City Council Action Item Cover Sheet

DATE: June 6, 2018

Agenda Item:

Engineer of Record RFP

Question Before Council:

Can the City Manager enter into negotiations with the recommended Engineer of Record from the Selection Committee?

The RFP, Submission, and Information about the Recommended Engineering Firm are attached.

Person/Group Initiating Request:

City Manager/Engineer of Record Selection Committee

Item Summary/Background:

On April 12, 2018 the City of Yachats advertised an Engineer of Record RFP. The City Attorney drafted the RFP. Proposals were due May 4, 2018. The City received three (3) proposals: 1) Reece & Associates; 2) Civil West; and 3) Westech Engineering. The Selection Committee was comprised of the (1) City's Water & (2) Wastewater Leads, the (3) Public Works & Streets Chair, (4) a citizen with experience working with engineering firms & architectural design; and (5) a citizen with engineering experience. Due to an unforeseen conflict, the City Manager filled the 5th position at the Committee meeting on May 16, 2018. The Committee scored the 3 proposals based upon the criteria in the RFP and Westtech received the highest score from the Selection Committee.

Westech Engineering, Inc. - Engineer of Record Clients

WESTECH ENGINEERING, INC.
HOURLY BILLING RATES
EFFECTIVE 8/1/2017

Engineer X	$146.00/hr.
Engineer IX	$138.00/hr.
Engineer VIII	$130.00/hr.
Engineer VII	$122.00/hr.
Engineer VI	$116.00/hr.
Engineer V	$108.00/hr.
Engineer IV	$100.00/hr.
Engineer III	$94.00/hr.
Engineer II	$88.00/hr.
Designer III	$92.00/hr.
Designer II	$84.00/hr.
Designer I	$78.00/hr.
Inspector	$84.00/hr.
Secretary	$66.00/hr.

Reimbursable Expenses:

Outside Services Cost Plus 10%
Mileage $0.60 per mile
Blueprints $2.50/sheet
Mylars $10.00/sheet
Photocopies $0.15/page

Westech Engineering, Inc.
Consulting Engineers & Planners
3841 Fairview Industrial Dr. SE, Suite 100
Salem, OR 97302
(503) 585-2474

May 4, 2018

Ms. Shannon Beaucaire
City Manager
City of Yachats
PO Box 345
Yachats, OR 97498

Subject: City of Yachats Engineer of Record Services – Proposal

Dear Ms. Beaucaire:

Westech Engineering is excited to offer our services as the Engineer of Record to the City of Yachats. Westech specializes in offering City Engineering services to small cities like Yachats. Westech has specialized in the discipline of small City Engineering since our founding in 1968. We currently serve as Engineer of Record for 12 cities and services districts in Oregon, some continuously for over 30 years. As such, we have extensive experience in dealing with a wide range of challenges faced by cities like Yachats. Therefore, you can be assured that our recommendations are based on real world experience and past success with similar issues in our other cities. We currently serve as the Engineer of Record for Waldport and Philomath and I live near Corvallis. As such, we are routinely in the vicinity of Yachats and will be able to offer responsive service with minimal travel costs.

Small City Engineering is not something that we do on the side between major projects. It is a key element of our overall workload. In addition to work on specific design-related projects, we also provide support to our city clients in other areas such as development review, land use issues, preparation of design and construction standards, and utility mapping services. For these types of services, we have developed systems that allow us to deliver these products in an efficient and affordable manner to small cities like Yachats.

The Remainder of this proposal is divided into the following sections. Resumes are included as part of the supporting information.

- Authorized Representatives
- Qualifications
- Expertise
- Workload Capacity
- Facility & Staff Availability
- Insurance Coverage
- References
- Subconsultants
- Nondiscrimination Policy
- Oregon Civil Engineer Registrations
- Use of Local Resources & Community Involvement

On behalf of the Westech team, we thank you for your consideration. Should you have any questions or require any additional information, please do not hesitate to call us at (503) 585-2474.

Sincerely,

Westech Engineering, Inc.

Christopher J. Brugato
Vice President

AUTHORIZED REPRESENTATIVES

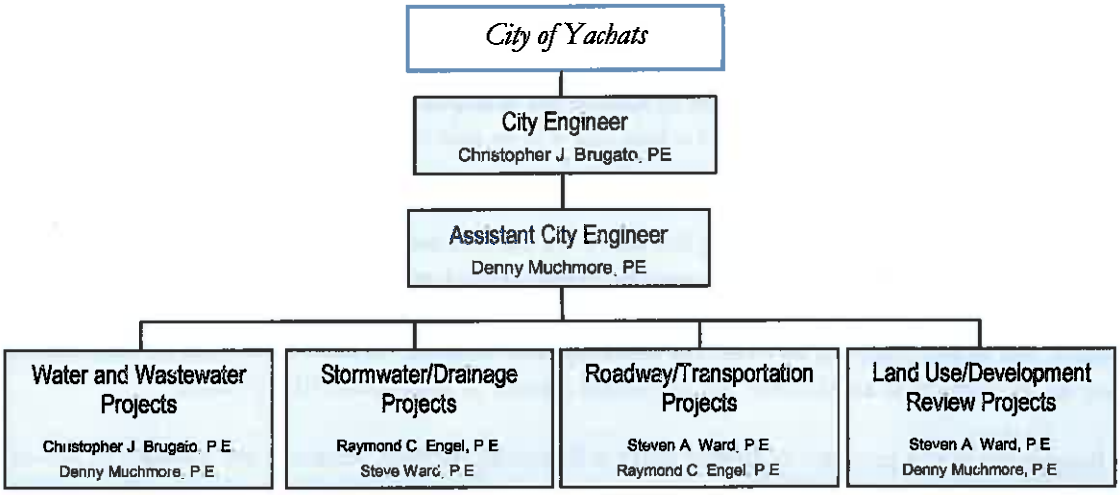
The following individuals are authorized to represent Westech Engineering in contract negotiations for this project:

- Christopher J. Brugato, P.E.
- Denny Muchmore, P.E.
- Steve A. Ward, P.E.
- W. Josh Wells, P.E.

QUALIFICATIONS

PROJECT TEAM

To best serve the City of Yachats, Westech has assembled a team with specialized expertise in the delivery of a wide range of projects typically needed by cities like Yachats. Our team offers experience that spans several disciplines central to serve as the City Engineer including; project management of large municipal projects, planning, water utility systems, wastewater utility systems, transportation systems, storm drainage, land use and development review, regulatory agency requirements, funding agency requirements, environmental issues, and public utility rates and fees. The general project team organizational chart is presented below followed by a brief summary of the individuals that will serve Yachats in the coming years. For resumes of the proposed Westech Team, please refer to Appendix A.



- *CHRISTOPHER J. BRUGATO, P.E. – ENGINEER OF RECORD*

The Westech team will be headed by Christopher J. Brugato, P.E., who will serve as the Engineer of Record. Mr. Brugato currently serves as the City Engineer for the Cities of Creswell, Philomath, and Waldport and lives near Corvallis. Yachats' proximity to his home and other City clients will enable him to be responsive to the City and serve with minimal travel costs. Mr. Brugato will be the primary contact for the City for day-to-day matters. Mr. Brugato will be responsible for schedule, budget, team organization, technical input, and overall project quality. Mr. Brugato will also review all work produced by the various project engineers prior to delivery to the City. Mr. Brugato will serve as project engineer for specific City projects related to the water and wastewater utility systems. Mr. Brugato has 19 years of experience and is licensed in Oregon, Washington, and Nevada. He specialized in planning, design and construction of municipal water and wastewater projects. Mr. Brugato has completed several large wastewater projects from facilities planning through construction. Examples include the City of Brownsville, the City of Jefferson, and the City of Philomath. Mr. Brugato has prepared several water master plans and wastewater facilities plans. He has a broad-based knowledge of water and wastewater treatment,

and has extensive experience in managing complex multi-disciplinary projects. His knowledge of regulatory requirements (OHD, DEQ, & EPA) is exemplary.

- *DENNY MUCHMORE, P.E. – ASSISTANT ENGINEER OF RECORD*

Denny Muchmore, P.E. will serve as the Assistant Engineer of Record and will assist Mr. Brugato on day-to-day tasks as well as on specific City projects. Mr. Muchmore will also be a second point of contact for the City if Mr. Brugato is not available. Mr. Muchmore has over 25 years of experience and is licensed in Oregon and Washington. Mr. Muchmore is experienced in all facets of municipal engineering and currently serves as the City Engineer for Dayton and the LA Water Cooperative. He will provide assistance with the development of Public Works Design Standards, utility system mapping, etc. Mr. Muchmore is responsible for creating the template for Westech's digital city utility mapping system and preparing Public Works Design Standards as well as digital as-builts archiving systems for all of Westech cities and service districts. As a result of Mr. Muchmore's extensive experience with standards development, we can produce customized public works standards and details for the City in a cost-effective manner.

PROJECT ENGINEERS

In addition to Mr. Brugato and Mr. Muchmore, Westech offers the resources of additional engineers with specialized talents and support staff to meet the City's needs. We anticipate that team members will be assigned to City projects on a project specific basis. This way we can match a specific project to the specific skills of our individual team members. In all cases. Mr. Brugato will oversee the work of the team members and will serve as the City's primary contact. All of the following team members are professional Civil Engineers licensed by the State of Oregon.

- *STEVEN A. WARD, P.E. – PROJECT ENGINEER*

Mr. Ward will provide direct assistance related to development review projects and land use issues. Mr. Ward will also provide support for city projects related to drainage, site development and roadway design. Mr. Ward is a licensed professional engineer in Oregon, Washington, Idaho, California, Wyoming, and Colorado. Mr. Ward's 40 years of experience includes planning, public facility value engineering, design, project coordination, contract administration, and construction management. Mr. Ward currently serves as the City Engineer for Jefferson, Independence, and Sublimity. He works closely with his City clients on a wide range of projects and issues including IGA negotiations, street rehabilitation programs, and financial planning. He has proven expertise in planning regulations, development costs and land development economics. Steve has firsthand experience in all types of land development and drainage. Mr. Ward has an excellent background in the design and construction management of private site development and can view projects from both the public and private perspectives.

