



SCAPPOOSE *Oregon*

MONDAY, AUGUST 7, 2023
CITY COUNCIL MEETING AGENDA
REGULAR MEETING 7:00 PM

COUNCIL CHAMBERS*33568 EAST COLUMBIA AVENUE*SCAPPOOSE, OREGON 97056

ITEM AGENDA TOPIC	Action
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comment - Items not on the agenda	
Please sign a speaker request form and turn it in to the City Recorder along with any written testimony	
1. Consent Agenda - June 19, 2023 City Council meeting minutes; July 17, 2023 City Council meeting minutes; Reappointment of George Hafeman to the Economic Development Committee	
<u>New Business</u>	
2. CGI Sponsorship	
Associate Planner NJ Johnson; Joshuwa Maiolo with CGI	
3. European Choir Tour summer of 2024 Presentation	
Zoey Mares	
4. Vietnamese Heritage and Freedom Flag Proclamation Discussion	
Thao Tu, President of the Vietnamese Community of Oregon	
5. Additional Funding for Biosolids Dryer Procurement	Approval
Public Works Director Dave Sukau; Public Works Contract Administrator Charlotte Baker	
6. Consor Contract Amendments	Approval
<ul style="list-style-type: none">Amendment 5 Wastewater Treatment Plant Phase 1 Improvement ProjectAmendment 6 Wastewater Treatment Plant Phase 1 Improvement Project	
Public Works Director Dave Sukau; Public Works Contract Administrator Charlotte Baker	
Announcements – information only	
7. Calendar	
8. Updates: City Manager; Police Chief; Councilors; and Mayor	
Adjournment	
PLEASE NOTE: IF YOU WOULD LIKE TO SPEAK WITH CITY STAFF ABOUT A PARTICULAR AGENDA ITEM, PLEASE CALL CITY HALL at 503-543-7146, NO LATER THAN 3:00 PM ON THE DAY OF THE MEETING.	

This meeting will be conducted in an ADA accessible room. If special accommodations are needed, please contact City Hall at (503) 543-7146, ext. 224 in advance.



SCAPPOOSE

Oregon

**MONDAY, JUNE 19, 2023
CITY COUNCIL MEETING AGENDA
REGULAR MEETING 7:00 PM COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

Call to Order

Mayor Backus called the June 19, 2023 City Council meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Alexandra Rains	City Manager
Pete McHugh	Councilor	Isaac Butman	Assistant to City Manager
Tyler Miller	Councilor	Chris Fluellen	Police Lieutenant
Andrew Lafrenz	Councilor	Carol Almer	Finance Administrator
Peter Watts	Legal Counsel		

Remote: Councilor Kim Holmes; Public Works Director Dave Sukau; Community Development Director Laurie Oliver Joseph; and Matt Hoffmann (joined at 7:07pm)

Excused: Council President Megan Greisen; Councilor Jeannet Santiago; and City Recorder Susan M. Reeves

Approval of the Agenda

Councilor McHugh moved, and Councilor Miller seconded the motion to approve the agenda. Motion passed (5-0). Mayor Backus, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Public Comment

Adam St. Pierre, Scappoose, explained he sent Council an email a while back about the sheriff's levy and he did receive one response, which he appreciates that. He wanted to reiterate what he put in the email so it is on public record so everyone else can know. He is part of a non-profit organization on community transparency and accountability. He explained they are going to be

doing a lot of requests and stuff like that and he just wants this to be known that they are requesting this information from our Councilors. The email he sent off was originally to Sheriff Pixley and he read it to the Council ~

Sheriff Pixley,

Congratulations on getting your levy passed. For transparency and accountability can you please tell me how many patrol deputies are on staff today and when we can expect to see the additional seven deputies promised?

When can we start expecting 24/7 coverage?

I understand that may take some time. Can we expect 24/3, 24/5 as the number of deputies increase or will you wait till you have all 7 deputies promised to enact 24 hour coverage?

Thank you in Advance for your prompt response.

****end of email****

Adam St. Pierre stated he doesn't think those are difficult questions. He then proceeded to ask the Councilor here and the Councilors in St. Helens the same questions. He stated we as taxpayers pay a vast majority of our income to these two cities already for 24/7 coverage. We are paying for double coverage now and if we can't even get an answer from anybody on what the coverage is actually going to happen, when it is going to happen or if there is going to be progression, where are our dollars going. That is his question. He stated he is all for law enforcement. He thinks they deserve more money; he thinks we need more of them, but he wants the accountability. He wants to know where it is going and if the Councilors can't answer that question, we have problems. He explained between St. Helens and Scappoose we are going to be paying for approximately 45% of that levy. We are already paying for 24/7 coverage. He stated a lot of the citizens are asking them like what can we expect. He stated those are super simple questions that they should be able to get an answer to and he would still respectfully ask Council if they could maybe drop an email to the Sheriff because Council has more say then they do and reply because they do have a community voice, they have 700 followers in the City right now on their non-profit and they are pursuing these answers and he doesn't think those are that difficult of questions that they shouldn't be able to get some answer to. He thanked Council.

Mayor Backus thanked Adam.

Proclamation – Juneteenth

Mayor Backus read the Juneteenth Proclamation.

New Business

Resolution No. 23-07: Extending Workers' Compensation Coverage to Volunteers

Assistant to City Manager Isaac Butman explained this is a housekeeping measure. He also explained why we are requesting Council to approve this resolution.

Councilor Holmes asked would this cover volunteers for Adventure Fest and events like that?

Assistant to City Manager Isaac Butman replied we do not have coverage for them, he does not believe.

Legal Counsel Peter Watts explained who this resolution would cover.

Councilor Miller moved, and Councilor Lafrenz seconded the motion that Council adopt Resolution No. 23-07: Extending Workers' Compensation Coverage to Volunteers. Motion passed (5-0). Mayor Backus, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Fiscal Year 2023-2024 Budget

Hold a Public Hearing to determine if the City should elect to receive State Shared Revenues

Mayor Backus opened the public hearing and closed it due to no one wanting to speak on this matter.

Resolution No. 23-08: A Resolution Certifying that the City of Scappoose Meets All Requirements to Receive State Shared Revenues for Fiscal Year 2023-2024

Councilor Lafrenz moved, and Councilor McHugh seconded the motion that Council adopt Resolution No. 23-08: A Resolution Certifying that the City of Scappoose Meets All Requirements to Receive State Shared Revenues for Fiscal Year 2023-2024. Motion passed (5-0). Mayor Backus, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Resolution No. 23-09: A Resolution Declaring the City's Election to Receive State Revenue for Fiscal Year 2023-2024 for the City of Scappoose

Councilor Miller moved, and Councilor McHugh seconded the motion that Council adopt Resolution No. 23-09: A Resolution Declaring the City's Election to Receive State Revenue for Fiscal Year 2023-2024 for the City of Scappoose. Motion passed (5-0). Mayor Backus, aye;

Councilor McHugh, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Adopting the City of Scappoose 2023-2024 Budget

Resolution No. 23-10 Hold a Public Hearing on the proposed Approval budget for the Fiscal Year 2023-2024, Making Appropriations, Imposing the Tax, and Categorizing the Tax

Mayor Backus opened the public hearing and closed it due to no one wanting to speak on this matter.

Councilor Miller stated for clarify the Budget Committee moved to approve the budget, correct?

City Manager Rains replied yes, they did.

Councilor McHugh moved, and Councilor Holmes seconded the motion that Council adopt Resolution No. 23-10 Hold a Public Hearing on the proposed Approval budget for the Fiscal Year 2023-2024, Making Appropriations, Imposing the Tax, and Categorizing the Tax. Motion passed (5-0). Mayor Backus, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Resolution No. 23-11: A Resolution Establishing all Fees and Charges for the City of Scappoose and Rescinding Resolution No. 22-16: 2023-2024 Fee Resolution

City Manager Alexandra Rains explained all of the changes are in red. She gave an overview of the changes/updates. She explained you will see changes in terms of SDC's which are based general on the indexed rates, which she believes for this year was 7.2%. She explained the business license fees have been added back in. Staff just went back to what they were in 2007 and put them at that rate thinking that is someplace we could start from and increase them over time.

