234,087.00	.0
CONTINGENCIES AND RESERVES	118,842.00	.00	.00	118,842.00	.0
	<u>937,000.00</u>	<u>28,282.84</u>	<u>28,282.84</u>	<u>908,717.16</u>	<u>3.0</u>
	<u>937,000.00</u>	<u>28,282.84</u>	<u>28,282.84</u>	<u>908,717.16</u>	<u>3.0</u>
	<u>(315,000.00)</u>	<u>35,078.01</u>	<u>35,078.01</u>	<u>(350,078.01)</u>	<u>11.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2023

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,039,000.00	205,613.62	205,613.62	1,833,386.38	10.1
OTHER INCOME	48,000.00	4,020.00	4,020.00	43,980.00	8.4
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>2,087,000.00</u>	<u>209,633.62</u>	<u>209,633.62</u>	<u>1,877,366.38</u>	<u>10.0</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	432,204.00	34,951.40	34,951.40	397,252.60	8.1
MATERIAL AND SERVICES	183,800.00	9,015.25	9,015.25	174,784.75	4.9
CAPITAL OUTLAY	50,000.00	.00	.00	50,000.00	.0
DEBT SERVICE	28,154.00	2,147.38	2,147.38	26,006.62	7.6
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>718,158.00</u>	<u>46,114.03</u>	<u>46,114.03</u>	<u>672,043.97</u>	<u>6.4</u>
WATER TREATMENT:					
PERSONAL SERVICES	30,042.00	2,573.45	2,573.45	27,468.55	8.6
MATERIAL AND SERVICES	574,515.00	4,097.92	4,097.92	570,417.08	.7
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,386.00	.00	.00	2,386.00	.0
TRANSFERS OUT	742,572.00	.00	.00	742,572.00	.0
CONTINGENCIES AND RESERVES	174,327.00	.00	.00	174,327.00	.0
	<u>1,533,842.00</u>	<u>6,671.37</u>	<u>6,671.37</u>	<u>1,527,170.63</u>	<u>.4</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,252,000.00</u>	<u>52,785.40</u>	<u>52,785.40</u>	<u>2,199,214.60</u>	<u>2.3</u>
	<u>(165,000.00)</u>	<u>156,848.22</u>	<u>156,848.22</u>	<u>(321,848.22)</u>	<u>95.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2023

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,566,300.00	309,575.28	309,575.28	3,256,724.72	8.7
OTHER REVENUE	15,000.00	4,205.55	4,205.55	10,794.45	28.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,576,800.00</u>	<u>313,780.83</u>	<u>313,780.83</u>	<u>3,263,019.17</u>	<u>8.8</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	675,298.00	52,734.20	52,734.20	622,563.80	7.8
MATERIAL AND SERVICES	290,500.00	8,268.68	8,268.68	282,231.32	2.9
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	28,154.00	2,147.22	2,147.22	26,006.78	7.6
TRANSFERS OUT	226,533.00	.00	.00	226,533.00	.0
	<u>1,235,485.00</u>	<u>63,150.10</u>	<u>63,150.10</u>	<u>1,172,334.90</u>	<u>5.1</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	45,461.00	3,860.07	3,860.07	41,600.93	8.5
MATERIAL AND SERVICES	1,219,029.00	136.80	136.80	1,218,892.20	.0
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	2,386.00	.00	.00	2,386.00	.0
TRANSFERS OUT	1,237,643.00	.00	.00	1,237,643.00	.0
CONTINGENCIES AND RESERVES	256,296.00	.00	.00	256,296.00	.0
	<u>2,775,815.00</u>	<u>3,996.87</u>	<u>3,996.87</u>	<u>2,771,818.13</u>	<u>.1</u>
	<u>4,011,300.00</u>	<u>67,146.97</u>	<u>67,146.97</u>	<u>3,944,153.03</u>	<u>1.7</u>
	<u>(434,500.00)</u>	<u>246,633.86</u>	<u>246,633.86</u>	<u>(681,133.86)</u>	<u>56.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2023

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	724,170.00	2,105.19	2,105.19	722,064.81	.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	.00	2,000.00	.0
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>726,170.00</u>	<u>2,105.19</u>	<u>2,105.19</u>	<u>724,064.81</u>	<u>.3</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	185,256.00	.00	.00	185,256.00	.0
CAPITAL OUTLAY	1,460,914.00	.00	.00	1,460,914.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,646,170.00</u>	<u>.00</u>	<u>.00</u>	<u>1,646,170.00</u>	<u>.0</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,646,170.00</u>	<u>.00</u>	<u>.00</u>	<u>1,646,170.00</u>	<u>.0</u>
	<u>(920,000.00)</u>	<u>2,105.19</u>	<u>2,105.19</u>	<u>(922,105.19)</u>	<u>.2</u>

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 28, 2023

Originating Dept: PWDS

Signature (submitted by)


City Manager Approval

Subject: Public Works Backhoe Purchase

Recommended Motion:

Authorize the City Manager to sign agreement with Central Machinery to purchase the Case 580SV John Deere 410P Backhoe in the amount of \$129,705.