- *RAYMOND C. ENGEL, P.E. – PROJECT ENGINEER*

Mr. Engel has 22 years of experience and will serve the City on transportation and drainage projects. Mr. Engel has experience in planning, design, project coordination, construction administration, and master plan preparation for a wide variety of site improvement, street, and utility projects for the public and private sectors, as well as the design of wastewater and water pump stations. His projects include both undeveloped sites as well as redevelopment and rehabilitation projects and he has coordinated with local and state level jurisdictions, including Oregon DOT, DEQ, DOC, DAS and DHS, to develop plans consistent with Owner needs and jurisdiction requirements.

EXPERIENCE WITH PUBLIC UTILITY LAWS & REGULATIONS

Over the years, the City and City Engineer will need to interact with several different regulatory agencies to address various issues. Examples of agencies we routinely work with are listed below. We have well developed contacts with local personnel at these agencies and have developed a strong rapport. Our experience with these agencies means that we are up to date on the regulatory requirements for typical municipal projects. This

experience enables us to accurately evaluate alternatives with respect to permitting requirements and challenges. This experience also allows us to help our clients develop project implementation plans that avoid regulatory pitfalls.

- FEMA, Flood Plain and Floodway Management Issues.
- Lincoln County Public Works and Building Departments
- NMFS, Threatened and Endangered Species Issues.
- Oregon DEQ, Wastewater & Stormwater Permitting and Regulation.
- Oregon Health Authority, Drinking Water Program, Water System Permitting and regulation.
- ODOT, Highway Access Permitting, Utilities in State Right of Way Permitting.
- Oregon Division of State Lands, Wetland delineations and removal fill permits.
- Oregon State Historic Preservation Office, Cultural Resource Preservation.
- Oregon State Fire Marshall, Fire code requirements.
- Oregon Water Resources Department, Water rights regulations.
- USACE, Wetland delineations and removal fill permits.
- US Fish and Wildlife Service, Threatened and Endangered Species Issues.
- Various Tribes, Cultural Resource Preservation.

EXPERTISE

Since its founding in 1968, Westech has specialized in providing City Engineering services to small municipalities in Western Oregon. Our goal is to provide quality engineering services on time and within budget to meet our clients' needs. We have successfully upheld this goal through the completion of a diverse range of projects in nine states with a focus on projects in the Northwest. Our clientele range in size from large metropolitan cities, counties, state and federal agencies to small communities and utility service districts, as well as a wide variety of private development clients.

Westech currently serves as City or District Engineer for the following city and service district clients:

- City of Creswell
- City of Dayton
- City of Falls City
- City of Independence
- City of Jefferson
- LA Water Cooperative
- City of Mt. Angel
- Neskowin Regional Sanitary Authority
- Netarts-Oceanside Sanitary District
- City of Philomath
- City of Sublimity
- City of Waldport

Although not always readily evident to the casual observer, it takes a special engineer with a variety of talents to properly serve a smaller municipal client. Not only is an excellent knowledge of utility, street, drainage, and structural work required, but a solid understanding of municipal finance, local improvement districts, capital improvement planning, state and federal grant/loan programs and municipal ordinances are needed, as well as leadership skills. Especially important is the ability to relate well with people and to look toward the long-term needs of the City rather than short-term, temporary solutions. At Westech, we work hard to develop these capabilities.

Over the past five decades, Westech has developed an excellent understanding of the challenges associated with small city infrastructure and the budgetary constraints under which small cities must operate. Westech's commitment to quality engineering for the most reasonable cost gives us a repeat client base and the financial stability to fulfill major project commitments.

While we specialize in City Engineering, an important part of our business model also includes providing consulting services to the private sector. Our experience working with private developers gives us a better

understanding and ability to work with developers in municipalities where we act as City Engineer. Our understanding of both the public and private aspects of developments enable us to coordinate efficiently as we understand both perspectives having represented both public and private clients.

While our private development work is important to us, it has been Westech's longstanding policy not to perform engineering services for private clients in cities where Westech serves as the City Engineer. This policy is to avoid even the appearance of a conflict of interest. Interpretations issued by the Oregon Board of Engineering Examiners within the past decade has made this an official requirement within the State of Oregon. Westech does not currently have any private clients within the jurisdiction of Yachats. Should the City of Yachats choose Westech as its new City Engineer, the City will gain all of our public and private experience and expertise without adding any concerns regarding potential conflict of interest.

The following subsections include further descriptions of Westech's expertise in the various work areas listed in the Request for Proposals.

- *CIVIL, ELECTRICAL, MECHANICAL & TRANSPORTATION ENGINEERING*

Over the years Westech has completed numerous projects that span the disciplines of Civil, Electrical, Mechanical, and Transportation Engineering. We have completed designs for numerous treatment and pumping facilities that all incorporate a multidisciplinary team of Civil, Mechanical, and Electrical Engineers. Recent examples of such projects are listed in Table 1. For all of these projects, Westech was the lead consultant. Westech performed all Civil Engineering using in-house personnel. A team of subconsultants were used to provide the Electrical, Mechanical, Structural, and Geotechnical Engineering. Westech assembled, managed, and led the design team throughout the design and construction of each of these projects. Westech also prepared the bidding and contract documents for these projects, handled bidding process, reviewed the bids, and administered the contract on the Owner's behalf.

Table 1: Westech's Recent Multidisciplinary Projects

Project	Location Construction Cost
Netarts Oceanside Sanitary District Wastewater Treatment Plant A new sequencing batch reactor (SBR) activated sludge wastewater treatment plant with three SBR basins, a headworks with screening and grit removal, a equalization basin, UV disinfection system, facultative sludge lagoons, an office/lab building and a shop building	Oceanside, OR $12,400,000
Jefferson Wastewater Treatment Plant A new sequencing batch reactor (SBR) activated sludge wastewater treatment plant with two SBR basins, an influent pump station, a headworks with screening and flow measurements, and equalization basin, UV disinfection, an aerobic digester and facultative sludge lagoon.	Jefferson, OR $5,900,000
Jefferson City Hall Westech led the design effort for a new City Hall building serving the City of Jefferson. The project was delivered as a design-build project.	Jefferson, OR $800,000

Westech has completed numerous transportation projects in recent years. Several of these are relatively large projects that require an interdisciplinary team of Civil, Traffic, and Structural Engineers as well as right of way specialists and environmental and wetland scientists. We have completed multiple projects that include road re-alignment or widening in existing urbanized areas. These projects present particular challenges regarding right of way negotiations, property owner relations, grade issues at transitions to existing structures, and environmental issues such as wetland impacts. Some of Westech's recent major transportation projects are listed in Table 2.

Table 2: Westech's Recent Transportation Projects Project	Location Construction Cost
Kuebler Boulevard Widening This project included adding a new eastbound lane to Kuebler Boulevard in Salem from Commercial Street to Interstate 5. The total project length was approximately 6,000 feet and included a new travel lane, curb, sidewalk, storm water drainage, and detention and quality treatment facilities. Project included wetlands permitting, traffic signal modifications, and coordination with ODOT's improvements to the Kuebler/I-5 Interchange.	Salem, OR $4,000,000
Hawthorn Avenue/Hyacinth Street Corridor Improvements Road widening including curb and sidewalk installation for approximately 5,000 feet of existing turnpike street. The project included several retaining walls, traffic signals, box culvert with a natural bottom and a three sided bridge	Salem, OR $4,800,000
Madrona Avenue Improvements This project includes widening, curb, and sidewalk installation on approximately 3,500 feet of existing turnpike street. The final roadway section will likely include five travel lanes with two bike lanes. The project also includes the realignment of the East Fork of Pringle Creek including associated environmental work.	Salem, OR $6,100,000

The projects noted in Table 2 are relatively large projects. In addition to these projects, we have also completed numerous smaller projects that are more commonly carried out by municipalities like Yachats. Some example projects are listed below. In many cases, we provided continuous services from initial planning through construction project closeout.

- 5th Street Improvements, Creswell, OR
- Multiple Street Overlay and Reconstruction Projects, Jefferson, OR
- Multiple Street Overlay and Reconstruction Projects, Junction City, OR
- Street Overlay and Reconstruction Projects, Streetscape Improvements, Lafayette, OR
- Alder Street Improvements, Mill City, OR
- Ash Creek Bridge and Street Improvements, Monmouth, OR
- Leo Street LID, Birch Street LID, Mt. Angel, OR
- College Street Improvements, Applegate Street Bridge, Philomath, OR
- Polk County Overlays (180 miles), Polk County, OR
- Sunnyview Ave, Fairview Industrial Dr., Mission Street, Salem, OR
- Aumsville Highway, 12th Street and Sunnyside Road Improvements, Salem, OR
- Downtown Curb Extensions and Streetscape Improvements, Salem, OR
- Mill Creek Corporate Center, Salem, OR
- Silverton Industrial Park, Silverton, OR

- *WATER SUPPLY AND DISTRIBUTION SYSTEMS*

Virtually all of our small City clients own, operate and maintain the water systems serving the community. These systems use both ground water and surface water sources. Westech has assisted these clients with numerous water treatment and supply projects over the years. As such, we offer extensive expertise in this area. The water system serving Yachats utilizes surface water that is treated using mixed media filtration. Westech offers extensive experience with similar facilities. Recent project examples are listed in Table 3. A listing of recent major water distribution system piping and water reservoir improvement projects is included in Table 4.