Community Development Director Laurie Oliver Joseph pointed out that there was one correction to the engineering fees on page 20 and that is going to be the partition final plat fees. There was an error where the partition preliminary plat and final plat fees showed up at the same rate, and that was an error. The final plaque fees should be showing at \$500 for minor, which is no increase at all, and then the major final plat partition review fee would go to \$1,100 and that would be an increase of \$100.

Councilor Holmes asked regarding the fees that were currently exempt, will there be an outreach to notify people of the new requirements for the fee?

Finance Administrator Carol Almer explained we can send a letter to the local businesses regarding the new fee requirement.

Councilor Holmes asked how does the City handle those businesses working without a license?

City Manager Rains explained it is challenge and difficult for us to catch everyone who should have a license but doesn't.

Councilor Miller stated he would imagine one of the only ways to catch people that are operating without a business license is to potentially get a list from the Secretary of State. He explained he doesn't know if the list would define it they are located in the City limits, so it could be more work than what it actually is worth.

Mayor Burge stated there could be something in the newsletter explaining what qualifies for a business license.

Councilor Holmes explained she raised the point just so it appears equitable so the folks that have been registered and get the notification and if they are upset, that they're aware that this truly will be extended to everyone currently registered and those who have not but need to be.

Councilor Miller moved, and Councilor Lafrenz seconded the motion that Council adopt Resolution No. 23-11: A Resolution Establishing all Fees and Charges for the City of Scappoose and Rescinding Resolution No. 22-16: 2023-2024 Fee Resolution as amended and the amendment is on page staff of the staff report where partition final plat, also Exhibit D, \$500 for minor and \$1,100 for major. Motion passed (5-0). Mayor Backus, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Backhoe purchase

Public Works Director Dave Sukau went over the staff report. The City of Scappoose Public Works Department is seeking to replace its existing 1998 backhoe. At 25 years of age, the current backhoe has recently required some expensive repairs and is in need of more. Staff is concerned about the dependability and affordability of this machine and desires to replace it.

ANALYSIS: The Scappoose Public Works Department has evaluated machines in both performance and price. The financial results are as follows:

John Deere 320P	- \$140,748.28
Case 580SN	- \$141,956.40
Caterpillar 420	- \$149,997.02

Public Works has budgeted \$150,000 in the approved 2023-24 budget for the purchase of a new backhoe. This amount was proportionally divided between the Parks, Streets, Water, Wastewater and Stormwater funds. Staff is recommending Council authorize City Manager

Rains to purchase a new John Deere 320P backhoe from Pape' Machinery in the amount of \$140,748.28.

Councilor Lafrenz moved, and Councilor McHugh seconded the motion that Council authorize City Manager Rains to purchase a new John Deere 320P backhoe from Pape' Machinery in the amount of \$140,748.28.

Councilor Miller thanked Public Works Director Dave Sukau for getting the three quotes.

Motion passed (5-0). Mayor Backus, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Announcements – information only

Calendar

Mayor Backus went over the calendar.

Updates: City Manager; Police Lieutenant; Councilors; and Mayor

City Manager Rains explained she had the chance to attend the end of the day portion of the Grant Watts career day and it seems like it went really well, and she thanked staff that was able to be there.

Lieutenant Fluellen explained starting next week we are going to have a new sergeant and a new patrol officer.

Councilor Holmes explained she wanted to acknowledge the importance of the City adopting the Juneteenth Proclamation. She wanted to applaud the School District for also addressing those and really demonstrating that Scappoose is a community for all, and she is glad that we were able to do that today.

Councilor Lafrenz thanked the Scappoose Library for the well run and well attended summer reading kickoff that he attended. He stated it was great to see the community events like that for families. He explained he and Mayor Backus attended the EDC meeting and Laurie and NJ did a good job at presenting the Downtown Overlay and he looks forward to getting feedback from the EDC on that.

Councilor Miller echoed what Councilor Holmes said, he thinks that was put very well. He asked LT Fluellen how long until he thinks the new police sergeant will be on the road.

LT Fluellen replied he anticipates it will be around a month.

Councilor McHugh also agrees with what Councilor Holmes said. He would like to thank the Scappoose Historical Society for the luncheon they put on for all the staff. He thanked the Historical Society for all they are doing.

Mayor Backus thanked Council President Greisen for all she did in setting up the career day at Grant Watts. He thanked City Manager Rains for attending career day. He also thanked the Historical Society for the staff lunch. It is nice to see the museum downstairs, as that is going to be a really great tour for the kids and all of us. He explained they did add an EDC and Parks Committee new coordination meetings to kind of add another layer and he thinks it will help Council, staff and the committee.

Adjournment

Mayor Backus adjourned the meeting at 7:50pm.

Mayor Joseph A. Backus

Minutes typed by:

City Recorder Susan M. Reeves, MMC



SCAPPOOSE

Oregon

MONDAY, JULY 17, 2023
CITY COUNCIL MEETING
REGULAR MEETING 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

Call to Order

Mayor Backus called the July 17, 2023 City Council meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Steven Lougal	Police Chief
Pete McHugh	Councilor	Isaac Butman	Assistant to City Manager
Tyler Miller	Councilor	Susan M. Reeves	City Recorder
Jeannet Santiago	Councilor	Ron Larson	Police Sergeant
Kim Holmes	Councilor		
Andrew Lafrenz	Councilor		
Peter Watts	Legal Counsel		
Ashley Driscoll	Legal Counsel		

Remote: Engaged Citizens of Columbia County (left at 7:25pm); and Beth Rajski.

Approval of the Agenda

Councilor Santiago moved, and Councilor Holmes seconded the motion to approve the agenda. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Public Comment

Lisa Hoffmann, Scappoose, explained she is here to extend an invite to the Run with Neil race on August 12, 2023. She explained Run with Neil is a small, committed group that is working

towards breaking down physical, emotional, and financial barriers to promote whole body wellness for youth in the Scappoose Community. She explained what all they are doing and how it is benefitting the community. She stated she wants to leave Council with her son's words from his track journal that he kept. She explained her son Neil was a huge Derek Jeter fan. She read Derek Jeter's ten life lessons by Derek Jeter rewritten by Neil Hoffmann:

- Number 1 ~ Set your goals high
- Number 2 ~ Think before you act
- Number 3 ~ Deal with growing pains
- Number 4 ~ The world isn't always fair
- Number 5 ~ Find the right role models
- Number 6 ~ Don't be afraid to fail
- Number 7 ~ Have a strong supporting cast
- Number 8 ~ Be serious, but have fun
- Number 9 ~ Be a leader, and follow the leader
- Number 10 ~ Life is a daily challenge

Lisa Hoffmann explained her son was a quiet leader at school and he made his impact while he ran and amongst his friends. She thanked Council for their support. She explained Run with Neil gives her purpose to keep moving forward and bring Neil with her and she appreciates every one of them.

Council thanked Lisa.

Mayor Backus explained he did coach Neil in flag football K2 back in the day and his smile is something he remembers vividly for all these years.

Councilor McHugh stated to Lisa what she is doing in her son's memory is one of the best things that has happened in our community, and it is appreciated.

Adam St. Pierre, Scappoose, thanked Council for continually trying to get more officers on the road, it obviously has been noticed, and we appreciate that. He explained he is part of a non-profit here in town on transparency and accountability and they did get a few questions brought to us about the deal that you pulled out of the partnership with St. Helens PD and Columbia County Sheriff on the report writing software. He explained they don't know much about it yet, but they do plan on getting a little more information on it first and then they will be presenting the City a letter at some point, and they would like to see some comment on that from at least one of members of Council on what brought that pulling out of the agreement. He thanked Council.

Council thanked Adam.

Consent Agenda - May 15, 2023 City Council work session minutes; May 15, 2023 City Council meeting minutes; June 5, 2023 City Council work session minutes; June 5, 2023 City Council meeting minutes; June 28, 2023 Special City Council meeting minutes; and Appointment of Harlow Vernwald as Full Member on the Planning Commission

Councilor McHugh moved, and Councilor Miller seconded the motion to approve the consent agenda ~ Consent Agenda - May 15, 2023 City Council work session minutes; May 15, 2023 City Council meeting minutes; June 5, 2023 City Council work session minutes; June 5, 2023 City Council meeting minutes; June 28, 2023 Special City Council meeting minutes; and Appointment of Harlow Vernwald as Full Member on the Planning Commission. Motion passed (7-0). Mayor Backus, aye, Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Proclamation Honoring City of Scappoose Long-Term Employees

Mayor Backus read the Proclamation Honoring City of Scappoose Long-Term Employees. He presented a copy of the Proclamation to Kathleen Head and Susan Reeves.