Financial Impact:

\$129,705 from Capital Projects Reserve Fund.

Background/Discussion:

The Public Works Department currently has a 1994 Case 580K backhoe and a 1998 Case 580L Backhoe. The 1994 backhoe is nearly 30 years old, has a variety of mechanical issues and currently out of commission. It is slated for surplus in the next couple weeks. The 1998 backhoe is in good working condition and will take the place of the 1994 in the upper yard which is primarily used for loading and unloading materials. The new backhoe will serve the crew in the field and in the Public Works Yard.

Through the budget process, staff identified the need to replace the 1994 Backhoe in 2020 and began setting aside funds over several budget cycles in order to make the purchase.

Public Works Supervisor Tim Brush researched and received estimates from three separate backhoe manufacturers.

Equipment	Estimate
John Deere 410P	\$163,240
Caterpillar 420	\$160,607
Case 580 SV	\$129,705

Staff recommends purchase of a Case 580SV backhoe from the low bidder, Central Machinery.

Attachments:

- a. John Deere 410P Quote
- b. Caterpillar 420 Quote
- c. Case 580SV Quote

Quote Summary

Prepared For:
CITY OF BROOKINGS PUBLIC WORKS
901 WHARF ST
BROOKINGS, OR 97415

Prepared By:
MATT FORD
Pape Machinery, Inc.
4300 Hadley Drive - Ste 102
Central Point, OR 97502
Phone: 541-772-4706
mford@papemachinery.com

This sale is subject to Papé's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms, and will also be sent by mail or e-mail to the purchaser upon request.

Quote Id: 29382322
Created On: 08 August 2023
Last Modified On: 08 August 2023
Expiration Date: 07 September 2023

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 410 P-Tier Backhoe Loader	\$ 250,982.49 X	1 =	\$ 250,982.49
SOURCEWELL 41% DISCOUNT	\$ -105,580.00 X	1 =	\$ (105,580.00)
SOURCEWELL FEE .5%	\$ 1,287.00 X	1 =	\$ 1,287.00
FACTORY FREIGHT	\$ 6,500.00 X	1 =	\$ 6,500.00
PDI	\$ 1,214.00 X	1 =	\$ 1,214.00
PAPE' PLUS 1,500 HOUR	\$ 6,753.00 X	1 =	\$ 6,753.00
36-Month 4,000-Hour Extended Powertrain and Hydraulic warranty	\$ 1,450.00 X	1 =	\$ 1,450.00
Equipment Total			\$ 162,606.49

Quote Summary

Equipment Total	\$ 162,606.49
CAT Recovery Fee	\$ 634.17
SubTotal	\$ 163,240.66
Total	\$ 163,240.66
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 163,240.66

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 29382322

Customer: CITY OF BROOKINGS PUBLIC WORKS

JOHN DEERE 410 P-Tier Backhoe Loader

Hours:

Stock Number:

Code	Description	Qty
17E0T	410 P-tier Backhoe Loader	1
Standard Options - Per Unit		
183E	JDLink™	1
0202	United States	1
0259	English	1
0351	Translated Text Labels	1
1003	Cab	1
3009	Autoshift Transmission - Mechanical Front Wheel Drive (MFWD) with Limited Slip Differential	1
4006	John Deere 4.5L - FT4/Stage IV	1
5250	Galaxy 21L-24 12PR Rear & 12.5/80-18 10PR Front	1
6154	Dual Batteries with Disconnect, Jump Post, and Engine Block Heater	1
6576	1000 lb. (454 kg.) Front Counterweight	1
6752	Extendible Dipperstick	1
7002	Auxiliary Hydraulics with One & Two Way Flow (Hammer & Thumb/Swinger)	1
7028	Pilot Controls, Two Lever, with Pattern Selection	1
7040	Three-Function Loader Hydraulics, Single Lever	1
7707	Multi-Brand Quick Coupler - 42 in. Thumb Ready	1
7810	24 in. (611 mm.) Heavy-Duty Bucket, 8.1 cu. ft. (0.23 cu. m.)	1
7861	Multi-Purpose Bucket	1
8027	Thumb - 42 in. 4 Tine	1
8062	Backhoe Boom Protection Plate	1
8075	Diagnostic Oil Sampling Ports	1
8115	MFWD Driveshaft Guard	1
8126	Heavy-Duty Grille Frame	1
8146	Left Side Console Storage with Cup Holders	1
8165	Auto Ride Control	1
8182	Radio, Bosch Basic Package	1
8207	Seat, Cloth Air-Suspension	1