Table 3: Westech's Recent Well Projects Project	Location Construction Cost
Jefferson Water Treatment Plan This project includes replacing Jefferson's existing mixed media filtration plant with a new membrane filtration plant. The plant is currently in the final design stages with construction anticipated to start in 2019.	Jefferson, OR $6,000,000
Jefferson Water Treatment Plan Improvements. This project included the installation of filter to waste piping and replacing the filter media in an existing mixed media filtration plant. The project also included control system modifications.	Jefferson, OR $750,000
Philomath Water Treatment Plant CT Improvements. This project included the installation of a new chlorine contact chamber to increase the CT times for a mixed media filtration plant.	Philomath, OR $250,000
Mt. Angel Well #6 and Transmission Line Well drilling development and pump installation for a new 600 gpm well. A 15-inch well casing was installed in a basalt aquifer. The total depth of the well was 850 feet. The project also included approximately 2,650 feet of 12 and 16-inch diameter transmission pipeline to convey the water to the City.	Mt. Angel, OR $650,000
Dayton Lafayette Well Field Well #2 and #5 Well drilling and development for two new wells to serve the Cities of Lafayette and Dayton.	Lafayette, OR $800,000

Table 4: Westech's Recent Water Distribution System Improvement Projects Project	Water System Owner	Length (ft.)	Size
Water Storage Reservoirs			
Champion Hill Reservoir – AWWA D110 Prestressed Concrete Tank	Salem, OR	NA	2.2 MG
Grice Hill Reservoir – AWWA D110 Prestressed Concrete Tank	Salem, OR	NA	2.2 MG
Mill Creek Reservoir – AWWA D110 Prestressed Concrete Tank	Salem, OR	NA	2.2 MG
Junction City Ground Storage – AWWA Prestressed Concrete Tank	Junction City, OR	NA	2.2 MG
Junction City North Elevated Tank – Elevated Welded Steel Tank	Junction City, OR	NA	0.3 MG
Junction City South Elevated Tank – Elevated Welded Steel Tank	Junction City, OR	NA	0.3 MG
Hebo Water Storage Reservoir – Bolted Steel Tank	Hebo, OR	NA	0.3 MG
Monroe Water Storage Reservoir – Bolted Steel Tank	Monroe, OR	NA	1 MG
Mill City North Water Storage Reservoir – Bolted Steel Tank	Mill City, OR	NA	1 MG
Maxwell Mt. Water Storage Tank – Bolted Steel Tank	Oceanside Water Dist.	NA	0.1 MG
Water Distribution Piping			
Dayton Water System Improvements	City of Dayton, OR	5,250	8, 10, 12
South Industrial Corridor Infrastructure Improvements BP 1	City of Junction City, OR	20,300	24 & 18
South Industrial Corridor Infrastructure Improvements BP 2	City of Junction City, OR	8,570	16
Junction City Raw Water Transmission Lines	City of Junction City, OR	2,800	24,12,10
18th Avenue Waterline	City of Junction City, OR	3,600	16
Monroe Reservoir and Water Distribution Improvements	City of Monroe, OR	12.250	8, 10
Reclaimed Water Distribution System	City of Philomath, OR	7,600	16, 10, 8
Main Street Waterline Project	City of Philomath, OR	4,000	10,12
Water Treatment Plant CT Improvements	City of Philomath, OR	3,200	12, 24
College Street Urban Renewal District	City of Philomath, OR	5,200	8, 12
Philomath 2017 Water Distribution System Improvements	City of Philomath, OR	10,300	12, 10, 8
DPSST/Mill Creek Corporate Center	City of Salem, OR	9,400	20 & 24
2011 Downtown Street Surfacing and Water System Imps.	City of Salem, OR	5,000	24 & 12
Fabry Road Waterline	City of Salem, OR	2,240	24
West Salem High School/Grice Hill Reservoir Waterlines	City of Salem, OR	4,250	18
Champion Hill Reservoir Offsite Waterline	City of Salem, OR	4,300	16
Deer Park Waterline	City of Salem, OR	4,300	18
Liberty Street Waterline Replacement Project	City of Salem, OR	3,600	24,12,8
MacLaren Youth Correctional Facility Utilities Upgrade	Oregon Youth Authority	3,200	8, 10, 12

- *MUNICIPAL GROUND/SURFACE WATER RIGHTS ACQUISITION & MAINTENANCE*

In our role as City Engineer for many small communities in Oregon, we are often involved in water rights acquisition and maintenance activities. We have assisted clients with acquisition of new water rights, transfers, permit extensions, and the certification process. Water rights permits issued by the Water Resources Department often have conditions that require the permit holder to complete certain tasks prior to various milestone dates. Often these milestone dates are several years after the permits are issued. Due to the long timeframes involved, we have noticed that it is common for permit holders to overlook and miss the various deadlines. Missing these deadlines has the potential to jeopardize the water right. As such, we work with our City clients to review all water rights and assist these clients with the work needed to comply with the various conditions of each permit prior to the deadlines

As the population in Oregon continues to grow, water resources continue to become more limited. As such, we are often asked to seek creative water supply strategies. We assisted the City of Dayton with the water rights work needed for an aquifer storage and recovery (ASR) project. The project consisted of utilizing surplus wet season flows from a City spring source to recharge an existing City well and associated aquifer. The ASR system was designed and permitted through the WRD to store up to 460 million gallons per year of surplus spring water during the winter months for later withdrawal during the dry season.

- *PUMP STATION & GRAVITY WASTEWATER COLLECTION SYSTEM*

We have completed numerous wastewater pump station projects including new stations and rehabilitations. In the last ten years, we have completed more than 20 wastewater pump station projects ranging in size from small duplex stations with capacities less than 0.15 MGD to large regional stations with capacities greater than 4 MGD. We have also completed several large-scale infiltration and inflow reduction projects in the Cities of Brownsville (±20,000 ft.), Philomath (±18,000 ft.), and Junction City (±11,000 ft.). These projects typically involve a combination of open cut reconstruction and trenchless methods such as pipe bursting and cured in place pipe. We have also completed numerous smaller sewer rehabilitation projects in many of our Cities. Other examples of our recent wastewater collection system projects are included in Table 5.

Table 5: Westech's Recent Wastewater Collection System Projects

Project	Location	Construction Cost
Junction City 14th & Elm Pump Station (2.6 MGD)	Junction City, OR	$2,200,000
Junction City 9th & Ivy Pump Station (1.0 MGD)	Junction City, OR	$1,065,000
NOSD Main Pump Station (2.5 MGD)	Oceanside, OR	$2,000,000
NOSD Effluent Pump Station (2.6 MGD)	Oceanside, OR	$780,000
Grant Street Influent Pump Station (4.1 MGD)	Carlton, OR	$1,040,000
Jefferson WWTP Influent Pump Station (3.5 MGD)	Jefferson, OR	$850,000
Aumsville WWTP Influent Pump Station (6.5 MGD)	Aumsville, OR	$825,000
Brownsville South WWTP Influent Pump Station (2.9 MGD)	Brownville, OR	$425,000
Philomath Pump Station A and Trunk Sewer Improvements - A new 4.6 MGD pump station and 3,000 feet of gravity sewer piping.	Philomath, OR	$1,740,000
Philomath 2008 Sanitary Sewer Rehabilitation Project (pipe bursting) - 7,000 feet of gravity collection system rehabilitation.	Philomath, OR	$1,100,000
Philomath 2017 Sanitary Sewer Collection System Improvements – 6,000 feet of gravity collection system rehabilitation including open cut construction, pipe bursting, and cured in place pipe rehabilitation.	Philomath, OR	$1,000,000
Philomath Applegate Street Improvements – 1,800 feet of collection piping rehab.	Philomath, OR	$270,000
Junction City South Industrial Corridor Improvements – 20,000 feet of new gravity collection system.	Junction City, OR	$4,760,000

- *WASTEWATER TREATMENT AND DISPOSAL*

The City of Yachats utilizes a sequencing batch reactor wastewater treatment process. Westech offers significant expertise with similar facilities. Westech was the lead designer for the sequencing batch reactor treatment

facilities serving the City of Jefferson, and the Netarts-Oceanside Sanitary District. Westech has also completed upgrades to the sequencing batch reactor operated by the Neskowin Regional Sanitary Authority. Westech has also completed several master planning efforts that included detailed analysis of sequencing batch reactor alternatives. Examples include facilities plans for the Cities of Creswell, Junction City, Dayton, and the Cloverdale Sanitary District. We are familiar with several different configurations of the sequencing batch reactor process including the specific process used at the Yachats Wastewater Treatment Plant.

- *WPCF AND NPDES PERMIT REGULATIONS & COMPLIANCE*

Westech has worked extensively with multiple clients to obtain WPCF and NPDES original permits and permit modifications. We routinely assist our city clients with WPCF and NPDES permit renewals. Recent examples include the City of Mt. Angel, the City of Philomath, the City of Jefferson, the City of Brownsville, the City of Dayton, and the Netarts Oceanside Sanitary District. For many of these clients, we prepared the design for major treatment plant upgrades (e.g. Philomath, Jefferson, Brownsville, and Mt. Angel). In these cases, we worked with DEQ to revise the permits to remove obsolete requirements that were no longer applicable once the upgrades were completed. As an example, the City of Mt. Angel completed a dechlorination project that removed free chlorine in the effluent prior to discharge. The City's existing NPDES permit included discharge rate limitations that were calculated based on chlorine toxicity. Since the effluent no longer included free chlorine, these discharge rate limitations were no longer applicable. As such, we are currently working with DEQ to have these discharge limitations removed from the permit.

In addition to WPCF and NPDES permit assistance, we have also assisted several clients with related matters such as mixing zone studies (e.g., Philomath, Brownsville, Mt. Angel) and Mutual Agreement and Order (MAO) negotiations (e.g., Jefferson, Netarts Oceanside Sanitary District, Philomath, Mt. Angel). As a result of this work, we have developed a good working relationship with the permitting staff at DEQ.

- *MUNICIPAL TRANSPORTATION SYSTEMS INVOLVING STATE AND FEDERAL HIGHWAYS*

Virtually all of our City clients have State Highways running through the City Limits. As such, we are often asked to work on projects that have some level of coordination with ODOT. Recent examples include projects in Lafayette, Monmouth, Mill City and Philomath. Brief descriptions for each of these projects are included in Table 6.

- *ROAD MAINTENANCE TECHNIQUES & APPLICATIONS*

We commonly assist our clients with the development of road maintenance programs. Our typical approach is to work with City staff to perform a condition survey of all the streets in the City. Each street is assigned a condition rating from good condition to poor condition. Improvement alternatives for each street are then developed. For streets in poor condition, complete reconstructions may be recommended. For streets in better condition improvement options include overlays, crack seals, chip seals, etc. Once the desired improvements for each street are identified, each project is prioritized based on need, funds available, and the desires of the community.