Congratulations ~

15 to 19 Years of Service

- Tim Holmason; 15 Years
- Douglas Nassimbene; 16 Years
- Kevin Turner; 16 Years
- Daniel Donovan; 17 Years
- Robert Tull; 17 Years

20+ Years of Service

- Elizabeth Happala; 20 Years
- Kathleen Head; 21 Years
- Susan Reeves; 25 Years
- William Burger; 25 Years
- Angela Brown; 25 Years
- Darryl Sykes; 29 Years
- Steven Smith; 30 Years

Presentation to Planning Commissioner Bruce Shoemaker

Mayor Backus presented a plaque for Bruce Shoemaker, who wasn't able to make it this evening. Thank you, Bruce for your many years of service!

New Business

Waste Management Rate Increase

City Manager Alexandra Rains explained Dave Huber with Waste Management is here to explain this rate increase.

Dave Huber, Waste Management Public Sector Manager, explained he is here to request a disposal pass-through increase. He explained recently the Columbia County Board of Commissioners approved a rate increase at the Columbia County Transfer Station, and it took effect this month. The ton rate at the Transfer Station has increase \$5.15 per ton. He explained the new per ton rate is \$106.12 and because of this ton rate increase Waste Management is requesting to pass through that rate increase to their customers in the City of Scappoose. He explained they are looking to increase the rates and for a typical residential customer here it will be around .53 per month, per customer.

Mayor Backus asked when would this take effect for our residents?

Dave Huber replied if approved, they would like it to take effect immediately. He stated if it can go into effect on the 1st of August, that would be great.

Councilor Holmes explained she serves on the Solid Waste Advisory Committee for the County, and this is very much in line with what they came and requested and were approved for by the County Commissioners for all of those outside of the city limits and the pass through has already happened for all those folks. She would recommend going ahead and doing this.

Mayor Backus asked if we would notify our customers through the newsletter?

Dave Huber explained what they do when notifying the customers is typically do messaging on the invoice.

City Manager Rains explained we can certainly share it through our social medial channels as well.

Councilor Lafrenz asked what if some cities don't approve the pass-through increase and some do?

Dave Huber replied it would be a larger increase later on.

Councilor Miller stated he isn't really thrilled about the short notice, but it is .53.

Dave Huber replied they are sensitive to that too.

Council President Greisen asked if the increase could start September 1, instead of August 1?

Dave Huber replied yes, they could.

Councilor Miller asked what other cities that Dave oversees does this effect?

Dave Huber stated Vernonia, and they have not talked to them yet, but will be doing that soon.

Councilor McHugh moved, and Councilor Santiago seconded the motion that Council approve the Waste Management increase with the effective date of August 1, 2023.

Councilor Miller asked what is typical when it comes to the increase?

Dave Huber explained for a 64-gallon cart the increase will be \$1.05 and for the 98-gallon cart it will be \$1.58.

Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Adoption of AFSCME Collective Bargaining Agreement

City Manager Alexandra Rains explained they have come to an agreement following the expiration of the current AFSCME Collective Bargaining Agreement. She explained this is something the City feels good about and it has been ratified by their Union and now we are just looking for approval from Council to make it effective. She went over the key highlights.

Mayor Backus asked if this gets adopted, when would it take effect?

City Manager Rains replied for instance like the cost-of-living adjustment that would be retroactive to July 1.

Councilor Miller moved, and Councilor Lafrenz seconded the motion that Council authorize City Manager Rains execute the Collective Bargaining Agreement with AFSCME as presented.

Council President Greisen explained this isn't an easy task and those who are on our end who came to the table she wanted to thank them for their commitment, time and energy put into this. She thinks it was a successful agreement.

Councilor Miller stated and the compromise of both sides. He stated thank you to both sides.

Mayor Backus stated he agrees.

Motion passed (7-0). Mayor Backus, aye, Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Announcements – information only

Calendar

Mayor Backus read over the calendar.

Updates: City Manager; Police Chief; Councilors; and Mayor

City Manager Rains explained she attended the City/County quarterly dinner meeting last week; in addition, she attended the Peace Candle event. She thanked Peter Watts for all that he has done for the City. She thanked Council for recognizing staff our long-term employees, she thinks that really meant a lot to them and also to give a quick thanks to Public Works for striping the Senior Center parking lot.

Chief Lougal explained last week the Police Department had the honor of doing an active shooter training with the Columbia County Sheriff's Office. He gave an update on the Police Department. He explained the Scappoose Police Department will be partnering with the Columbia County Sheriff's Office on August 1, 2023 for National Night Out.

Councilor Santiago thanked staff and Legal Counsel for all their work. She stated great job to City Manager Rains and Chief Lougal for building up the force. She appreciates the City putting the information regarding the new recruits on social media.

Councilor McHugh welcomed Sergeant Larson to the force. He explained the striping at the Senior Center looks good. He gave an update on the Senior Center. He talked about the Scappoose High School alumni baseball game and how the classes prior to 2013 pulled it out and Mayor Backus was part of that team.

Councilor Holmes gave an overview of the 50-Year Plan Committee. She thanked all the citizens who donate their time to make the great community events coming up. She really looks forward to the evolution and growth of Adventure Fest. She thanked everyone who spends their time to make that happen for us.

Councilor Miller gave an update on the City/County quarterly meeting. He welcomed Sergeant Larson and stated we are very happy to have you in Scappoose. He stated his dedication will be appreciated here within the City of Scappoose and by our Scappoose community.

Council President Greisen explained she was really pleased to see the list of years of service of our employees. She knows that it is not easy to be in local government or public service and she thanked them for interfacing with our community. She stated that she feels Chief Lougal needs to be recognized for his dedication to our community. She feels like he is recruiting and bringing in people that are willing to follow him, and that says something really big. She is feeling very comfortable and excited about where our department is going, and she wants to give him most all of the credit for that. She stated to Alex, great hire. She welcomed Sergeant Larson to the force. She thanked Peter Watts for all he has done. She stated he is known in this field to be really knowledgeable, and she just feels like the time that we have had with him is something that we won't get back, in terms of having someone in a seat next to Alex at every meeting, giving their best advice, which has been really appreciated. She will miss him greatly and she wishes him the best. She wanted to give a shout out to our library. They basically are our recreation program here in Scappoose and they are doing an excellent job. She thanked the City for supporting them, they are a great asset.

Councilor Miller thanked Peter Watts for all his guidance and work.

Mayor Backus thanked Peter Watts for all of his assistance, and he wishes him the best of luck in his next endeavor. He welcomed Sergeant Larson. He talked about the alumni baseball team and said it was a lot of fun. He explained Senator Merkley was in St. Helens for a Town Hall meeting and he thanked him very much for the ARPA dollars and told him where the dollars went and how important that was, and how we could use some more. He stated he appreciates the long-term employees, that is a big deal to him. He really wants to thank them for their hard work.

Executive Session - ORS 192.660(2)(i) Employee Evaluations

Mayor Backus read the opening statement and went into executive session at 7:53pm

Present: Mayor Backus; Council President Greisen; Councilor McHugh; Councilor Miller; Councilor Santiago; Councilor Holmes; Councilor Lafrenz; City Manager Rains; and Legal Counsel Ashley Driscoll.

Open Session

Mayor Backus went into open session at 9:13pm.

