



501 E First Street  
Newberg, Oregon 97132  
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September 25, 2021

City of Newberg  
Brett Musick, PE  
414 E. First St. (P.O. Box 970)  
Newberg, OR 97132

Re: 2021 SRTS Sidewalk and ADA Curb Ramp Design Assistance – Scope of Work and Fee

Dear Brett,

HBH Consulting Engineers, Inc. is pleased to provide civil engineering services for the 2021 Safe Routes to School (SRTS) Sidewalk and ADA Curb Ramps Project. HBH will work with the City of Newberg to provide design assistance. The location of the improvements are shown in the attachment at the end of this letter, but summarized as follows:

- Sidewalk on east side of S Blaine Street from E Fifth St to E Sixth St.
- (3) Three ADA curb ramps east side of the S Blaine St/E Sixth St intersection.
- (4) Four ADA curb ramps west side of the S River St/E Sixth St intersection.

#### **PROJECT SCOPE AND WORK PLAN**

We propose the following task outline based on our experience for this type of project.

##### **Task A - Project Management**

###### **Task A-1 – Design Administration**

HBH ensures full coordination with City personnel. We will be in contact with the City frequently enough to ensure a timely City review of deliverables. HBH to keep the City of Newberg apprised of progress. HBH will provide accountability for monthly progress reports and billings.

##### **Task B – Design**

###### **Task B-1 – Topographic Survey**

Our subconsultant Leland MacDonald & Associates, LLC shall provide a field run topographic survey for surface features and approximate ROW lines. This will not include a boundary survey to establish exact ROW locations.

If any survey monuments are disturbed or removed during construction, the construction contractor to be responsible to locate existing survey monuments. The construction contractor will be required to reset new monuments at the original locations of any monuments removed or disturbed in the course of construction, in addition to submitting a record of survey drawing and file it with the Yamhill County Surveyor's office. This work is not included in this scope of work.

###### **Task B-2 – Design**

HBH shall provide design services in accordance with the current City of Newberg Public Works Design and Construction Standards. HBH will provide engineering design and development of construction plans/drawings only. Other bid documents are not included in this scope of work.

Design of ADA Ramps: HBH will provide the contractor with a general design deal for each type of ADA ramp. This will allow the contractor to lay out and construct ramps in the field such that they meet ADA requirements. The reasoning for this is that the actual constructed ramp

can deviate from the engineering plans. The exception to this contractor design-build approach will be ADA ramps where the project team identifies specific difficulty in meeting ADA requirement due to existing site conditions.

**Task B-3 – Cost Estimate**

HBH will prepare an itemized cost estimate for the design. The quantities in the cost estimate can be used by the City to create a bid tab/schedule.

**Task B-4 – Stormwater Utility Relocation (Optional)**

If the existing catch basin at the NE corner of S Blaine St and E Sixth St is within the proposed ADA curb ramp location, HBH could provide a stormwater improvement design for relocating the catch basin such that it does not conflict with the new ADA curb ramp.

**Task B-5 – Temporary Construction Access Easements (Optional)**

If required/requested, our subconsultant Leland MacDonald & Associates, LLC could prepare temporary construction access easement legal description(s) and draft exhibit maps as needed.

**Task B-6 – Boundary Survey (Optional)**

If required/requested, our subconsultant Leland MacDonald & Associates, LLC could perform a boundary survey to determine the ROW line along the proposed sidewalk improvements.

**City of Newberg roles/responsibilities:**

- Signage and Striping
- Front end contract documents
- Special provisions
- Permits
- Bid tab/schedule
- Bid services
- Construction services (inspection, administration, staking, etc)
- As-builts

**Schedule:**

- Signed agreement/Notice to Proceed – 10/06/2021
- Topographic Survey – 10/11 - 10/25/2021
- 30% Design – 10/26 - 11/10/2021
- City Review – 11/11 - 12/11/2021
- 90% Design - 12/13 - 12/30/2021
- City Review – 12/30 - 01/31/2022
- Final Bid Ready Design - 02/01 - 02/15/2021

Not included and/or not anticipated is the following:

- Surveying (as-built)
- Signage and striping design
- Utility design to move or replace existing utilities or new utilities (except the one mentioned in the scope of work)
- Landscaping and irrigation design
- Soils investigation or geotechnical design
- Structural engineering and environmental engineering
- Front end contract documents
- Special provisions
- Bid tab/schedule
- Bid services
- Construction services (inspection, administration, staking, etc.)
- As-builts

**In consideration of the mutual promises exchanged herein, our fee for the above work shall be as follows:**

Task A-1 – Design Administration	\$750
Task B-1 – Topo Survey	\$3,600
Task B-2 – Design	\$9,500
Task B-3 – Cost Estimate	\$900
Task B-4 – Stormwater Utility Relocation (Optional)	\$700
Task B-5 – Temp Const Access Easements (Optional)	\$1,400
Task B-6 – Boundary Survey (Optional)	\$1,600

**All services will be invoiced on a time and materials basis with the total project cost not to exceed \$18,450.** Reimbursables and subcontractor fees are at cost plus 12 percent. Mileage will be billed at the IRS mileage rate. Payment is due within 30 days of invoice (monthly) or be subject to 1.5 percent monthly interest.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,  
HBH Consulting Engineers, Inc.



Andrey Chernishov, PE, CWRE  
Principal