Table 6: Westech's Recent State Highway Projects
3rd & Madison Improvements – Lafayette, Oregon Highway 99W passed through Lafayette, and is designated as 3rd Street within the City Limits. The old Lafayette Highway intersects Hwy 99W in downtown Lafayette. While both Hwy 99W and the Lafayette Hwy are major truck corridors, there was inadequate turning radius at the intersection, and tractor-trailer rigs would routinely drag their back tires across the sidewalk and adjacent yard. To address pedestrian safety concerns (since the crosswalks at this intersection were ODOT designated school crossings), Westech worked with ODOT and the City of Lafayette to provide a right turn lane from Hwy 99W onto Madison Street. The project also included ADA upgrades to the entire intersection. Westech assisted with negotiations for an Intergovernmental Agreement (IGA) whereby ODOT funding was used for construction of all improvements on 3rd Street & Madison Street, while the City was responsible for providing the design to ODOT standards. The City was also responsible for bidding and construction administration services, as well as acquiring all right-of-way and easements required for the new turn lane and sidewalks. Westech assisted the City in negotiations with the property owner to obtain the needed right of way. The sidewalk improvements along Hwy 99W (3rd Street) included streetscape improvements, tree wells and decorative street lighting on both sides of the street.
Highway 51 Improvements – Monmouth, Oregon As part of a private development project in Monmouth, Westech worked with ODOT and the City of Monmouth to improve approximately 1,700 feet of Highway 51 through Monmouth. The project included street widening, curbs, sidewalks, and striping and access improvements. All improvements were designed in accordance with ODOT standards and requirements and all plans and specifications were reviewed by ODOT prior to construction. The developer was responsible for the westbound leg of the highway improvements. As Westech developed the preliminary design, it became obvious that with minimal additional funding, a full-street versus a half-street improvement could be accomplished. Westech worked with the City and ODOT staff to secure additional funding for the eastbound lane and additional sidewalk. The City received a grant from ODOT for the additional work. Westech prepared a detailed analysis of the street improvement cost, which served as the basis of an agreement between the developer and the City. One significant challenge was the design through the two 90 degree curves. The existing roadway at the curves did not meet ODOT standards. Significant negotiations took place between ODOT and Westech, which resulted in ODOT, granting a design exception to their standards.
Highway 22 Access Management Plant – Mill City, Oregon Westech Engineering worked with ODOT and the City of Mill City to develop an access management plan for the entire length of Highway 22 through the City of Mill City. This project involved significant community involvement and coordination with ODOT to develop a street design and access plan that optimized travel through Mill City while retaining quality access for businesses and residents. A series of proposed highway layout designs were developed and presented to the community through several workshops. At the conclusion of the project, the resultant Access Management Plan was accepted by ODOT as the framework for future improvements to Highway 22 through Mill City.
2005-2006 Philomath Utility Projects – Philomath, Oregon In response to ODOT's planned 2007 improvements to the Corvallis-Newport Highway through Philomath, ODOT required the City of Philomath to relocate several sanitary sewer and water distribution lines through the City. Westech worked with the City of Philomath, ODOT, and ODOT's Design Consultants to identify the scope of improvements that were necessary to maintain a sufficient level of service to the community and address the conflicts with ODOT's proposed facilities. Specific design challenges included developing a design that could be constructed in a manner that would maintain water and wastewater service to the affected users during construction while avoiding the existing utility systems. In addition to these complications, the proposed improvements had to be routed to avoid future ODOT street and storm drainage improvements that were going to be constructed as part of the highway improvements.

- *OREGON LAND USE LAW/PLANNING & DEVELOPMENT RELATED INFRASTRUCTURE ISSUES*

As City Engineers for many years for several communities in Oregon, we routinely provide technical assistance regarding private development projects. In general, our typical scope of service includes assisting the City Planner and Public Works in ensuring that the City's best long-term interests are represented with respect to private development projects within the City. Projects might range from a simple partitioning of an existing lot to a large and complex project involving an annexation, zone change(s), subdivisions, planned unit development (PUD), commercial/industrial developments, etc. The work might also include review of a specific high strength wastewater discharge coming from an industrial user.

In addition to private development review assistance, we also provide assistance when our cities have periodically modified and updated their land use and zoning regulations to ensure that the policies and procedures enacted by the City Council are consistently applied. We typically assist the City Staff in reviewing proposed development and zoning code updates to ensure that public utility issues affected by the proposed changes are defined and

addressed. We also work to keep the City's Public Works Design Standards up to date. This addresses many of the specifics and details related to design and construction of public streets and utilities, reducing the need to make ongoing updates to the development ordinances. We also typically provide Cities with an analysis of public facility impacts to proposed zone changes, annexations or UGB amendments, whether initiated by the City or by a developer.

Our long-term and broad experience allows us to provide support and guidance to City staff that is well above the normal level of service provided to small cities, at a reasonable cost. As regulations change over time, lessons learned in our other communities can be directly applied to Yachats without the need or expense of re-inventing the wheel each time.

- *PUBLIC IMPROVEMENT CONTRACTING & ADMINISTRATION*

For all of our clients where we serve as City Engineer, we routinely produce the bidding documents, handle the bidding process, evaluate bids, provide recommendations to award contracts, prepare the contract documents, and administer the contract during construction. We have provided this scope of service for virtually all of the projects listed in this proposal. The only exceptions are projects for the City of Salem. The City of Salem typically produces the bidding documents and takes the lead on bidding and construction services.

Through our experience with our small city clients, we stay current on public procurement rules and update our standard bidding documents on a regular basis as needed to comply with changes to procurement rules. Our standard bidding and contract documents are based on the model documents prepared by the Engineer Joint Contract Documents Committee as modified to comply with State procurement rules. In the last several years, we have provided bidding and contract administration services for over a hundred projects. As such, the City of Yachats can be assured that we bring a significant amount of expertise to table with respect to public contracting issues.

- *CONTRACT LAW & INTERGOVERNMENTAL AGREEMENTS*

As noted in the previous subsection, we offer significant expertise in public contracting regulations. In addition to this experience, we also offer experience in the negotiation of complex intergovernmental agreements (IGA's). The best example of this is our experience in Junction City. Serving as the City Engineer for Junction City, Westech represented the City in negotiations with the Oregon Department of Corrections regarding costs for infrastructure improvements needed to serve the proposed new state prison and mental hospital south of the City. Westech successfully negotiated eight separate IGA's between the City and the Oregon Department of Corrections totaling approximately $20 million in compensation to the City. Westech also designed and provided bidding and construction administration services for eight bid packages that included the construction of: two new water supply wells, a 9,000-gpm water booster pump station, a 2.2 million-gallon ground storage reservoir, two new 300,000-gallon elevated water storage tanks, 29,000 feet of water distribution piping, 20,000 feet of sewer collection piping, a new major wastewater pump station, and 9,700 feet of sanitary sewer forcemain piping. In addition to this work in Junction City we have recently also assisted in IGA negotiations between ODOT and the Cities of Monmouth and Lafayette. Additional information on these projects is included in Table 6 above.

- *PUBLIC UTILITY BILLING OPERATIONS AND MAINTENANCE*

We are typically not asked to assist our City clients with matters related to billing software and procedures. If services such as these are desired by Yachats, we would propose to work with the City to select an appropriate subconsultant or vendor who would bring the needed expertise. We are often involved in evaluations of the adequacy of billing rates and SDC rates. We have performed several utility-rate and SDC studies for our clients. Recent examples include Mt. Angel, Sublimity, Brownsville, and Jefferson.

- *PUBLIC FINANCE & INFRASTRUCTURE FINANCING*

Westech offers an outstanding understanding of the funding programs available to small municipalities. We keep up to date on the changing funding programs and know the key contact people at the key agencies. On most major city projects, we assist in the preparation of funding applications, prepare preliminary cost estimates and help secure the project funding. We have completed many projects and have worked with nearly every public infrastructure-funding program in Oregon. Examples of Westech's past work on agency-funded projects are listed as follows.

USDA-Rural Development Funded Projects

- Benton County, Corvallis South Third Area Wastewater Improvements
- City of Brownsville, Wastewater System Improvements
- City of Dayton, 2017 Sanitary Sewer System Improvements
- City of Halsey, Water System Improvements
- City of Monroe, Water System Improvement Project
- Netarts Oceanside Sanitary District, Ocean Outfall Improvements
- Netarts Oceanside Sanitary District, Wastewater Treatment Plant Improvements

Business Oregon Water/Wastewater Financing Program

- City of Carlton, Wastewater System Improvements
- City of Jefferson, Wastewater Treatment Plant Improvements
- City of Mill City, Water System Improvement Project
- City of Mill City, Wastewater System Improvement Project

Business Oregon HUD Community Development Block Grant Program

- City of Brownsville, Wastewater System Improvements
- City of Dayton, Wastewater Facilities Plan
- City of Mt Angel, Wastewater Treatment Plant Improvements
- City of Tangent, Wastewater Treatment Plant Improvements
- Hebo Joint Water and Sewer Authority, Water System Improvement Project
- Hebo Joint Water and Sewer Authority, Wastewater Treatment Plant Improvements
- Brooks Community Sewer District, Wastewater Treatment Plant Improvements

Business Oregon Safe Drinking Water Revolving Loan Fund Program

- City of Jefferson, Water Treatment Plant Improvements
- City of Waldport, McKinney Slough Bridge Waterline Improvements.

DEQ Clean Water State Revolving Loan Fund

- Clatsop County, Westport Wastewater Treatment Plant Improvements
- Netarts Oceanside Sanitary District, Netarts and Happy Camp Pump Stations
- Netarts Oceanside Sanitary District Ocean Outfall Improvements

WORKLOAD CAPACITY

The fact that Westech is currently serving as City Engineer for several communities in Oregon is an excellent indicator that we would provide ongoing engineering services for the City in an efficient manner. While workloads obviously vary, our long experience as City Engineer has taught us that priority must be given to providing timely service to our City clients. With our experience and reputation, we can afford to be selective with the outside work that we take on in order to maintain adequate staff time to provide services to our core City clients. This approach has worked successfully on many projects over the years similar to those anticipated by the City, and has allowed us to complete projects on schedule and within budget.