Approve the City Manager Review and Consider a Merit Increase

Council President Greisen moved, and Councilor McHugh seconded the motion to approve the City Manager evaluation as presented. Motion passed (7-0). Mayor Backus, aye; Council

President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Legal Counsel Ashley Driscoll explained the second part of the discussion tonight is a potential merit increase for City Manager Rains. This is pursuant to her employment contract with the conclusion of her annual evaluation the City takes under consideration potential merit increase. She has provided a number of pieces of information for Council; one is a chart regarding the salaries for the city managers at your comparable entities. She has also included a chart, and she should say because of this time of year everybody gets raises on July 1, so it includes pre and post COLA. The city manager comp chart is post-COLA, which means it is the salaries as of July 1, 2023, which includes a COLA that Alex received along with department heads. She also included a chart regarding the top paid employees in the City, and that is pre-COLA. She explained the request is a 5% merit increase which would bring Alex's annual salary up to just over \$155,000.

Councilor Miller explained he is fine with the 5% increase.

Councilor McHugh stated he is fine with it as well.

Councilor Holmes explained she does have a question about where we go from there however because she kind of did that 5% compounded over four years, if that was the request over the next three years, that would put her close to \$180,000, which would be far outside, and she is not sure how quickly these other city managers get pay increases. That would put us far outside what the standard average is.

Councilor Miller feels it is up for evaluation and discussion each year. He stated there is nothing here that states if she gets 5% this year that she would get it in the future.

Councilor Lafrenz pointed out that there is no comparing salary to the city manager of a city that has twice as many employees.

Legal Counsel Ashley Driscoll explained the typical barometer you use is population size because that typically correlates with the budget. She explained some cities provide a lot more services and there are many different points to look at. She explained population and location are the ones that are most common when choosing comparable.

Councilor Lafrenz stated a positive way to look at this is that they are doing as much with half the staff.

Councilor Miller moved, and Councilor McHugh seconded the motion that Council approve a 5% merit increase for City Manager Rains.

Councilor Lafrenz said just to clarify this will be 5% on top of the 4% COLA, so it would be a 9% for the year.

Legal Counsel Ashley Driscoll replied yes.

Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Adjournment

Mayor Backus adjourned the meeting at 9:23pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

When I meet with a business/organization I start by introducing myself, what we're doing and the relationship between CGI Digital and the City. The Press Release Video featuring Mayor Backus does a great job of relaying that message as well as the Letter of Support from City Manager Alexandra Rains on the City website.



Watch this space! Our online community movies are coming soon!

See Example

[Amato Chamber, TX](#) [Go](#)
[Visit Google](#) [Testimonials](#)



Dear valued business owner:

We are pleased to announce our partnership with CGI Digital (CGI) to coordinate and produce a series of educational videos highlighting all we have to offer to residents, visitors and businesses.

With a highly visible interface on our official website homepage, www.ci.scappoose.or.us, our Video Tour will allow viewers to learn more about area attractions, quality of life, economic development and so much more.

We know businesses play a critical role in our City's vitality. This program presents a sponsorship opportunity for local businesses to greatly enhance their online presence. In addition, the Video Tour on our website will backlink to CGI's www.elocalink.tv which hosts the videos, providing increased exposure for all participants.

We encourage you to consider being a part of this initiative. To learn more about sponsorship opportunities or to request an appointment please email Vice President, Brandon Bartz, at brandonb@cgicompany.com.

Thank you for being a part of what makes Scappoose a great place to live, learn, work and play.

Sincerely,


Alexandra Rains, MPA
City Manager

1 Joshuwa Maiolo & Gabbie Costello, Community Relations/Public Information Officer



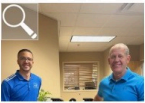
3 Jennie Hendricks @ Century 21 Prestige Real Estate



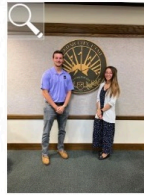
5 Mika Haigler @ Cedar City Motor Company!



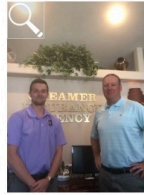
7 Rick Lunt @ D & B Real Estate



2 Mike Pickett & Gabbie Costello, Community Relations/Public Information Officer



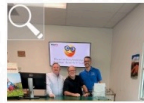
4 Kade Creamer @ Creamer Insurance Agency, Inc.



6 Ty McCurdy @ Tytan Security



8 Mark Rowley & Dave Crockett @ ImagePro Printing



Once the City videos are complete, they will be featured on www.scappoose.gov. In the meantime, I'll be showing everyone the last program I was a part of and what to expect.

Cedar City
Festival City USA

Welcome To Cedar City

I'm Looking For...



Online Payments



Employment Opportunities



Report a Concern



Agendas & Minutes



Events



Leisure Services



Cedar City Video Tour

Welcome
Economic Development
Events & Festivals
Quality of Life
Education
Recreation
Community Organizations



All of the logos are interactive and either have a video my team created for that particular business or go directly to the business website.

The screenshot displays a website layout with a central video player and a grid of business logos. The video player features a background image of a canyon and displays the text: "JENNIE HENDRICKS CENTURY 21 Prestige Realty", "www.cedarcityhomesource.com", and "435-590-1426". Above the video are social media icons for Facebook, Twitter, Email, and LinkedIn. To the left of the video is a map showing a location in Cedar City, UT 84701. The grid of logos includes: CREAMER, CEDAR CITY MOTOR COMPANY, ImagePro, Century 21 Prestige Realty, PD PRECISION DEVELOPMENT, D&B REAL ESTATE CEDAR CITY, IRON COUNTY, TYTAN, ERA, GRANITE, SOUTHERN UTAH MOVERS, Radiant Blue Construction, ROYAL MADE, THE PUB, X ROCK LLC, ALBY, and MCM MORTGAGE. At the bottom right, there are links for Testimonials, TF, CD, Next, Sponsorship, and Show me.

CREAMER
CEDAR CITY MOTOR COMPANY
ImagePro
Century 21 Prestige Realty
PD PRECISION DEVELOPMENT
D&B REAL ESTATE CEDAR CITY
IRON COUNTY

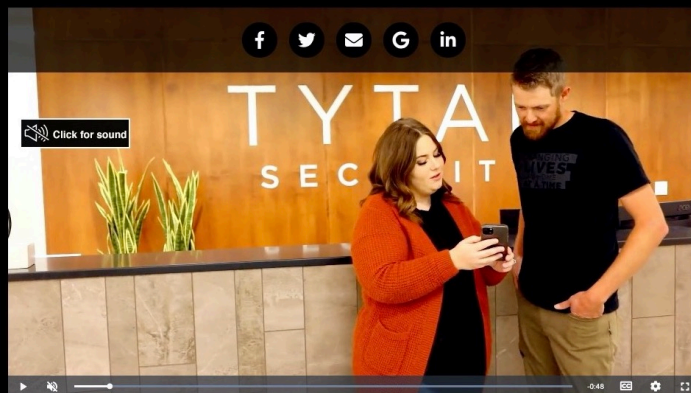
TYTAN
ERA
GRANITE
SOUTHERN UTAH MOVERS
Radiant Blue Construction
ROYAL MADE
THE PUB
X ROCK LLC
ALBY
MCM MORTGAGE

JENNIE HENDRICKS
CENTURY 21 Prestige Realty
www.cedarcityhomesource.com
435-590-1426

Testimonials TF CD Next Sponsorship Show me

When the video is complete, the business/organization can use the video for their own platforms (website, social media, commercials, etc.)