PETERSON

Aug 05, 2023

CITY OF BROOKINGS
898 ELK DR
BROOKINGS
Oregon 97415-9648

RE: Quote 217914-02

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) New Caterpillar Model: 420 Backhoe Loaders

STOCK NUMBER: PM01298

SERIAL NUMBER: 0H8T03398

YEAR: 2023

SMU: 0

MACHINE SPECIFICATIONS

420 07A BACKHOE LOADER CFG2	542-7992
LANE 3 ORDER	0P-9003
SHIPPING/STORAGE PROTECTION	461-6839
TIRES, 340 80R18/500 70R24, MX	533-0479
DISPLAY, TOUCH SCREEN	545-5048
MIRRORS, EXTERNAL, BOTH SIDES	382-2499
LINES, HYD CPLR 14FT EXT PILOT	555-2396
SEAT BELT, 3" SUSPENSION	206-1748
HYDRAULICS, MP, 6FCN/8BNK, ST	542-7774
COUPLER, PG, HYDR.D.LOCK, BHL	485-5303
STICK, EXTENDABLE, 14FT	543-4284
PINS, SPARE	318-9902
STANDARD RADIO (12V)	540-2298
LOADER BUCKET PINS	545-8548
FAN	387-6682
INSTRUCTIONS, ANSI	559-0872
BEACON, MAGNETIC MOUNT	211-4292
CUTTING EDGE, TWO PIECE, WIDE	9R-5320
PLATE GROUP - BOOM WEAR	423-7607
ENGINE, 82KW, C3.6 DITA, T4F	542-7780
RIDE CONTROL	551-6453
SERIALIZED TECHNICAL MEDIA KIT	421-8926
CAB, DELUXE	544-0883
PRODUCT LINK, CELLULAR, PLE643	560-6797
BUCKET-MP, 1.4 YD3, PO	337-7442
WORKLIGHTS (8) LED LAMPS	491-6736
AUTO-UP STABILIZERS	567-5090
GUARD, STABILIZER	353-1389
STABILIZER PADS, FLIP-OVER	9R-6007

COUPLING,QD,THREADED WITH CAPS	456-3390
AIR CONDITIONER, T4F	542-7810
COLD WEATHER PACKAGE, 120V	551-6940
RUST PREVENTATIVE APPLICATOR	462-1033
PT, 4WD/2WS, AUTOSHIFT, LTC	544-1059
SEAT, DELUXE FABRIC, HEATED	611-0345
COUNTERWEIGHT, 1015 LBS	337-9696
LINES, COMBINED AUX, E-STICK	548-1231
PACK, DOMESTIC TRUCK	0P-0210
BEACON, MAGNETIC MOUNT, STROBE	433-0154
420 LANE 3 ZCON	626-9390
THUMB, HYDRAULIC, NO TINE, BHL	282-5409
THUMB, TINE, A 5	281-6708
PINS, BUCKET, BHL-F, 45MM-50MM	178-3593
BUCKET-SOIL, 24", 8.5 FT3	254-8941

SELL PRICE	\$205,813.61
SOURCE WELL DISCOUNT 22% OFF LIST	(\$45,278.99)
PDI / THUMB INSTALL / 4500 HOUR 6 YR PWR HYD / HAUL	\$10,000.00
NET BALANCE DUE	\$160,607.20
PETERSON ADDITIONAL DISCOUNT	(\$9,927.42)
AFTER TAX BALANCE	\$160,607.20

WARRANTY

Standard Warranty: 12 Month, Unlimited Hours Standard Warranty

F.O.B/TERMS: Medford

Accepted by _____ on _____

Signature

This Quote is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Brett Crosier
Machine Sales Representative
Peterson CAT
+15412615721
blcrosier@petersoncat.com