FACILITY & STAFF AVAILABILITY

Westech is a 15-member civil engineering firm with six licensed engineers the four technicians operating out of our office located in Salem. As the current City Engineer for Waldport, we are routinely in the area. Waldport's

proximity to Yachats would allow Westech to combine trips for a very cost-effective workflow and allow us to be present as project needs arise.

We strive to meet our clients' schedules for completing assignments. As noted previously, we typically have one person serve as the primary point of contact for our cities. As a result, that person tends to be in regular contact with city personnel. This regular communication leads to the Engineer of Record having a firm grasp of the needs of their particular city. As such, the Engineer of Record is able to arrange his schedule to accommodate upcoming project needs. We regularly attend Council and Planning Commission Meetings as requested and are flexible with scheduling.

At Westech we coordinate vacation schedules to ensure that there is never a time when both the designated City Engineer and the Assistant City Engineer are unavailable to the City. Therefore, with few exceptions, either the City Engineer or the Assistant City Engineer will be available to the City on a daily basis. Westech also requires that our designated City Engineers check with their respective City Clients before taking time off that exceeds one-week to ensure that any urgent City matters are addressed prior to the absence.

INSURANCE COVERAGE

Westech Engineering, Inc. is insured through Orion Insurance Group and Wells Fargo Insurance Services USA. Our current insurance coverage meeting the City's requirements as identified in the Request for Proposals. Westech maintains the following insurance policies and limits.

- Commercial General Liability.....$1,000,000
- Automobile Liability.....$1,000,000
- Umbrella Liability.....$4,000,000
- Workers Compensation.....$500,000
- Professional Liability (Errors & Emissions).....$2,000,000

If selected, we will provide an insurance certificate naming the City of Yachats, its officials, employees, and agents as additional insureds.

REFERENCES

Listed below are several references for similar cities where Westech serves as the Engineer of Record. We encourage you to call any or all of them to ask about our capabilities and performance.

City of Waldport
Kerry Kemp
City Manager
(541) 264-7417
Scott Andry
Public Works Director
(541)563-6366

Westech was recently selected as the Engineer of Record for the City of Waldport. We are currently assisting the City with a waterline relocation project that is needed to resolve conflicts with ODOT's proposed improvements to the McKinney Slough Bridge on Highway 34. We are also assisting the City with a new 2,000 foot long water transmission line on Eckman Creek Road, a new Water Master Plan, a new Wastewater Facilities Plan, and preliminary planning for wastewater collection system improvements to serve the Waldport Industrial Park.

City of Jefferson
Jeff Buskirk
Public Works Director
(541) 327-1135

Westech has served as the City Engineer for the Jefferson since the late 1970's. Westech prepared the City's Wastewater Facilities Plan and has performed all engineering work for the implementation of several of the capital improvement projects. Recent projects include a new $6.0 million sequencing batch reactor, wastewater treatment plant upgrade and a new City Hall building. We are currently assisting the City with the design of a new membrane water filtration plant.

City of Philomath
Kevin Fear
Public Works Director
(541) 929-3579

Westech has served continuously as the City Engineer for Philomath since 1983. Westech prepared the City's Wastewater Facilities Plans in 1985 and again in 2004 and has performed all engineering work for the implementation of several of the capital improvement projects. Recent projects include sewer rehabilitation, a new 4.6 MGD pump station, and a 31-acre wastewater treatment lagoon expansion with the addition of a dry weather land application wastewater disposal system. Other major projects completed for Philomath include a vehicular bridge, water storage reservoir, and numerous water, sewer, and street projects. We are currently assisting the City with plans for a new water treatment plant and storage reservoir.

SUBCONSULTANTS

Although Westech Engineering has the in-house expertise to complete virtually all of the projects that will typically be performed by the City of Turner, there are some projects that include components outside our field of immediate in-house expertise. Over the years, Westech has developed long-term working relationships with other consultants with specialized expertise in certain areas. Utilizing these subconsultants, Westech assembles a highly qualified team, with the individual skills and expertise merged into a coordinated team effort by the designated Westech project manager. Brief introductions of some of the team members are outlined below.

- *SURVEYING SERVICES*

Land and boundary surveying, as well as design topographic surveying and construction surveying for projects designed for the City by Westech will be performed by Wilson Surveying (DBA, Barker Surveying) under the direction of Greg Wilson. Barker Surveying has worked closely and efficiently with Westech on hundreds of projects over the past 30 years. Barker Surveying is recognized in the mid-Willamette valley as one of the leaders in quality surveying services.

- *GEOTECHNICAL ENGINEERING SERVICES*

For geotechnical engineering on major infrastructure projects such as reservoirs, pump stations or treatment plants, Westech typically utilizes the services of GeoEngineers, Inc. under the direction of Julio Vela, PhD, PE, G.E. GeoEngineers, Inc. has worked closely with Westech Engineering on several projects in recent years including numerous private development projects and public improvement projects for the Cities of Salem, Independence, Dayton, and Creswell. GeoEngineers, Inc. offers extensive experience on a wide-range of projects such as bridges, highway retaining wall systems, roadway and utility realignments, city lift and pump stations, and reservoir supply line realignment projects, along with in-water slope stability projects, time-rate mass movement, seismic hazard evaluation, modeling and instrumentation of earth structures, and dam safety and rehabilitation studies.

- *STRUCTURAL ENGINEERING SERVICES*

Where specialized structural engineering is required for City projects, MSC Engineers, under the direction of Bill Pease P.E., will typically provide structural engineering services. Westech has used MSC almost exclusively for more than 25 years. MSC has assisted Westech with the design of reservoirs, pump stations and treatment plants in Aumsville, Brownsville, Dundee, Halsey, Hebo, Jefferson, Lafayette, Mill City, Monroe, Mt. Angel, Neskowin, Netarts-Oceanside Sanitary District, Philomath, Salem, Tangent, West Linn and American Samoa, as well as the structural rehabilitation of a number of City-owned buildings in cities where we serve as City Engineer.

- *ELECTRICAL ENGINEERING SERVICES*

Electrical and control engineering for City projects designed by Westech will typically be provided by Landis Consulting under the direction of George Landis. Landis Consulting has extensive experience with water and wastewater projects and is recognized around Oregon as an expert in the design of electrical and control systems. Westech and Landis have worked together on numerous projects, including most of the electrical, control and telemetry designs completed for our city engineering clients in recent years, including Hebo, Jefferson, Junction City, Netarts-Oceanside Sanitary District, Mill City, Philomath, etc. In addition, Landis Consulting has experience in the design of electrical distribution systems, telecommunications facilities and associated improvements.

- *WATER RIGHTS*

For support with water-right projects, Westech has a well-established relationship with Steven R. Bruce, RG, CWRE of Skookum Water Associates Inc. Steve has over 35 years of experience as a professional hydrogeologist and has been a Certified Water Rights Examiner for 18 years. During that time, he has completed a variety of projects for Oregon municipalities. Steve is registered as a Professional Geologist in Oregon, Washington, Idaho and Wyoming, a Professional Hydrogeologist in Washington, and a Certified Water Right Examiner in Oregon and Idaho. Skookum Water Associates Inc. is an Oregon certified Emerging Small Business (Certification Number 8344).

NONDISCRIMINATION POLICY

Westech Engineering has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy. These policies apply to all areas of employment including recruitment, hiring, training and development, promotion, termination, layoff, compensation, and all other conditions and privileges of employment.

CONFIRMATION OF PROFESSIONAL REGISTRATIONS

Please note that all of our engineers listed as part of the project team above work out of our Salem office and are all licensed in the State of Oregon. Registration numbers for each of our engineers are listed below in Table 7.

Table 7: Westech Engineering Professional Engineering Staff

Engineer	Oregon PE Registration Number	Renewal Date
Denny Muchmore	17888PE	12/31/2018
Christopher J. Brugato	56473PE	12/31/2019
Steven A. Ward	11843PE	06/30/2018
John L. Yarnall	14211PE	06/30/2018
Raymond C. Engel	19176PE	12/31/2019
Peter A. Blumanthal	50407PE	12/31/2019
W. Josh Wells	76415PE	06/30/2018

USE OF LOCAL RESOURCES AND COMMUNITY INVOLVEMENT

Westech Engineering, Inc. is a locally owned firm with one office in Salem. Therefore, we are Oregonians with strong ties to the state. Westech encourages our employees to support the local business where we are City Engineers. This is especially encouraged for matters that are related to business with the City. Examples of business that we typically support include hardware stores for project supplies, restaurants, and gas stations. We also make it a priority to contribute to local non-profit fundraising efforts in communities where we do business. We also encourage our employees to be actively involved in community service organizations in their home communities.

APPENDIX A

Resumes of Key Staff

Westech Engineering, Inc.
Consulting Engineers & Planners

CHRISTOPHER J. BRUGATO, P.E.
ASSISTANT CITY ENGINEER

Summary
Christopher Brugato is experienced in the planning, design, project coordination, and construction of a wide range of municipal infrastructure improvements with an emphasis on public water and wastewater utilities. Mr. Brugato has specific experience with planning, design, and construction of water treatment, storage, and distribution systems as well as wastewater collection, treatment, and disposal facilities. From the development of water master plans and wastewater facilities plans to the final startup of new treatment facilities, Mr. Brugato has experience with all stages of municipal water and wastewater improvement projects. Mr. Brugato also has experience working with several state and federal grant and loan programs such as those administered by Oregon DEQ's Clean Water State Revolving Loan Fund, USDA-Rural Development Loan and Grant Programs, and several programs administered by the Oregon Economic and Community Development Department.

Education:
M.S., Civil Engineering, University of California, Davis, 1999
B.S., Civil Engineering, Oregon State University, 1997

Registration:
Civil Engineer, Oregon #56473PE
Civil Engineer, Washington #48392

Experience:
19 years

Key Areas of Expertise:
Water Master Planning
Water Supply and Treatment
Water Storage and Distribution
Wastewater Facilities Planning
Wastewater Collection and Pumping Systems
Wastewater Treatment and Disposal

Affiliations:
American Society of Civil Engineers
Pacific Northwest Clean Water Association
National Association of Sewer Service Companies
Tau Beta Pi National Engineering Honor Society

Philomath Water Master Plan and Wastewater Facilities Plan, Philomath, Oregon
Project Engineer for the Development of a water master plan and a wastewater facilities plan for the City of Philomath. These work efforts included the analysis of the existing facilities, evaluation of alternatives, and development of recommended improvements for inclusion in the City's Capital Improvement Plan. All components of the water and wastewater facilities were analyzed including water supply, water treatment, water distribution and storage, wastewater collection, and wastewater treatment and disposal. Westech worked with the City and review agencies to obtain approval of the plans which have now been adopted by the City.