✓ CALL TYTAN SECURITY FOR A FREE QUOTE 435-263-0506

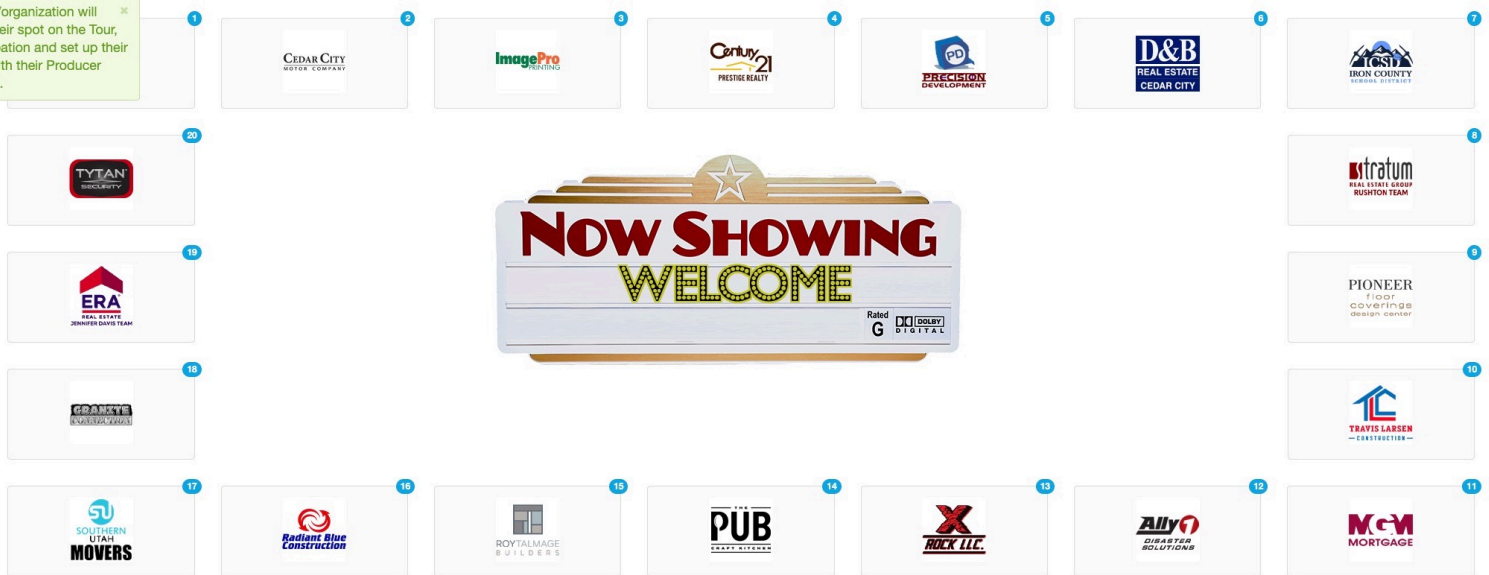


Video Analytics Detected a Person.

Since a lot of businesses are new to video production, this video explains the process and the role my team has.



Each business/organization will then choose their spot on the Tour, level of participation and set up their first meeting with their Producer Karalee Brickle.



CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: August 01, 2023

Agenda Date Requested: August 07, 2023

To: Scappoose City Council

From: Dave Sukau, Public Works Director
Kevin Turner, Wastewater Treatment Plant Supervisor
Charlotte Baker, Public Works Contract Administrator

Subject: Additional funding for Biosolids Dryer procurement

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ISSUE: Additional funding is needed for the purchase of the Biosolids Dryer from Bioforcetech. This is related to Council Goal number 5.2: Address Aging Infrastructure.

ANALYSIS:

Biosolids are the solid organic matter left over from the wastewater treatment process. Biosolids fall into one of two categories: Class A Biosolids or Class B biosolids, depending on the method of treatment. Class A biosolids can be sold to the public or applied to land without restrictions due to the level of treatment applied. Class B biosolids are not treated to the same level as Class A and can only be applied to DEQ certified land and cannot be sold to the public. Currently, the City's Wastewater Treatment Plant produces Class B biosolids, necessitating the storage of large amounts of biosolids on the public works property. The City recently learned that they are losing biosolids application fields (75 acres) in the near future, necessitating a new solids disposal method.

The City decided to install a biosolids dryer in order to start producing Class A biosolids, and received a grant from the Department of Administrative Services American Rescue Plan Act funds to help defray the costs of the dryer. After researching biosolids dryer options and with recommendations from engineers at Consor, the contractor for the larger Wastewater Treatment Plan Phase I Improvement Project, Bioforcetech was

Request for Council Action

selected as the vendor for the new biosolids dryer.

After selecting Bioforcetech as the vendor for the biosolids dryer, staff approached Council with Resolution 23-05, seeking authorization for the City Manager to place an order for the Bioforcetech BioDryer. At the time of this resolution, early estimates from Bioforcetech for the capital cost of the BioDryer was approximately **\$1,200,000**, with **\$924,460** of those funds going towards the cost of the BioDryer itself, and the additional funds going towards conveyors and other ancillary equipment necessary for the function of the dryer. Council approved Resolution 23-05 and the \$1.2 million in funding.

On July 11, the City received an updated proposal from Bioforcetech, including a new quote for the BioDryer. The cost of the dryer remains the same, at **\$924,460**, but the cost of the ancillary equipment and shipment of the dryer from Italy has risen due to changes in design elements as well as global inflation. The new, updated cost for the ancillary equipment is **\$659,500**.

FISCAL IMPACT:

The increased funding required for ancillary equipment related to the BioDryer brings the total cost of the BioDryer and all its components to **\$1,583,960**. This is to be paid for from American Rescue Plan Act funding provided to the City through a grant from the Department of Administrative Services. This is an increase of **\$383,960** from previous estimates.

RECOMMENDATION:

City staff recommends authorization of **\$383,960** in additional American Rescue Plan Act funds towards the ancillary equipment necessary for the BioDryer. Acquiring a biosolids dryer is of vital importance to ensuring that the City is able to dispose of biosolids effectively in the future as available lands on which to spread the Class B biosolids currently produced by the City are rapidly diminishing.

SUGGESTED MOTION: I move Council approve **\$383,960** in additional funding from American Rescue Plan Act funds provided to the City through a grant from the Department of Administrative Services for the procurement of ancillary equipment for the Bioforcetech BioDryer.

EXHIBIT:

Exhibit A: Documents from Bioforcetech

Request for Council Action

Bioforcetech Biosolids Management Upgrade

Code: BFT-Q-23-886_2

Date : 07/28/2023

Project	Biosolids BioDrying Facility: Add-Ons
Input	750 wet tons/year of biosolids, at 20% solids content
Output	165 dryer tons/year of Class A biosolids, at 90% solids content

Client info:

Name	Austin Rambin
Company	Murraysmith
Email	Austin.Rambin@murraysmith.us
Phone	503.546.0378
Client/Project	Scappoose WWTP, Oregon

Bioforcetech contacts:

Name	Valentino Villa, COO
Company address	938 Linden Ave South San Francisco, CA 94080
Phone	+1 (650)906-0193
Email	info@bioforcetech.com
Website	http://bioforcetech.com

Local Representative Contacts:

Company	Treatment Equipment Company
Direct Contact	Chris McCalib
Company address	26828 Maple Valley Black Diamond RD SE, #311 Maple Valley, WA 98038
Phone	(206) 909-1546
Email	chris@tec-nw.com
Website	www.treatmentequipment.com



ADD-ONS

Ancillary Equipment

- Conveyance as per the most recent changes and engineering drawings (attached to this proposal). **NOTE: by-pass hopper not included in BFT scope.**

- Screw conveyor, ~30 ft (~13m) (WSC1)
- Screw conveyor, ~48 ft (~14.5m) (WSC2)
- Screw conveyor, ~21 ft (~6.5m) (WSC3)

- Adjustment for chain conveyor, 30 ft procured previously, 25 ft extra/added chain conveyor

NOTE: supports for all conveyors are not included in BFT scope

- One (1) natural gas fired water heater with expansion tank and main pump (sized for one BioDryer)
- One (1) wet scrubber for BioDryer foul air (sized for one BioDryer), with fan

NOTE: air ducting/piping from BioDryer to wet scrubber not included in BFT scope

- One (1) air compressor
- One (1) general electrical panel with proprietary controls (non-classified environment)

Other Services

- Shipping of All Equipment to Client's site

Total cost for all the above: \$659,500

All prices are in 2023 US\$ and subject to changes based on market conditions. This proposal is based on BFT's standard equipment and specifications. Any deviation from BFT standards may result in price and time adjustments.