Central Machinery Sales Inc

PO Box 2838
Pasco WA 99302
United States
509-547-9003

Printed 2023-08-02

Customer Quote

Page 1 of 6

Name/Company	CITY OF BROOKINGS	Telephone	
Address	903 Wharf Street	Account Manager	Van Fowers
City/Town, State/Province	Brookings, OR	Location	Pasco
Postal/Zip Code	97415	Quote No.	10521
		In Effect Until	2023-08-31
Quantity	Description	Price \$	
	Sales Items		
2023 - New - Case 580SV TC CP 4WD Backhoe		\$187,415.00	
Stock No.: N12323			
1	580SV TC CP 4WD		
1	PN 14-17.5 Galaxy		
1	PN 21L-24 EZ Rider Galaxy / 21Lx24 rear tires are only available with 14x17.5 front tires		
1	Heavy Front Counterweight / 974 lbs.		
1	PILOT CONTROLS		
1	Backhoe Mech. Quick Coupler / Quick coupler for in-line cylinder boom.		
1	24" HD Backhoe Bucket / Heavy duty bucket for in-line cylinder boom.		
1	Reversible Pads		
1	3SPL Ldr Aux Hyd Cir / Used for attachments such as brooms and 4x1 buckets.		
1	4x1 Loader Bkt w/Cutting Edge / Loader bucket		
1	CAB / Includes two doors, LH & RH Ext. Rearview Mirrors, Heat and AC / and Bluetooth Radio		
1	DE LUXE SEAT W/2 IN / Mechanical Suspension, Cloth		
1	One way Auxiliary Hydraulics Common for use with hammer or compactor		
1	BHOE EXT 15FT COMMON / 15 ft in-line cylinder boom with Extendahoe		
1	STD Working Lights / STANDARD WORKING LIGHTS PACKAGE		
1	Glide Ride / Auto Ride Control		
1	Dual Batteries - 12V 0AH 600A		
1	OPER. MANUAL CASE E / English Operator's Manual		
	Sub-Total	\$187,415.00	
	Sale Items Subtotal	\$187,415.00	
	Total Price of Sale Items	\$187,415.00	
	Discount	(\$69,344.00)	
	Balance	\$118,071.00	
	Factory Freight	\$6,627.00	
	PDI	\$2,207.00	
	Description	\$2,800.00	
	Contract Amount	\$129,705.00	
	Account Manager	Accepted by	

Notes: Sourcewell #032119
This unit has approximately 30 demo hours.
Van Fowers
Email: vanf@cmachinery.net

CQ



Central Machinery Sales Inc

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Pasco WA 99302
United States
509-547-9003

Printed 2023-08-02

Customer Quote

Page 2 of 6

Name/Company CITY OF BROOKINGS	Telephone
Address 903 Wharf Street	Account Manager Van Fowers
City/Town, State/Province Brookings, OR	Location Pasco
Postal/Zip Code 97415	Quote No. 10521
Quote Date 2023-08-02	In Effect Until 2023-08-31

Sale Items
2023 - New - Case 580SV TC CP 4WD Backhoe Stock No.: N12323
STANDARD FEATURES:
ENGINE (Tier 4 Final):
Electronic 4 Cylinder Diesel, Direct
Injection, Turbo aftercooler
3.4L (207 cu. in.) Displacement
Power - ISO14396
- Gross 97 SAE hp (72 KW)
- Net 95 SAE hp (71KW)
Full flow engine oil filter
Aspirated air Cleaner - Replaceable dry
type dual element with radial seal
Glow Plugs Cold Start
Cooled EGR
Fuel Tank - useable capacity 34.6
US gal (131 L)
Radiator with Expansion bottle
Antifreeze -34ºF (-37ºC)
Selective Catalytic Reduction (SCR)
Diesel Exhaust Fluid (DEF) Tank
Useable
Capacity 3.5 US gal (13.2L)
Viscous fan drive
Self adjusting belt
POWERTRAIN:
4F-4R Power shuttle Synchronesh
Transmission (PT units)
300mm Torque Converter

CQ



Central Machinery Sales Inc

PO Box 2838
Pasco WA 99302
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509-547-9003

Printed 2023-08-02

Customer Quote

Page 3 of 6

Name/Company	CITY OF BROOKINGS	Telephone	
Address	903 Wharf Street	Account Manager	Van Fowers
City/Town, State/Province	Brookings, OR	Location	Pasco
Postal/Zip Code	97415	Quote No.	10521
		Quote Date	2023-08-02
		In Effect Until	2023-08-31

Electric F/R Shuttle Control

Electric Differential Lock control with
push button activation, located on
the loader control lever

INSTRUMENTATION ILLUMINATED:

Gauges:

Engine Coolant Temperature

Converter Oil temperature

Fuel Level

DEF Level

Tachometer/hourmeter

Backlit gauges with illuminated
pointers

Warning Lights:

Air cleaner restriction

Alternator

Cold Start

A/C Low/High Pressure

Engine Oil Pressure

Parking Brake Engagement

Low Fuel

Low DEF

Master Warning

Master Stop

88 dB(A) alarm at 2100 Hz for
Canopy units

109 dB(A) alarm at 2100 Hz for Cab
units

Audible Warning Alarm for:

CQ



Central Machinery Sales Inc

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Customer Quote

Page 4 of 6

Name/Company	CITY OF BROOKINGS	Telephone	
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		Quote Date	2023-08-02
		In Effect Until	2023-08-31

Coolant Temperature

Engine Oil Pressure

Parking brake engagement

Low DEF

Backup Alarm

Horn, dual switched @ Front & Rear

Two buttons for screen navigation
and control

Turn Signal indicators with switch

4 signal indicator emergency

ELECTRICAL:

