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ENGINEERING SCOPE OF SERVICES

Date: February 7, 2018

Work Order Number:

To: Jared Cobb, City of Lowell

From: Matt Wadlington, PE, Area Manager, Civil West Engineering Services, Inc.

RE: **The City of Lowell – Pavement Preservation and Maintenance Plan – Engineering Scope of Services**
Civil West Project Number: TBD

The purpose of this scope of services and engineering proposal is to outline how Civil West will undertake and provide professional engineering services for the evaluation and development of a road inventory for the City Lowell.

Background Summary and Project Understanding

The City of Lowell operates and maintains the street network with the City. As such, the City regularly undertakes projects to maintain or improve key streets within the community. This project has been developed to evaluate the existing roads within the city, help the City plan, and address the needed repairs to the roads throughout the City in an efficient and timely manner.

Goal for the Project

The goal for this project is to complete a Pavement Preservation and Maintenance Plan that will identify the roads within the City of Lowell that are in the most need of improvements and the estimated costs of those improvements.

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 and some critical subtasks will be discussed below.

- 1. Task 1.0 – Project Management and Administration** – This task item includes all of the project management tasks, job tracking, oversight, coordination, administration and budget management during the project.
- 2. Task 2.0 – Kickoff Meeting and Data Gathering** – Under this task, key members of our project team will attend a kickoff meeting, with staff from the City to review the project parameters, walk some of the key areas, collect available mapping and data, notate specific needs, and work through the details and data gathering required to prepare an inventory report for the project. We will discuss the City's preferences

for materials, workmanship, standards and related details and ensure that we have all the information needed to complete the work for the project.

3. Task 3.0 – Develop Road Inventory and Pavement Preservation and Maintenance Plan – Under this task, we will develop a road inventory plan for the roadway system within the City. This plan will include such subtasks and services as:

- a. Detailed review and mapping of all existing roadway surfaces and conditions in the City.
- b. Development of a plan to upgrade and repair sections of road that require major improvements including overlays, dig-out and replace, patching, grinding, or other.
- c. Development of a plan for preventive maintenance including chip seals or similar, patching, or other maintenance approach.
- d. Development of costs estimates for all recommended improvements.
- e. Development of a prioritization matrix and schedule for recommended improvements and maintenance work over a 20-yr planning cycle.
- f. Development of a maintenance and evaluation process the City can use to prioritize and select maintenance options.

4. Task 4.0 – Reimbursable Project Expenses – This task will include a budget allowance for common reimbursable project expenses associated with travel costs, reproduction costs, advertising costs, fees, and clerical expenses.

The tasks identified above do not include any follow-up or public meetings. We will be happy to attend/facilitate any additional meetings at your request, but that time will be invoiced in addition to the fees identified herein. Similarly, additional services can be provided upon request or as needed to address additional needs or issues discovered during the project.

In order to fully evaluate pavement life expectancies, it is likely that a Geotechnical Engineer will need to take core samples of various sections of the roads to determine existing asphalt and base course thicknesses. We recommend that, depending on the findings developed in Task 3, the City authorize some core sampling to validate the recommendations based on surface inspection. This cost is likely to be approximately \$10,000 to \$15,000, but cannot be finalized prior to the inventory developed in Task 3. We have generally used Carlson Geotechnical for these services and would be happy to add them as a sub-consultant if needed.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management and Administration	\$1,924.00
2	Kickoff Meeting and Data Collection	\$4,340.00
3	Develop Road Inventory and Evaluation Plan	\$12,380.00
4	Project Reimbursables	\$450.00
Total Proposed Engineering Budget		\$19,094.00

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not

exceed the total estimated compensation amount unless approved in writing by owner. If budget funds go unused, the City will realize the savings.

Part C: Project Schedule


We can begin this work immediately upon receiving a notice to proceed. To illustrate a potential project schedule, we have provided the following timeline. It is important to note that the timeline can be adjusted, slowed, or accelerated to meet the needs of the community.

- 1. Notice to proceed given (assumed) Mid-March 2018
- 2. Kickoff meetings scheduled Late-March 2018
- 3. Obtain/collect and review data April-May 2018
- 4. Develop planning and designs June 2018
- 5. Road Plan/Report completed July 2018

The schedule above is a preliminary estimate only and can be modified to meet budgetary and scheduling constraints of the City and their other projects. If desired, this project could also be expedited significantly to fit into a more aggressive schedule. The kickoff meeting will include a discussion of the desired project schedule.

We are grateful for this opportunity to provide these services to the City of Lowell. We are prepared to begin this work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Matt Wadlington, PE
Area Manager

Authorized Representative Signature Accepting Scope of Services

Date