Junction City Facilities Plan, Junction City, Oregon
Worked with the City and DEQ to develop a facilities plan for the wastewater utility to address noncompliance issues as required by a mutual agreement order between the City and the Department of Environmental Quality. The plan includes a comprehensive analysis of the wastewater collection, treatment, and disposal system. The recommended improvement plan includes a new mechanical wastewater treatment plant with a year-around outfall to the Long Tom River.

Brownsville Wastewater System Improvements, Brownsville, Oregon
Project Engineer for the planning, design, and construction services for a large-scale wastewater system improvement project with an overall construction budget of $6.25 million. Engineering services include the completion of a DEQ approved facilities plan, assistance with the preparation of a funding package consisting of grants and loans from the USDA Rural Utilities Services and Oregon Economic and Community Development Department, preparation of a predesign report, final design, and construction administration and inspection services. Project elements include the rehabilitation of approximately 12,600 feet of sanitary sewer mainline including service laterals, two wastewater pump stations, a new facultative lagoon, disinfection system improvements, chemical feed system improvements, and the construction of new river outfall.

Jefferson Wastewater Treatment Plant Improvements, Jefferson, Oregon
Principal Engineer and Project Manager for the design, and construction of a new wastewater treatment plant with overall project budget of $7.0 million. Engineering services include the completion of a DEQ approved predesign report, final design, and construction administration and inspection services. Project elements included a new 5 mgd influent lift station, a new headworks with flow measurement and a fine screen, two new sequencing batch reactors, an effluent equalization basin, UV disinfection facilities, a new multiport diffuser in the Santiam River, a blower and auxiliary power building, and a new lab/office building for the public works department.

Philomath Wastewater Treatment Plant Improvements, Philomath, Oregon
Principal Engineer and Project Manager for the preliminary and final design engineering for the expansion of the City's existing facultative lagoon treatment system. The project includes two new 15.5-acre facultative wastewater lagoons and a new 3.5 mgd effluent pump station and effluent reuse facilities. The plant is located in the floodplain of the Marys River. In order to obtain land use approval for the expansion a flood study was performed. The project included the preparation of a CLOMR and LOMR and a DEQ approved recycled water use plan.

Champion Hill Reservoir, Salem, Oregon
Engineering services including design, construction administration, and inspection for a $3.5 million water storage reservoir. Project elements include a 2.2 million-gallon prestressed, concrete tank, control building and associated sitework and mechanical piping.

Philomath Pump Station A and Trunk Sewer Improvements, Philomath, Oregon
Principal Engineer and Project Manager for the planning, design, and construction for a new 4.6 mgd wastewater pump station with four submersible sewage pumps, a cast in place concrete wetwell and valve vault, and a control building with an auxiliary power generator. The project also included the replacement of approximately 3,000 feet of trunk sewer including service laterals from the mainline to each home. The existing 15-inch trunk sewer was replaced with a new 21-inch trunk sewer.

Grice Hill Reservoir, Salem, Oregon
Design and construction administration for $2.25 million water storage reservoir. The project included site development, design of a 2.2 million-gallon prestressed concrete tank, control building and associated mechanical piping.

Mill City Water Supply and Storage System Improvements, Mill City, OR
Principal Engineer for major water system upgrades for the City of Mill City. The City traditionally supplied water to the community from a surface water treatment plant on the North Santiam River. Due to age of the treatment facilities and reliability concerns, the City embarked on a large-scale improvement project. Westech provided planning, design, and construction services for a system of new water supply wells that would replace the existing surface water treatment plant. The major project elements included a new 1.0 million gallon water storage reservoir, two 0.5 MGD water supply wells, chemical feed systems, and the rehabilitation of an existing steel tank.

Hebo Joint Water and Sewer Authority Wastewater Treatment Plant Improvements, Hebo, Oregon
Design and construction administration for the construction of a 0.08 mgd wastewater treatment plant. Special design considerations included producing a sub 10-10 mg/l BOD and TSS effluent to protect sensitive salmon habitat in the receiving stream. Key design features included a textile bed recirculating filter system, UV Disinfection system, auxiliary power units and effluent pumping station.

2005-2006 Philomath Utility Projects, Philomath, Oregon
In response to ODOT's planned 2007 improvements to the Corvallis-Newport Highway through Philomath, the City of Philomath needed to relocate several water distribution pipelines through the City. Westech worked with the City of Philomath, ODOT, and ODOT's Design Consultants to identify the scope of improvements that were necessary to maintain a sufficient level of service to the community and address the conflicts with ODOT's proposed facilities.

Westech Engineering, Inc.
Consulting Engineers & Planners

DENNY MUCHMORE, P.E.
PROJECT ENGINEER

Summary
His background as City Engineer for Carlton and Dayton has given Mr. Muchmore experience in the planning, review, design, and construction of City and privately funded municipal engineering projects. His experience includes design and review of streets, storm drainage systems, sanitary sewer collection, pumping, treatment, and disposal, as well as potable water distribution, pumping and storage facilities.

Education:
M.S., Civil Engineering, Brigham Young University, 1992
B.S., Zoology, Brigham Young University, 1986

Registration:
Civil Engineer, Oregon #17888PE
Civil Engineer, Washington #49601

Experience:
25 years

Key Areas of Expertise:
Wastewater Master Planning, Design of Collection & Pumping Facilities
Water Master Planning & Design
Construction Observation/Contract Administration
Municipal Engineering

Affiliations:
American Society of Civil Engineers
American Water Works Association

City Engineer
Serves as principal designer for city funded water, wastewater and storm drainage improvements in the Cities of Carlton and Lafayette. Serves as the principal reviewer for proposed land use actions to determine potential impacts to City utility systems, as well as reviewing all privately funded public improvement projects constructed within the City, including residential, commercial and industrial developments. Responsible for coordinating all design and review activities with a variety of regulatory agencies. Responsible for preparing engineering reports outlining potential impacts of proposed developments, and presenting this information in public hearings.

Utility System Master Planning and Utility System Mapping
Extensive experience in the master planning of public utility systems to assist jurisdictions on prioritizing limited resources. List of utility systems master plans completed or in progress include Corvallis South Third Area sanitary sewer (SRF), Dundee storm, Jefferson water & sanitary sewer, Lafayette water & sanitary sewer, Monroe water, Mt. Angel water & storm drainage, Netarts-Oceanside Sanitary District, Oceanside Water District, Philomath water, sanitary sewer and storm drainage. Planning documents to be used by jurisdictions for developing capital improvement plans. Utility mapping projects include Carlton, Corvallis South Third Area, Dayton, Dundee, Halsey, Jefferson, Junction City, Lafayette, Mill City, Monroe, Mt. Angel, Netarts-Oceanside Sanitary District, Oceanside Water District, Philomath, Sublimity.

Public Works Design Standards
Developed engineering design standards tailored to the needs of small communities and utility service districts, including digital standard details, standardized testing forms, etc. The standards cover streets, storm, sewer & water systems, and were specifically designed and formatted to assist small communities with limited resources in standardizing public improvements designed and constructed in conjunction with development by many different parties. Obtained DEQ and OHD concurrence on the scope and content of the standards. To date, these design standards have been modified for and adopted by 11 communities and service districts, including Carlton, Dundee, Jefferson, Junction City (design & construction standards), Lafayette, Mill City, Monroe (water), Mt. Angel, Netarts Oceanside Sanitary District (sewer), Oceanside Water District (water), Philomath, and Tangent.

Sewer Pump Station Improvements, Junction City, Oregon
Directed the planning, design and construction of replacements for two of the City's main sewer pump stations (14th & Elm PS, 9th & Ivy PS with new submersible pump stations with auxiliary power, and the upgrade of a third pump station (3rd & Maple) to accommodate flows from the new state prison & mental hospital. Coordinated the design of three sewer pump stations required in conjunction with new developments (3rd & Maple, Highpass & Oaklea) to ensure that developer provided pump station improvements were fully compatible with City stations and conformed to City pump station standards to minimize future City maintenance requirements, including style of pumps, controls and telemetry improvements.

Pump Station Auxiliary Power Improvements, Junction City, Oregon
Planning, design and construction of auxiliary power improvements to 10 existing City sewage pump stations and wells, including 7 permanent on-site generators and 2 trailer mounted generators for use at 3 other pump stations, as well as automatic or manual transfer switches and auto dialers at all pump station sites. Currently working with City on project to add auxiliary power to additional water supply wells and the Public Works shop.

Wastewater Facilities Plan & Pump Station Upgrades, Lafayette, Oregon
Prepared facilities plan that evaluated wastewater collection, pumping and treatment facilities under existing and projected future conditions. Treatment plant alternatives meeting present discharge requirements into the South Yamhill River (a water quality limited stream) were examined. A new treatment plant utilizing mechanical treatment and tertiary treatment was recommended in order to meet discharge restrictions. Work included WWTP site evaluation and identification, alternative configurations, hydraulic predesign and cost estimates. Work also included capacity evaluation of existing pump stations and trunk collection lines, with upgrade recommendations and cost estimates. Subsequently, we coordinated the design and construction administration for the replacement of two major sewer pump stations (4th Street PS & Wilson Street PS). Design of both included triplex submersible pumps, auxiliary power, force mains, control & generator building and site improvements, as well as electrical and telemetry systems. Unique design features for the Wilson Street PS included variable frequency drives to accommodate potential future force main directly to WWTP headworks and a 27' deep excavation on a constricted site. The design included negotiations with property owners for acquisition of easements for the new pump station site.

Wastewater Facilities Plan, Netarts Oceanside Sanitary District, Oregon
Prepared Wastewater Master Plan that evaluated wastewater collection, pumping and treatment facilities under existing and projected future conditions. Work included WWTP capacity and biosolids handling evaluation, ocean outfall upgrades and cost estimates. Work also included capacity evaluation of existing pump stations and trunk collection lines, with upgrade recommendations and cost estimates.