Auto Engine Protection

12V System

Single 95Ah 900A Battery

High Capacity Alternator 160 Amp

Key Start

Prewired for radio (CAB only)

Fuses/Relays located in the right
console

Neutral start switch

Sealed Fuseblock Compartment

Water Resistant Main Fuseblock

Lights:

Cab/Canopy Front:

2 Amber Turn flashed lights

4 Individual 55 W works lights

Cab/Canopy Rear:

2 Amber Turn/flasher lights (21 W)

with integrates red stops (21 W)

and Tail lights (5 W)

CQ



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Customer Quote

Page 5 of 6

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City/Town, State/Province	Brookings, OR	Location	Pasco
Postal/Zip Code	97415	Quote No.	10521
		Quote Date	2023-08-02
		In Effect Until	2023-08-31

4 Individual 55 W work lights

HYDRAULICS:

Variable Volume Axial Piston Pump

(Pilot Control)

Load sensing, closed center hydraulic system (Pilot control)

Variable Displacement Pump 43.6 gpm

@ 2973 psi

7 Micron Spin oil filter

Heavy duty Hydraulic oil cooler

O-Ring Face Seal Fittings

FRONT AXLE:

74 in. Tread Width

8-bolt Wheel Hub

Hydrostatic Power Steering

with priority

Intergrated Steering Cylinder

4WD Center Drive with Electrical

Engage and Indicator Light

Outboard Planetary Final Drive

REAR AXLE/BRAKES:

68 in. Fixed Tread Width

Outboard Planetary Final Drive

Multi-Plate Hydraulic, Self-Adjusting,

Self-Equalizing Wet Disc Brakes

Spring applied hydraulic released

(SAHR) wet parking brake located

on transmission output shaft

Differential Lock (electric actuated)

OPERATOR STATION:

CQ



Central Machinery Sales Inc

PO Box 2838
Pasco WA 99302
United States
509-547-9003

Printed 2023-08-02

Customer Quote

Page 6 of 6

Name/Company CITY OF BROOKINGS	Telephone
Address 903 Wharf Street	Account Manager Van Fowers
City/Town, State/Province Brookings, OR	Quote No. 10521
Postal/Zip Code 97415	In Effect Until 2023-08-31
Location Pasco	
Quote Date 2023-08-02	

ROPS/FOPS Certified Canopy & Cab

Flat Deck

Dual Side Entry

Fixed Steering Column

(Powershuttle model only)

Tilted Steering Column

(Powershift model only)

Rear Fenders/extensions

Hand and Foot Throttle

Right-Hand Instrument Console

Interior Rearview Mirror

Exterior LH & RH Rearview Mirror

60,790 BTU Heater -3 Speed Fan(Cab)

Air-Conditioning (Cab)

Retractable Su

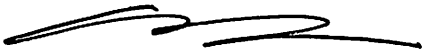
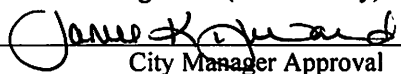
CQ

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 28, 2023

Originating Dept: PWDS


Signature (submitted by)

City Manager Approval

Subject:

GRI Change Order – Tidewater Reservoir

Recommended Motion:

Authorize City Manager to sign with the GRI change order for the Tidewater Reservoir replacement project, in the amount of \$5,500, for a total of \$28,000.

Financial Impact:

\$5,500 from Water System Replacement Fund (SRF)

Background/Discussion:

Council authorized the Dyer Partnership Task Order 89 to provide engineering services for the Tidewater Reservoir replacement project on June 14, 2021. Geotechnical services was not included in the Dyer task order therefore the city was required to contracted separately with GRI to do the work. Geotechnical Resources Inc. (GRI) estimates the change order for additional slope stabilization analysis on the Tidewater Reservoir replacement project at \$5,500. The original contract with GRI was \$22,500, under the threshold for council approval but with the increase puts the contract total at \$28,000.

The Tidewater Reservoir replacement project is the remaining water improvement project approved through Business Oregon's Safe Drinking Water Revolving Loan Fund.

The GRI change order represents additional analysis for a micro pile system required to stabilize the slope the new reservoirs will be placed above.

Attachments:

- a. GRI Change Order 1 - Tidewater Reservoir Replacement Project
- b. GRI Contract 22-002 – Tidewater Reservoir Replacement Project

City of Brookings – Contract Change Order

Contract Title: Tidewater Reservoir Geotechnical Services Project

Contractor: GRI

Contract #: 22-002 CO # 1 Project Manager: Anthony Baron

This Contract Task Order, described under the terms below, is made and entered into this

28th day of August, 2023 by and between the City of Brookings,

hereinafter referred to as "City," and GRI

hereinafter referred to as "Contractor," with an effective date of August 28, 2023

The terms of this Change Order are to provide additional analysis.