Standard BFT terms for equipment procurement:

- 20% upon PO
- 30% upon approved drawings/submittals
- 20% upon shipping
- 20% upon delivery
- 10% upon completion but no longer than 90 days after delivery

Estimated Milestone Completion:

- Submittals: 8-10 weeks after receipt of PO
- Equipment delivery: 10 months after approval of shop drawings/submittals



Not Included in the proposal:

- Engineering support or site visit unless stated otherwise
- Conveying system from dewatering building to the BFT plant
- Light building for weather protection
- Project Management and Permitting Support unless stated otherwise
- Construction and Site Preparation
- Emission stack(s)
- Air emission testing / stack testing / performance verification testing
- All utilities that are required for operation
- Unloading, uncrating, installation and installation supervision
- Readiness of the Equipment before requesting start-up service. Non-readiness may incur additional charges
- Compatibility of Equipment materials of construction with process environment
- Piping, connections, ductwork, platforms, conveyance structures & supports, gratings and railings unless stated otherwise
- Bonding for the equipment
- Any other auxiliary equipment or service not detailed above
- Taxes, Duties and fees for containers held at the designated port in excess of the last free day
- Sales taxes, use tax and similar taxes
- Everything not included in the list above

DISCLAIMER

Nothing in this document and in any of its attachments and/or relating documents can be considered as a guaranteed quote, an offer of performance or scope of work--rather it is a provisional estimate based on the best information available.

Moreover, nothing in this document and in any of its attachments and/or relating documents can be considered as binding or in any form or way as a commitment of the company or any of its legal representatives or employees, or a guarantee by Bioforcetech or any of its commercial partners, and in no way it can be relied upon, quoted, or be the base, not even partially, for any kind of expectations, be them commercial, legal or of any other kind.

A proper, more accurate although approximate, quote may be provided at Bioforcetech's discretion only upon receipt of more precise information and documentation. Any warranties and/or guarantees (if any and appropriate) and/or commitments can be provided only through the signature and execution of a fully-fledged and binding agreement for the supply of Bioforcetech's products and services.

* * *

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* * *

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CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: August 1, 2023

Agenda Date Requested: August 7, 2023

To: Scappoose City Council

From: Dave Sukau, Public Works Director
Kevin Turner, Wastewater Treatment Plant Supervisor
Charlotte Baker, Public Works Contract Administrator

Subject: Contract Amendment Approval – Amendment 5
Wastewater Treatment Plant Phase 1
Improvement Project

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ISSUE: Additional funding is needed for the Wastewater Treatment Plant Phase I Improvement Project due to increased scope. This is related to Council Goal number 5.2: Address Aging Infrastructure.

ANALYSIS: In 2020, the City entered into a contractual agreement with MurraySmith, now known as Consor, for professional design services to upgrade the City's wastewater treatment plant. The Scope of Work for the Wastewater Treatment Plant improvements project included project management, geotechnical investigation, topographical surveying, and design work for the entire wastewater facility, including landscaping.

Due to the failure of the existing aeration basin liner after the execution of the WWTP Phase I contractual agreement, an amendment was executed to allow Consor to provide engineering and construction services for the Interim Aeration Basin Project. This project was completed in 2021, with engineering costs totaling \$49,568.

Following the approval of the Amended Facility Plan in June 2022, Consor created a supplemental scope of work that aligned with the new Plan. The changes to the scope of work are shown in Table I.

Request for Council Action

Table I

Process Area	Original Scope	Construction Cost	Revised Scope	Construction Cost
Influent	Replace Influent Trunk Sewer	\$0.18 M	Removed from project	
Headworks	IPS Upgrades	\$0.41 M	Reuse interim Aeration Basin pumps, defer major upgrades to Phase II	\$0.06 M
	IPS Force Main	\$0.11 M	Included with Headworks Building	
	New Headworks Building	\$1.24 M	Add Grit Removal process with Classifier and Bypass Channel	\$2.25 M
Secondary Treatment	New Aeration Basin including Blowers	\$2.13 M	Add Mixed Liquor Flor Split. Blower cost moved to Blower Building line item	\$2.03 M
	New Electrical Building	\$0.17 M	New Blower Building with Electrical Room	\$1.06 M
Disinfection	UV Disinfection Equipment Replacement	\$0.37 M	New UV Disinfection Channel and Canopy	\$0.59 M
Effluent	Effluent PS Upgrades	\$0.45 M	No change to scope	\$0.57
Utility Water	Not present in original scope		New Utility Water Pump Station	\$0.43 M
Electrical, Instrumentation, and Controls	New Main PLC and programming	Included in Process Area Items	New Electrical Service, New Main PLC, and remote I/O Stations	\$0.88 M
Civil Site	Grading, drainage, paving, etc. to accommodate project elements	Included in Process Area items	No change to scope	\$0.22 M
ESTIMATED CONSTRUCTION COSTS		\$5.06 M		\$8.09 M
ENGINEERING, LEGAL AND ADMIN.		\$1.06 M		\$1.51 M
TOTAL ESTIMATED CAPITAL COST		\$6.12 M		\$9.6 M

The addition of elements to the Phase I Improvements project as defined in the Facility Plan Amendment are significant, and increased the project budget from \$6.12 to \$9.6 million. It is important to note that this contract was originally negotiated in 2019, before construction costs rose rapidly. The increase in cost from the original scope reflects not only the addition of new elements to the project, but increased construction costs.

These additional project elements necessitate additional design services, including associated fees to complete the design of Phase I Improvements. In total, the additional project elements add approximately 43 drawing sheets to the previous sheet list.

Request for Council Action

FISCAL IMPACT: The additional work associated with the revised scope increases the total contract amount for design work from **\$1,110,964 to \$1,509,514**, an increase of **\$398,550**. This project, including the new scope of work, are funded through American Rescue Plan Act dollars granted to the city by the Department of Administrative Services. The City has received \$3,600,000 from the Department of Administrative Services American Rescue Plan Act grant for the purpose of funding a new well at Dutch Canyon, as well as the Wastewater Treatment Plant Phase I Improvement Project.

RECOMMENDATION: The additional funding required by Consor is **\$398,550**. This cost reflects the addition of vitally important work required for the long-term function of the Scappoose wastewater treatment system. By approving this, the public will benefit from a wastewater treatment system that will continue to serve the needs of the growing population for years to come. City staff recommends the approval of these additional costs.

SUGGESTED MOTION: I move Council approve Amendment 5 to the Wastewater Treatment Plan Phase I Improvement project with Consor, authorizing an additional \$389,550 of American Rescue Plan Act funds for this project.

EXHIBITS:

Exhibit A: Updated Scope of Work from Consor.

Request for Council Action

EXHIBIT A

AMENDMENT

TO THE PROFESSIONAL SERVICES AGREEMENT

FOR

WWTP PHASE 1 IMPROVEMENTS

DESIGN AND BIDDING SERVICES

CITY OF SCAPPOOSE, OREGON

Introduction and Background

The City of Scappoose (Client) contracted with Consor North America Inc. (Consultant) in March 2020 to provide professional engineering services for the evaluation and design of Phase I improvements to its Wastewater Treatment Plant (WWTP). The scope of work under this contract included design tasks for improvements to the WWTP that were outlined in the Consultant's proposal response to the City's Request for Proposals (RFP), but also included an early task to complete a Facility Plan Amendment that would evaluate the WWTP needs and confirm that these tasks would meet the City's objectives. The initial Facility Plan Amendment was finalized and approved by Oregon Department of Environmental Quality (DEQ) in October 2021. A subsequent revision to add the biosolids dryer to the plan was approved by DEQ in June 2022; however, the dryer is a separate project and not included in this amendment request.

During this period, a breach in the Aeration Basin (AB) lagoon lining was discovered, resulting in the need for additional engineering services to prepare an interim AB Operations Plan, contract documents, and bid phase services so the City could continue with its operations in a new location. Three Contract Amendments were executed for the Consultant to complete this work and are summarized in **Table 1** below.

Table 1 | Previous Contract Amendment Summary

Contract	Date	Amount	Description
Original Contract	4/10/2020	\$1,061,396	Original Scope of Work
Amendment 1	5/26/2020	\$0	Transferred \$27,483 of Task 7 budget for Interim AB Plan. No increase in Total Contract Amount.
Amendment 2	8/10/2020	\$37,870	Added final design services for the Interim AB project.
Amendment 3	11/24/2020	\$11,698	Added bid phase services for the Interim AB project.
Current Contract Amount		\$1,110,964	Contract amount prior to this amendment, which is Amendment 5. Amendment 4 is not listed as it was a procedural amendment due to grant funding requirements.