Netarts & Happy Camp Pump Station, Netarts-Oceanside Sanitary District, Oregon
Pump station design for reconstruction of two existing sewage pump stations. The new Netarts pump station is a tandem duplex pump station with auxiliary power, force main and site improvements, a new control/generator building, as well as electrical and telemetry systems, and a chemical feed system for hydrogen sulfide control. The pump station is located immediately adjacent to the Netarts Bay harbor. Key design considerations included extremely high static head, which necessitated use of tandem duplex pumps, each set with one submersible pump in the wetwell and one drypit pump in the pump & control building. The Happy Camp pump station is being converted from a vacuum prime to a submersible duplex pump station with new telemetry & controls.

Watershed Clearwell & Pump Station & Development of Various Wells, Dundee, Oregon
Planning, design and construction of a new clearwell and booster pump station to serve the City's well-field in the protected watershed area west of town. Pump station included duplex pumps with triplex expandability, auxiliary power, and chlorination facilities, as well as control and telemetry system improvements. Also completed the design and construction engineering for the development or rehabilitation of Well 1, 2, 8, and 10, as well as the present design of Well 9.

Monroe Water System Master Plan/Reservoir & Waterline Design, Monroe, Oregon
Prepared master plan used by the City to develop a water system improvement program & obtain funding for priority improvements. The study focused on additional source capacity, increasing storage and replacing aging reservoirs, and transmission and distribution system improvements required to meet future water demands, including fire flow requirements. Included the development of a computerized network model allowing the performance of the current and proposed distribution system to be analyzed. Work included reservoir site identification, transmission main alignment, identification of required easements and permits, and cost estimates. Designed water distribution improvements recommended as priorities in the adopted Master Plan, including negotiations and permitting with ODOT for waterlines along Hwy 99W. Assisted in the design of reservoir and WTP improvements recommended in the Master Plan.

Westech Engineering, Inc.
Consulting Engineers & Planners

STEVEN A. WARD, P.E.
CITY ENGINEER

Summary

Steve works on both public and private sector projects with a range of experience in private development projects, planning, city engineering, project development, design, agency coordination, contract administration, and construction management. His experience includes municipal, land use, wastewater, water, drainage and street projects for both the public and private sectors.

Education:
B.S., Civil Engineering, Oregon State University, 1978

Registration:
Civil Engineer, Oregon
Civil Engineer, Washington
Civil Engineer, California
Civil Engineer, Idaho
Civil Engineer, Colorado
Civil Engineer, Wyoming

Experience:
40 years

Key Areas of Expertise:
General Municipal Engineering
Street and Storm Drainage Improvements
Sanitary Sewer Systems and Water Supply
Site Work Planning and Design

Affiliations:
American Society of Civil Engineers
American Public Works Association
Homebuilders Association

Municipal Engineering Projects

- City of Junction City, Department of Corrections Bid Packages 1 – 6 (total contract value $26.5 million)
- Madrona Avenue SE & 25th Ave SE Improvements, City of Salem
- Aumsville Highway Improvements, City of Salem
- Fairview Industrial Drive Improvements, City of Salem
- Fisher Road Improvements, City of Salem
- Mission Street Widening, Salem, OR
- Deer Park Water Pump Station & Waterline Imps, Salem, OR

Industrial, Commercial, and Schools Projects

- Cascadia Industrial Park, Salem, OR
- Fairview Industrial Park Planning, Salem, OR
- Corvallis High School and Corvallis Middle School
- Henningsen/Norpac Cold Storage Facility, Salem, OR
- Kettle Foods Warehouse, Salem, OR
- Oregon DOC Women's Prison Infrastructure, Wilsonville, OR
- ODOT Maintenance Facility, Salem, OR
- Department of Public Safety Standards and Training, Salem, OR
- Mill Creek Corporate Center Infrastructure Planning, Salem, OR
- West Salem High School, Salem, OR
- Various Salem-Keizer School District middle & elementary schools
- Navigators Landing Industrial Subdivision, Medford, OR
- Corban University Sanitary Sewer Improvements
- Chemeketa Community College Fire Training, Health Sciences, Learning Resource, and Technology Centers, Salem, OR

Representative Site Work Planning and Design Projects

- Corvallis Co-Housing
- Rogue Valley Manor Senior Development,
- Sustainable Fairview Associates, Salem, OR
- Sequential Pacific Biodiesel, Salem, OR
- KROC Center, Salem, OR
- Lowe's Site Work, Salem, OR
- Salem Convention Center
- Oregon State Police Headquarters Building, Salem, OR
- Salem Hospital's Replacement Salem, OR
- Salem Alliance Church, Salem, OR
- Wachovia Call Center, Salem, OR
- Oregon Gardens Hotel, Silverton, OR
- Home Depot Distribution Center, Salem, OR
- FedEx Shipping Facility, Salem, OR
- Marion County Jail, Salem, OR
- Kelley's Home Center, Salem, OR

Westech Engineering, Inc.
Consulting Engineers & Planners

RAYMOND C. ENGEL, P.E.
PROJECT ENGINEER

Summary

Ray Engel graduated from Oregon State University and joined Westech Engineering in 1995. Ray has experience in planning, design, project coordination, construction administration, and master plan preparation for a wide variety of site improvement, street, and utility projects for the public and private sectors, as well as the design of wastewater and water pump stations. His projects include both undeveloped sites as well as redevelopment and rehabilitation projects, and he has coordinated with local and state level jurisdictions, including Oregon DOT, DEQ, DOC, DAS and DHS, to develop plans consistent with Owner needs and jurisdiction requirements.

Education:
B.S., Civil Engineering, Oregon State University, 1995
M.S. Physics, US Naval Postgraduate School, 1989
B.S., Marine Science, US Coast Guard Academy, 1982

Registration:
Civil Engineer, Oregon #19176PE

Experience:
22 years

Key Areas of Expertise:
Street and Utility Improvements
Sitework Planning and Design
Master Plan Preparation
Construction Management
Contract Administration

Affiliations:
American Society of Civil Engineers

Storm Drain Master Plans, Various Cities.
Preparation of Storm Drain Master Plans for the Cities of Jefferson, Mount Angel, Mill City, and Halsey. Work includes identifying and mapping drainage basins, documenting existing storm drainage infrastructure, calculating run-off for selected storm events, identifying and prioritizing drainage problem areas, developing recommended solutions and associated costs.

Philomath College Street Urban Renewal Project, Philomath, Oregon
This urban renewal project for the City of Philomath involved the replacement of nine blocks of utilities and street improvements. College Street parallels Highway 20/34 through downtown Philomath, one block north. Water distribution system improvements included replacement of all of the existing water main in this section of College Street with a new 12-inch water main that was connected to the distribution grid at all intersections and connected to all existing water meters.

Junction City Domestic Water System Upgrade, Junction City, Oregon
Westech Engineering served as the City Engineer for the City of Junction City and completed the design of the major infrastructure upgrade necessary to support the new State of Oregon mental hospital and prison that will be built south of town. Ray was the project manager for improvements include a new water booster pump station equipped with five 100 HP vertical turbine pumps and two new 300,000 gallon spheroidal elevated water tanks.

Lafayette 3rd Street Streetscape, Lafayette, Oregon
Based on the Downtown Plan, the City contracted with Westech Engineering to design one block of streetscape improvements for one block of Highway 99W in front of City Hall and the Post Office. This project was constructed in the summer of 2000 and has proven highly successful in dressing up the area and providing a significant improvement in pedestrian safety in crossing the highway.

Oregon State Penitentiary Parking Lot Repairs, Salem, Oregon
Maintenance and repair of over 7 acres of existing AC pavement at the Oregon State Penitentiary on State Street in Salem. The project included digouts of failed pavement areas, pavement grinding, pavement overlays and improvements of the storm drainage system. This project was constructed in the summer of 2010.

Oregon Youth Authority Hillcrest Youth Correctional Facility, Salem, Oregon

Design for maintenance and repair of approximately 1.2 acres of existing AC pavement at the Hillcrest Youth Correctional Facility on Strong Road in Salem. The project included digouts of failed pavement areas, pavement overlays and improvements of the storm drainage system. This project was constructed in the summer of 2011.

Salem-Keizer Schools AC Pavement Repair, Salem, Oregon

Maintenance and repair of asphalt playground and parking areas at Liberty Elementary School, Washington Elementary School, and Wright Elementary School in 2010 and the design for Auburn Elementary School for construction in 2011.

Mill City Water System Upgrade, Mill City, Oregon

This project involved a major upgrade to Mill City's water system. Westech Engineering was responsible for writing the Water System Master Plan and pre-design reports, to designing over 18,000 lineal feet of new 8-inch to 12-inch waterline. Work also included managing all aspects of bidding and construction including two new water supply wells, a new 1 MG reservoir also designed by Westech.

Woodburn Company Stores Offsite Improvements, Woodburn, Oregon

Design of several portions of ODOT roadway in conjunction with the development of over 230,000 S.F. of retail outlet stores. Improvement designs include widening the southbound off-ramp from Interstate 5 at Exit 271, median design and intersection modifications for Highway 219 west of the freeway, and upgrading the freeway frontage road, Arney Road. The off-ramp design widens approximately 600' of ramp to accommodate a second lane. Median and intersection improvements on Highway 219 will facilitate a significant increase in traffic, especially truck movements. Arney Road is currently a 20' wide turnpike frontage road. Approximately 1500' of Arney Road will be widened to a 48' commercial street section, and 500' of new street will be constructed to revise the existing traffic circulation pattern.

MacLaren Youth Correctional Facility Utility Improvements, Woodburn, Oregon

This project consisted of several phases to address major upgrades to the MacLaren utility infrastructure. The first issue to resolve was that of removing arsenic from the drinking water. The water supply system was upgraded with new well pumps, an arsenic removal filtration system, a new ground storage tank, and a closed end booster pump system. The follow-on project involved replacement of over 6,000 feet each of on-site water distribution lines, and sewer collection and storm drain main lines, many of the lines being replaced dated from the period of the 1920s to the 1950s. All work had to be designed and constructed to avoid interruption of the ongoing correctional facility functions of the site.