Total change order not to exceed \$ 5,500.00

Original Contract Amount \$ 22,500

Change Order #1 \$ 5,500

New Contract Amount \$ 28,000

GRI

CITY OF BROOKINGS

By: _____

By: _____

Name: Christopher K. Ell

Name: Janell K. Howard

Title: P.E. G.E.

Title: City Manager

Address: PO Box 6219

Address: 898 Elk Drive

Brookings, OR 97415

Brookings, OR 97415

CONTRACT NO. 22-002

CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE

Business Name (please print): GRI

Contact Name/Title: Christopher K. Ell Phone: 503-641-3478

Fax: _____ E-Mail: CEll@GRI.com

Address: PO Box 6219, Brookings, OR 97415

Federal Tax ID #: 93-0864800 -or- ☐ W-9 (attach) -or- SSN #: _____

State Tax ID #: 0339916-5 Brookings Bus Lic.# _____ CCB#: _____


Citizenship: Nonresident alien ☐ Yes ☐ No

Business Designation (check one): ☐ Individual ☐ Sole Proprietorship ☐ Partnership
☒ Corporation ☐ Government ☐ Nonprofit

The above information must be provided prior to contract approval. Payment information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number provided above. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject you to 31 percent backup withholding.

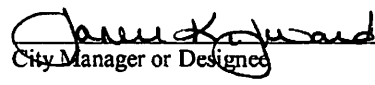
I, the undersigned, understand that the Standard Terms and Conditions for Personal Services Contracts and Exhibits A, B, C and D are an integral part of this contract and agree to perform the work described in Exhibit A in accordance with the terms and conditions of this contract; certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; and certify I am an independent contractor as defined in ORS 670.600.


I certify that I am authorized to sign this contract on behalf of Contractor and to bind Contractor hereto.

Signed by Contractor: Christopher Ell, P.E. G.E.  Date: 2022.05.09 10:23:49 -07'00' 05/09/2022
Signature/Title Date

NOTICE TO CONTRACTOR: *This contract does not bind the City of Brookings unless and until the City Manager or Designee has executed it.*

CITY OF BROOKINGS SIGNATURE

Approved:  6-2-2022
City Manager or Designee Date

Approved:  6-2-22
Project Manager Date

Reviewed: _____
City Attorney or Designee Date


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 28, 2023

Originating Dept: Finance & Admin

Signature (submitted by)



City Manager Approval

Subject:

Contract for Engineering Construction Management for Airport Apron Taxiway Project

Recommended Motion:

Motion to approve Century West contract 23-004 for \$63,022, for engineering construction management service for the Airport Apron Taxiway Project.

Financial Impact:

\$63,021.50 from the Airport Fund, Capital Outlay. The City match is 10%, \$6,302.15.

Background/Discussion:

In alignment with the Airport master plan, the FAA approved a project for the Brookings Airport consisting of rehabilitating the main apron and taxiways. The design phase was recently completed by Century West. With the scope of work completed and engineers estimate on costs, the City was able to apply for grant funds from the FAA.

The City Council approved an agreement for contracting costs for this project on August 14, 2023, contingent on FAA grant approval. That grant was awarded this week for 90% of total costs of the project, including engineering and construction management costs.

This agreement is for those construction management services from the City's aviation engineer.

Attachments

- a. Professional Services Contract 23-004 (page 1 & 2) with Century West Engineering
- b. Exhibit F – Engineering Statement of Services
- c. Exhibit G – Fee Estimate

City of Brookings
PROFESSIONAL SERVICES CONTRACT

CONTRACT NO. 23-004

This Contract is between the CITY OF BROOKINGS, a municipal corporation of the State of Oregon (City) and Century West Engineering (Contractor). The City's Project Manager for this Contract is Anthony Baron, Public Works and Development Services Director.

The parties mutually covenant and agree as follows:

1. Effective Date and Duration.

This contract is effective on August 28, 2023 or on the date at which every party has signed this contract, whichever is later. The work under this contract shall be completed, unless otherwise terminated or extended, on or before December 31, 2023.

2. Statement of Work.

The work under this contract is for Construction Management Services for the Airport Taxiway and Apron Surface Seal Project. The statement of work, including the delivery schedule for the work, is contained in Exhibit F. Contractor shall, at its own risk and expense, perform the work described and furnish all labor, equipment, materials and permits required for the proper performance of the work. The risk of loss for such work shall not shift to the City until written acceptance of the work by the City.

3. Consideration.

- a. City agrees to pay Contractor for accomplishing all work required by this contract, including allowable expenses..
- b. Time and material payments shall be made in accordance with the requirements of Exhibit G.
- c. Any interim payments to Contractor shall be made only in accordance with the schedule and requirements in Exhibit F and G.
- d. City certifies that sufficient funds have been appropriated to make payments required by this contract during the current fiscal year. Payment for work performed after June 30 of any given year is subject to funds being appropriated by the Brookings City Council. If funds are not appropriated, the City may terminate this contract by notice to the Contractor.

CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE

Business Name (please print): Century West Engineering

Contact Name/Title: Joe Roshak/President Phone: 541-322-8962

Fax: 541-382-2423 E-Mail: jroshak@centurywest.com

Address: 1020 SW Emkay Drive, Ste 100, Bend, OR 97702

Federal Tax ID #: 93-0584951 -or- ☐ W-9 (attach) -or- SSN #: _____

State Tax ID #: 007243-2 Brookings Bus Lic.# _____ CCB#: _____

Citizenship: Nonresident alien ☐ Yes ☒ No

Business Designation (check one): ☐ Individual ☐ Sole Proprietorship ☐ Partnership
☒ Corporation ☐ Government ☐ Nonprofit

The above information must be provided prior to contract approval. Payment information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number provided above. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject you to 31 percent backup withholding.

I, the undersigned, understand that the Standard Terms and Conditions for Personal Services Contracts and Exhibits A, B, C and D are an integral part of this contract and agree to perform the work described in Exhibit A in accordance with the terms and conditions of this contract; certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; and certify I am an independent contractor as defined in ORS 670.600.

I certify that I am authorized to sign this contract on behalf of Contractor and to bind Contractor hereto.

Signed by Contractor: _____
Signature/Title Date

NOTICE TO CONTRACTOR: This contract does not bind the City of Brookings unless and until the City Manager or Designee has executed it.

CITY OF BROOKINGS SIGNATURE

Approved: _____
City Manager or Designee Date

Approved: _____
Project Manager Date

Reviewed: _____
City Attorney or Designee Date

**ENGINEERING STATEMENT OF SERVICES
FOR
BROOKINGS AIRPORT
TAXIWAY AND APRON SURFACE SEAL PROJECT
CONSTRUCTION MANAGEMENT SERVICES**

City OF BROOKINGS

August 7, 2023

GENERAL

The general scope of the project is to provide construction management services for the surface sealing of airport pavements at the Brookings Airport. The extents of the sealing are based on deferred maintenance identified in the 2019 Oregon Department of Aviation PEP Report and design work performed in the previous design phase.

This scope of work details activities and work elements needed for Century West Engineering (the Consultant) to perform construction management and project closeout services for the work.

The construction improvements include:

1. Minor crack repair on Taxiway A, Taxiway B and three (3) connector taxiways;
2. Slurry seal of Taxiway A, Taxiway B and three (3) connector taxiways;
3. Minor crack repair on taxilanes;
4. Slurry seal of taxilanes;
5. Minor crack repair on (City owned) aprons;
6. Slurry seal of (City owned) aprons;
7. Install taxiway, taxilane, and apron markings.

Services to be performed are as follows:

PHASE I –DESIGN SERVICES

Task 1 Project Management

1. Finalize work scope and negotiate contract.
2. Carry out project administration including, but not limited to monitoring design and project schedules, coordination of project with City and FAA, monitoring and reporting technical and budget issues to City and FAA, preparation of monthly Consultant invoices for submittal to City.

Administrative activity for the project is expected to occur over a 6-month period, an allowance of 3-hours per month of activity is provided.

3. Assist City as necessary with preparation of grant application including updated data sheet and sponsor certifications for the project and submit to City for review and signatures.
4. Provide a project schedule to City and FAA. Up to 2 revisions are anticipated.
5. Coordinate project team
6. Prepare and submit FAA Quarterly Performance Reports throughout the project.

Deliverables:

- **Scope of work**
- **Budget**
- **Project Schedule**
- **Grant Application**
- **Monthly Invoices**
- **Meeting Minutes**

Task 1 Due: August 31, 2023, with invoices and meeting minutes for the project duration

Task 2 Construction Management

1. Organize, conduct and attend a Pre-construction Conference. The Project Manager and Resident Engineer will attend the meeting. Prepare an agenda and meeting notes for the meeting.
2. Prepare and submit weekly inspection reports to the FAA and the City. 5 weekly reports are anticipated.
3. Provide on-site observation during the project construction period. On-site activities include observing and reviewing Contractor work for conformance with the contract documents, making field measurements, preparation of inspection reports, photographic documentation, addressing field questions, monitoring construction progress, conducting wage rate interviews, and field verification of construction quantities for pay requests.

Activities related to this task are expected to occur over 12 working days within a 30 consecutive calendar day period. Century West will assign a staff member to the site during construction for this task. Full-time, on-site inspection is assumed to include 12 hours per working day, plus time for up to 3 round trips. 12 days are estimated for lodging during construction.