In accordance with Task 3.13 – Phase 1 Scope of Work and Fee Estimate Review, the Consultant prepared this supplemental scope of work to the WWTP Phase 1 Improvements Design and Bidding Services to align with Preliminary Design elements determined during the Facility Plan Amendment effort. Revisions to the original Scope of Work that are included in this amendment are summarized in **Table 2**. It should

be noted that in addition to the work shown below, the need for a biosolids dryer was also identified. Engineering services for the dryer are not included in this amendment but are included in a separate contract with the Consultant as requested by the Client for budget tracking purposes.

Table 2 | Phase 1 Improvements Revisions Summary

Process Area	Original Scope	Construction Cost ¹	Revised Scope	Construction Cost ²
Influent	Replace Influent Trunk Sewer	\$0.18 M	Removed from project	
Headworks	IPS Upgrades	\$0.41 M	Reuse Interim AB pumps, defer major upgrades to Phase 2	\$0.06 M
	IPS Force Main	\$0.11 M	Included with Headworks Building	
	New Headworks Building	\$1.24 M	Add Grit Removal process with Classifier and Bypass Channel	\$2.25 M
Secondary Treatment	New Aeration Basin including Blowers	\$2.13 M	Add Mixed Liquor Flow Split. Blower cost moved to Blower Building line item.	\$2.03 M
	New Electrical Building	\$0.17 M	New Blower Building w/ Electrical Room	\$1.06 M
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Utility Water	N/A		New Utility Water Pump Station	\$0.43 M
Electrical, Instrumentation, and Controls	New Main PLC and programming	Included in Process Area items	New Electrical Service, New Main PLC, and Remote I/O Stations	\$0.88 M

Civil Site	Grading, drainage, paving, etc. to accommodate project elements	Included in Process Area items	N/A	\$0.22 M
Estimated Construction Cost		\$5.06 M		\$8.09 M
Engineering, Legal, and Administration		\$1.06 M		\$1.51 M
Total Estimated Capital Cost		\$6.12 M		\$9.6 M

Notes:

1. Construction costs from Exhibit D in Consultant's proposal from March 2020 in million dollars, adjusted by separating engineering fees from the estimated construction cost. These costs have not been adjusted for inflation.
2. Construction Costs from the Facility Plan Amendment dated October 2021 in million dollars. These costs have not been adjusted for inflation.

The addition of elements to the Phase 1 Improvements project, as defined in the Facility Plan Amendment, increased the project budget from \$6.12 to \$9.6 million (not including the Biosolids Dryer). These additional project elements necessitate additional design services including associated fees to complete the design of Phase 1 Improvements. In total, the additional project elements add approximately 43 drawing sheets to the previous sheet list. For comparison, the original sheet list from the scope of work is included as **Exhibit B** and the revised sheet list that incorporates additional elements covered in this amendment request is included as **Exhibit C**.

This Contract Amendment includes the additional work necessary to move the project forward by providing design and bidding services for the Phase 1 Improvements identified in the Facility Plan Amendment based on current rates. All terms of the original contract are unchanged, with the exception that the scope as described as follows.

Scope of Services

The following Subtasks will be edited and/or incorporated into the Scope of Work as an Amendment to the existing Engineering Services Agreement. Changes to the original scope, as outlined in **Table 2**, include addition of grit removal with a classifier and bypass channel in the new headworks building; a new blower building; a new mixed liquor flow split; a new redundant UV disinfection system and canopy; replacement of the plant's main electrical service; utility water system upgrades; and assistance with Energy Efficiency Measures identified by City's consultant.

Task 1.3 Monthly Invoicing and Project Status Reports (Existing Task)

Included in this subtask are monthly invoicing, budget and schedule review, updates, and general administrative tasks. The project will be managed to maintain the scope, schedule, and budget. A monthly project status report will be prepared providing updates on current completion status, outstanding issues, out-of-scope work items, and other issues to be addressed.

Task 1.5 Internal Team Coordination (Existing Task)

Consultant's Project Manager will coordinate efforts of the multi-disciplinary team of staff and sub-consultants to monitor project progress, coordinate project team activities to keep the project on schedule, identify external coordination items with City staff or regulatory agencies and identify potential budget challenges as early as possible. Internal team coordination will include hour-long bi-monthly team conference calls with discipline leads and other key design team members. This task also includes

coordination with City's energy consultant to identify and implement Energy Efficiency Measures in coordination with the electric utility provider.

Task 4.1 Prepare 60% Design Drawings and Specifications (Existing Task)

Develop the WWTP final design to 60% completion by preparing approximately 100 construction drawings and Draft Technical Specifications for Divisions 40 through 46. Changes to the original scope include addition of grit removal with a classifier and bypass channel in the new headworks building; a new blower building; a new mixed liquor flow split; a new redundant UV disinfection system and canopy; replacement of the plant's main electrical service; utility water system upgrades; and assistance with Energy Efficiency Measures.

Task 5.1 Prepare 90% Design Drawings and Specifications (Existing Task)

Develop the WWTP final design to 90% completion by preparing approximately 159 construction drawings and all technical specifications, including "front-end" Division 0 and 1. Changes to the original scope include addition of grit removal with a classifier and bypass channel in the new headworks building; a new blower building; a new mixed liquor flow split; a new redundant UV disinfection system and canopy; replacement of the plant's main electrical service; utility water system upgrades; and assistance with Energy Efficiency Measures.

Task 6.1 Prepare Draft Final Contract Documents (Existing Task)

Incorporate comments from the 90% Design Submittal Reviews and prepare draft Final Contract Documents (CDs), including Project Manual with all specification sections, final construction drawings, final Engineer's Opinion of Probable Construction Cost (OPCC) and construction schedule. Changes to the original scope include addition of grit removal with a classifier and bypass channel in the new headworks building; a new blower building; a new mixed liquor flow split; a new redundant UV disinfection system and canopy; replacement of the plant's main electrical service; utility water system upgrades; and assistance with Energy Efficiency Measures.

Task 6.2 Stamped Structural Calculations (Existing Task)

Prepare final stamped structural and seismic calculations for all facilities to be provided to the Building Official as part of the building permit submittal package.

Task 6.3 Building Official Review Coordination (Existing Task)

Submit Draft Final CDs to the City's Building Official for informal review, identify deferred submittals (e.g., seismic anchorage calculations) and obtain feedback on the final design to smooth the process for the General Contractor to obtain building permits during construction. Attend meeting with City Building official to review submittal.

Task 6.4 Prepare Final Contract Documents (Existing Task)

Incorporate comments from final design reviews by the City, Building Official, and clarifications by other reviewers following the Draft Final CDs submittal and prepare Final CDs, including Project Manual with all specification sections, final construction drawings, final OPCC, and construction schedule. Changes to the original scope include addition of grit removal with a classifier and bypass channel in the new headworks building; a new blower building; a new mixed liquor flow split; a new redundant UV disinfection system and

canopy; replacement of the plant's main electrical service; utility water system upgrades; and assistance with Energy Efficiency Measures.

Task 7.2 Responses to Bidder (Existing Task)

Assist the City with responses to Bidder inquiries and questions. Questions and inquiries that require clarification to all Bidders will be issued via Addenda under Subtask 7.3.

Task 7.3 Addenda (Existing Task)

Assist the City with preparation of Addenda for Bidder questions and inquiries that require clarification.

Task 7.5 Conformed Contract Documents (Existing Task)

Following bidding and prior to the start of construction, prepare Conformed CDs incorporating design changes and additional information provided in Addenda during the bidding process. The conformed CDs will be utilized for construction of the WWTP upgrades.

Budget

The estimated fee for the additional work identified under this amendment is approximately \$398,550 and included in the fee estimate in **Exhibit D**. This amendment will increase the total contract amount from \$1,110,964 to \$1,509,514. **Table 3** below illustrates a breakdown of the proposed fee estimate by Task.