53rd Avenue LID, Albany, Oregon

This project involved the design and construction of approximately 2,000 lineal feet of full width collector street, 800 lineal feet of 1/4 street widening, and widening of approximately 500 lineal feet of Highway 99E to create a dedicated right turn lane. The collector street improvements involved replacement of two 25-30 feet long existing bridges and raising the roadway 10-12 feet to keep it from flooding. One bridge was replaced by a 200-foot long, two-span bridge to pass the floods that previously overtopped the original road, while the second bridge was replaced by a 24-long, 3-sided box to minimize environmental impacts.

REQUEST FOR PROPOSAL
CITY ENGINEER OF RECORD

I. GENERAL INFORMATION

A. INTRODUCTION

The City of Yachats (City) is soliciting proposals for an Engineer of Record (City Engineer) to provide engineering services as an independent contractor to the City. Services typically conducted by the City Engineer include, but are not necessarily limited to the items listed in Article I.D of this RFP. Services may include supervising work produced by City which is subject to ORS 672. Work shall be provided to City on an as-needed basis, as authorized by the City Manager or the City Manager's designee.

Contract Engineers averaged a total of ___10____ hours per month in service to the City of Yachats City in FY 16/17. Proposers shall be licensed to practice engineering in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS). The City will consider proposals from engineering firms as well as individual engineers.

B. BACKGROUND

The City of Yachats was incorporated in 1966. The current population is approximately 740. The City is located in Lincoln County approximately 25 miles south of Newport and 25 miles north of Florence. The City Council consists of the Mayor and four council members elected from the City at large. The selected consultant will work under the direction of the City Manager.

Through the Public Work Department, the City owns and operates various utility systems and infrastructure that serve the residents including the water system, the wastewater system, the storm drainage system, and the local street system. The Public Works Department also provides operation and maintenance for City Parks and general City-owned building maintenance.

The City owns and operates a number of public facilities including the following:

A. 6 storage reservoirs, and distribution system of (12 miles of pipe)
B. Wastewater collection system (12 miles of gravity/pressure pipe).
C. Wastewater treatment plant (SBR).
D. Storm water drainage
E. Transportation system (14 centerline miles).
F. Parks system (3 parks)
G. Municipal Buildings

C. ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

• RFP Advertised	Week of April 12th, 2018
• Proposal Due Date	May 4th, 2018
• Selection Committee Evaluation	Week of May 9th, 2018
• Interviews (if needed)	May 11th, 2018
• Contract Approval	After special Council meeting
• Commencement of Contract	After special Council meeting

D. SCOPE OF SERVICES

The following statement of work describes the on-going services that the engineering firm shall provide to the City of Yachats. These services are contracted on an on-call basis. The City will compensate the Engineer of Record for general engineering services based on standard hourly rates and a fee schedule. It is expected that the Engineer of Record will be available on a daily basis for consultation.

The scope of services for the Engineer of Record may include, but is not limited, to the following.

- Assist with budgeting, planning, and rate studies.
- Suggest and comment on engineering related issues, ordinance modifications and public works design standards and construction specification modifications.
- Assist with GPS/GIS data gathering and information compilation relating to existing infrastructure.
- Work with City staff to review or complete federal, state or county permits, applications, or agency notification.
- Work with City staff, organizations and funding agencies to help develop competitive and complete grant applications or funding proposals.
- Act as the City's representative with other state, federal or local governmental agencies.
- Serve as the City's representative during the review, plan approval, construction management, and project closeout phases of any development or planning project prepared by other engineers and submitted to the City for approval. This includes land development projects such as subdivisions or site specific developments.
- Review preliminary engineering design drawings and design calculations for general conformance with state, county, and city requirements and sound engineering practices.
- Review final submitted construction plans prepared by other professionals and, after acceptance, stamp and sign the drawings as "Approved for Construction" by the CITY ENGINEER.

- Attend pre-application, construction, Planning Commission, City Councilor other meetings as requested by the City.
- Provide detailed design and construction specifications for successful bidding and construction coordination of city infrastructure improvement and maintenance projects.
- Provide project construction observations of public improvements installed as part of private development projects. Verify general conformance with city approved construction plans and specifications.
- Provide project management, engineering design, and construction observation for City public works construction projects.
- Perform final construction observations and punch lists for completion of private developments and for City of Yachats project sites, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
- Perform engineering work pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- Prepare utility master plans feasibility studies as requested.
- Perform additional basic engineering and special services which cannot be fully described at this time, as requested by the City.

For special projects, the Engineer of Records shall provide a work order upon written request from the City. The work order shall include a detailed proposal and scope of work, schedule and cost proposal. Special projects may include, but are not limited to, design of city owned public works facilities including streets, water, sewer, storm drainage facilities, and City owned parks and buildings.

II. PROPOSAL INSTRUCTIONS

A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide two hard copies plus one electronic version (.pdf format) of proposer's proposal in a sealed envelope clearly marked: "Confidential: City of Yachats City Engineer of Record Proposal".

Proposals shall be submitted by 3:00p.m. on May 4th, 2018 to:

Shannon Beaucaire
City Manager
City of Yachats
PO Box 345

Yachats, OR 97498

Proposals shall be organized as specified in Article II.E, Proposal Contents. The City of Yachats assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

B. INQUIRIES

Questions concerning this RFP should be submitted to:

Shannon Beaucaire
City Manager
City of Yachats
PO Box 345
Yachats, OR 97498
Citymanager@yachatsmail.org
Phone: 541.547.3565

C. RESERVATION OF RIGHTS

The City reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

D. PROTESTS

Proposers are directed to the protest procedures contained in City Public Contracting Rule 137-048-0240.

E. PROPOSAL CONTENTS

Proposals shall be limited to no more than 15 single sided pages, not including covers, divider pages, or resumes. Proposals should be prepared in generally the following format and shall include, at a minimum, the following items:

- The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- Qualifications:
  - Name and qualifications of the individual who will serve as the City Engineer.

- The names of professional persons who will assist the City Engineer in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and especially serving cities comparable in size to City of Yachats.
- Specifically address proposer's familiarity with laws and regulations governing public water, wastewater, stormwater, municipal building construction and transportation systems, including operations, construction and maintenance of the City's current systems.

- Description of proposer's expertise in the following areas:
  - Civil, Electrical, Mechanical and Transportation Engineering;
  - Deep well groundwater pumps and water distribution systems;
  - Municipal ground/surface water rights acquisition and maintenance of;
  - Pump station and gravity wastewater collection systems;
  - Aerated lagoon wastewater treatment with land applied effluent disposal;
  - WPCF and NPDES permit regulations and compliance;
  - Municipal transportation systems involving state and federal highways;
  - Road maintenance techniques and applications;
  - Oregon land use law/planning and development related infrastructure issues;
  - Public improvement contracting and administration;
  - Contract law and intergovernmental agreements;
  - Public Utility billing operations and maintenance; and,
  - Public finance and infrastructure financing.
- Explanation of proposer's workload capacity and level of experience commensurate with the level of service required by the City.
- Explanation of proposer's facilities and availability of support staff.
- Proof of Insurance of $2 million professional liability insurance and $2 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided. (For all references, please include names, phone numbers, and description of work performed.)
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- Confirmation that the proposer is a civil engineer licensed to work in the State of Oregon.
- A discussion of proposer's use of local resources and community involvement.

F. PUBLIC RECORDS

All proposals submitted are the property of the City of Yachats, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107.

Accordingly, proposals received and opened shall not be available for public inspection until after City has awarded and executed an Engineer of Record Contract. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law.

G. COSTS

Proposers responding to this RFP do so solely at their own expense.

III. PROPOSAL EVALUATION

A. MINIMUM QUALIFICATIONS

The City will review proposals received to determine whether or not each proposer meets the following minimum qualifications:

- A Civil Engineer licensed to work in the State of Oregon.
- Ability to provide the engineering work needed by the City to the standards required by the City, County and State.
- Has the financial resources for the performance of the desired engineer services, or the ability to obtain such resources.
- An Equal Opportunity Employer and otherwise qualified by law to enter into the attached Engineering Service Contract.

B. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

		Maximum Points
1)	Specialized experience in the type of work to be performed, specifically including work in a city of similar size.	**(50)**
2)	Qualifications and experience of the staff assigned by proposer to perform these services.	**(40)**
3)	Past experience of proposer and project team members with relevant county, state, and federal regulatory and funding agencies.	**(30)**
4)	Quality of proposed scope of work, including the proposed management techniques and practices for City service needs.	**(20)**

5)	Familiarity with the City and City locale.	**(20)**
6)	Distance from City.	**(30)**
7)	Availability and capability to perform the engineering services described in this RFP on an ongoing basis.	**(25)**
8)	References.	**(15)**
	Maximum Total Points	**230**

C. SELECTION

The City is using a qualifications based selection (QBS) process as mandated for contracts anticipated to exceed $100,000 by ORS 279C.110. As a result, selection of the most qualified candidate will be made without regard to the price of the services. Only after selection of the most qualified candidate will the City and selected candidate enter into contract negotiations for the price of the services.

The evaluation committee will consist of 5 members. Each member shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Article III.B of this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates by telephone or in person. Upon completion of its evaluation process, the evaluation committee may either recommend a firm to be appointed as Engineer of Record or it may recommend up to three (3) firms to be interviewed by the City Council.

If the City does not cancel the RFP after receipt of the evaluation committee's scoring results and recommendation, the City will begin negotiating a contract with the highest ranking candidate. The City shall direct negotiations toward obtaining written agreement on the Engineer's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

It is the desire of the City to have a new engineering contract in place no later than, June 1, 2018.

D. CONTRACT

The City desires to enter into a professional services agreement in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Submittal of a proposal indicates a proposer's agreement with and intent to be bound by the terms of the attached contract. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

It is anticipated that the City of Yachats will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for additional two (2) year terms.

The agreement requires that awardee will comply with all applicable federal and state laws, rules and regulations.

The City of Yachats is an Equal Opportunity/Affirmative Action Employer
Women, Minorities and Disabled Persons are encouraged to apply

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.