The actual amount of time for on-site observation is dependent on the Contractor's work plan and schedule. The City and Engineer agree to adjust this level of effort, if

necessary, due to a Contractor schedule that requires more observation than the assumed allowances.

4. Answer questions, provide clarifications, and prepare change orders or field orders, as necessary. An allowance of 8 hours will be made to accommodate this effort.
5. Conduct weekly construction coordination meetings by phone with the Contractor and the City (up to 4 anticipated). The Project Manager and Resident Engineer will attend the meetings.
6. Review Contractor-provided submittals and shop drawings.
7. Coordinate required closures and Notice(s) to Airmen ("NOTAM's") with the City, users, and tenants.
8. Prepare and confirm monthly construction payment estimates and submit those estimates to the City. 2 monthly pay requests are anticipated.
9. Conduct and document periodic wage rate interviews.
10. Conduct an inspection at substantial completion with the City, and Contractor. Prepare punch list as necessary. The Resident Engineer will attend.
11. Conduct a final inspection once all punch list items are complete. 1 site visit by the Project Manager is allocated.

Deliverables:

- **Final Closeout Report**
- **Record Drawings (PDF and CAD formats)**
- **FAA Final Payment Summary Sheet**

Task 2 Due: December 15, 2023

Task 3 Grant Closeout

1. Prepare a final Construction Report in accordance ANM-620-05, Standard Handout for Final Reports available at:

https://www.faa.gov/sites/faa.gov/files/airports/northwest_mountain/sponsor_guide/standard-handout-for-final-reports.zip

Prepare administrative FAA forms, project close out, and City certification forms for submittal to FAA by City.

2. Provide record drawings and as constructed information to City in hardcopy (11"x17") and electronic format (AutoCad and PDF).

3. Complete the Annual Uniform DBE Report and submit to the City

Deliverables:

- **Final Closeout Report**
- **Record Drawings (PDF and CAD formats)**
- **DBE Report**

Task 3 Due: December 15, 2023

City of Brookings - Brookings Airport Taxiway and Apron Surface Seal Project
Phase II - Construction Services - Fee Estimate/Breakdown Of Costs (BOC)
CENTURY WEST ENGINEERING CORPORATION
8/7/23

	Principal Engineer 101	Snr. Project Manager 102	Project Engineer 106	Inspector 133	Engineer-In-Training 188	Clerical 118	Total Hours	Total Fees
Phase II - Construction Services								
Task 1: Project Management								
Finalize Scope and Schedule, Neg. Contract	1	2				2	4	\$694.00
Project Administration (Assume 6 months)		18				4	23	\$5,039.00
Prepare Grant Application Data		2	2				4	\$760.00
Prepare and Update Project Schedule		4					4	\$960.00
Coordinate Project Team		4					4	\$960.00
Prepare FAA Quarterly Reports		4					4	\$960.00
Subtotal Task 1:	1	34	2	0	0	6	43	\$9,373.00
Task 2: Construction Management								
Pre-Construction Conference		14		14			28	\$5,348.00
Weekly Inspection Reports (Up to 5)				5			5	\$710.00
On-Site Construction Observation				168			168	\$23,856.00
RFIs/Field Order/Change Orders	2	4	4				12	\$2,316.00
Weekly Construction Meetings (Up to 4)		4	4				8	\$960.00
Submittal Review		4					4	\$1,520.00
Closure Coordination		2		2			2	\$480.00
Pay Estimates (Up to 2)		2		2			4	\$764.00
Wage Rate Interviews				2			2	\$284.00
Substantial Completion Inspection				2			2	\$284.00
Final Inspection		14					14	\$3,360.00
Subtotal Task 2:	2	44	8	193	0	2	249	\$39,882.00
Task 3: Grant Closeout								
Prepare Final Report		4	24	8		2	38	\$5,670.00
Record Drawings				20			20	\$2,840.00
Uniform DBE Report			2				2	\$280.00
Subtotal Task 3:	0	4	26	28	0	2	60	\$8,790.00

Century West Expenses		Rate		Miles		Each			
Pre-Bid Mileage (1 Trips @ 700 miles)		\$	0.655	700		1		\$458.50	
Inspection Mileage (3 Trips @ 700 miles)		\$	0.655	700		3		\$1,375.50	
Final Inspection Mileage (1 Trips @ 700 miles)		\$	0.655	700		1		\$458.50	
Per Diem (Standard Rate for 12 inspection nights)		\$	157.00			12		\$1,884.00	
Copies								\$50.00	
Printing								\$250.00	
Plotting								\$500.00	
Subtotal Subconsultants and Expenses								\$4,976.50	
Total Hours		3	82	36	221	0	10	352	-
Total Fees		\$873.00	\$19,680.00	\$5,040.00	\$31,382.00	\$0.00	\$1,070.00	-	\$63,021.50

EXHIBIT G

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