Table 3 – Amendment Fee Estimate

Task	Additional Budget Requested
Task 1.3 – Monthly Invoicing and Project Status Reports	\$3,566
Task 1.5 – Internal Team Coordination	\$14,492
Task 4.1 – 60% Design Drawings and Specifications	\$129,655
Task 5.1 – 90% Design Drawings and Specifications	\$118,969
Task 6.1 – Prepare Draft Final Contract Documents	\$59,758
Task 6.2 – Stamped Structural Calculations	\$7,150
Task 6.3 – Building Official Review Coordination	\$4,011
Task 6.4 – Prepare Final Contract Documents	\$32,086
Task 7.2 – Responses to Bidder Inquiries	\$3,936
Task 7.3 – Addenda	\$5,848
Task 7.5 – Conformed Contract Documents	\$19,080
Amendment Total	\$398,550

Exhibit B

Preliminary Final Design Drawing Index

GENERAL

1	G- 000	COVER SHEET
2	G- 001	INDEX OF DRAWINGS
3	G- 002	GENERAL LEGENDS, SYMBOLS AND ABBREVIATIONS
4	G- 003	GENERAL NOTES
5	G- 004	BASIS OF DESIGN
6	G- 005	PROCESS FLOW SCHEMATIC
7	G- 006	HYDRAULIC PROFILE

CIVIL

8	C- 001	LAYOUT KEY MAP
9	C- 002	CIVIL LEGENDS, SYMBOLS AND ABBREVIATIONS
10	C- 003	CIVIL STANDARD DETAILS 1
11	C- 004	CIVIL STANDARD DETAILS 2
12	C- 005	EROSION CONTROL NOTES AND DETAILS
13	C- 006	GENERAL SITE PLAN AND EROSION CONTROL PLAN
14	C- 007	OVERALL SITE PLAN AND AREA INDEX
15	C- 008	OVERALL SITE YARD PIPING PLAN
16	C- 009	OVERALL SITE GRADING AND PAVING PLAN
17	C- 101	INFLUENT SEWER PLAN AND PROFILE
18	C- 102	IPS DEMOLITION PLAN
19	C- 103	IPS SITE AND YARD PIPING PLAN
20	C- 201	HEADWORKS SITE AND YARD PIPING PLAN
21	C- 202	HEADWORKS GRADING PLAN
22	C- 301	AERATION BASIN AREA DEMOLITION PLAN
23	C- 302	AERATION BASIN AREA SITE AND YARD PIPING PLAN
24	C- 303	AERATION BASIN AREA GRADING PLAN
25	C- 401	UV DISINFECTION DEMOLITION PLAN
26	C- 402	UV DISINFECTION SITE AND YARD PIPING PLAN
27	C- 501	EFFLUENT PUMP STATION AND OUTFALL DEMOLITION PLAN
28	C- 502	EFFLUENT PUMP STATION AND OUTFALL SITE AND YARD PIPING PLAN
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30	C- 551	ELECTRICAL BUILDING SITE AND GRADING PLAN

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33	A- 003	GENERAL ARCHITECTURAL DETAILS - VERTICAL AND HORIZONTAL ASSEMBLIES
34	A- 004	GENERAL ARCHITECTURAL DETAILS - DOOR DETAILS
35	A- 005	GENERAL ARCHITECTURAL DETAILS - WINDOW DETAILS
36	A- 006	GENERAL ARCHITECTURAL DETAILS - MISC BUILDING DETAILS
37	A- 201	HEADWORKS BUILDING ARCHITECTURAL PLAN
38	A- 202	HEADWORKS BUILDING ARCHITECTURAL ELEVATIONS/SECTIONS
39	A- 501	EFFLUENT PUMP STATION ARCHITECTURAL PLAN
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51	S- 203	HEADWORKS BUILDING SECTIONS & DETAILS
52	S- 301	AERATION BASIN STRUCTURAL TOP PLAN
53	S- 302	AERATION BASIN STRUCTURAL BOTTOM PLAN
54	S- 303	AERATION BASIN SECTIONS AND DETAILS
55	S- 401	UV DISINFECTION STRUCTURAL TOP & BOTTOM PLAN
56	S- 403	UV DISINFECTION STRUCTURAL SECTIONS & DETAILS
57	S- 501	EPS STRUCTURAL TOP & BOTTOM PLAN
58	S- 503	EPS SECTIONS AND DETAILS
59	S- 550	ELECTRICAL BUILDING FOUNDATION AND ROOF FRAMING PLAN
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65	M- 006	STANDARD MECHANICAL DETAILS - PLUMBING
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67	M- 101	IPS MECHANICAL PLAN, SECTIONS, AND DETAILS
68	M- 201	HEADWORKS BUILDING MECHANICAL PLAN AND SECTIONS
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70	M- 203	HEADWORKS BUILDING HVAC & PLUMBING PLAN, SCHEMATICS AND DETAILS
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73	M- 303	AERATION BASIN SECTIONS AND DETAILS
74	M- 401	EXIST. UV DISINFECTION SYSTEM DEMOLITION PLAN AND DETAILS
75	M- 402	UV DISINFECTION MECHANICAL PLAN
76	M- 403	UV DISINFECTION SECTIONS AND DETAILS
77	M- 501	EFFLUENT PUMP STATION DEMOLITION PLAN AND DETAILS
78	M- 502	EFFLUENT PUMP STATION PLAN AND SECTIONS
79	M- 503	EFFLUENT PUMP STATION DETAILS
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81	M- 550	ELECTRICAL BUILDING HVAC PLAN

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98	E- 013	MCC ELEVATIONS
99	E- 014	CONDUIT AND WIRE SCHEDULE
100	E- 015	ELECTRICAL SITE AND GROUNDING PLAN
101	E- 101	IPS POWER, SIGNAL AND DATA PLAN
102	E- 201	HEADWORKS POWER, SIGNAL, DATA AND LIGHTING PLAN
103	E- 202	HEADWORKS LIGHTING, RECEPTACLE AND GROUNDING PLAN
104	E- 300	AERATION BASIN POWER, SIGNAL, AND DATA PLAN
105	E- 401	UV DISINFECTION POWER, SIGNAL, DATA AND LIGHTING PLAN
106	E- 501	EFFLUENT PUMP STATION POWER, SIGNAL, AND DATA PLAN
107	E- 502	EFFLUENT PUMP STATION LIGHTING, RECEPTACLE, AND GROUNDING PLAN
108	E- 550	ELECTRICAL BUILDING POWER, SIGNAL AND DATA PLAN
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120	I- 012	LOOP DIAGRAM (TYPICAL) - LEVEL SWITCH AND PRESSURE TRANSMITTER
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122	I- 201	ELECTRICAL BUILDING CONTROL PANEL - POWER SCHEMATIC
123	I- 202	ELECTRICAL BUILDING CONTROL PANEL - ANALOG INPUTS
124	I- 203	ELECTRICAL BUILDING CONTROL PANEL - ANALOG OUTPUTS
125	I- 204	ELECTRICAL BUILDING CONTROL PANEL - 24 VDC DIGITAL INPUTS
126	I- 205	ELECTRICAL BUILDING CONTROL PANEL - 120 VAC DIGITAL INPUTS
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131	I- 603	UV/EPS AREA REMOTE I/O PANEL - ANALOG OUTPUTS
132	I- 604	UV/EPS AREA REMOTE I/O PANEL - 24 VDC DIGITAL INPUTS
133	I- 605	UV/EPS AREA REMOTE I/O PANEL - 120 VAC DIGITAL INPUTS
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4	G- 003	GENERAL NOTES
5	G- 004	BASIS OF DESIGN
6	G- 005	PROCESS FLOW SCHEMATIC - LIQUID STREAM
7	G- 006	PROCESS FLOW SCHEMATIC - SOLID STREAM
8	G- 007	HYDRAULIC PROFILE

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9	C- 001	LAYOUT KEY MAP
10	C- 002	CIVIL LEGENDS, SYMBOLS AND ABBREVIATIONS
11	C- 003	CIVIL STANDARD DETAILS 1
12	C- 004	CIVIL STANDARD DETAILS 2
13	C- 005	EROSION CONTROL NOTES AND DETAILS
14	C- 006	GENERAL SITE AND EROSION CONTROL PLAN
15	C- 007	GENERAL SITE DEMOLITION PLAN
16	C- 008	OVERALL SITE PLAN AND AREA INDEX
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19	C- 111	YARD PIPING PLAN AND PROFILE 1
20	C- 121	YARD PIPING PLAN AND PROFILE 2
21	C- 211	HEADWORKS GRADING PLAN
22	C- 311	AERATION BASIN AREA DEMOLITION PLAN
23	C- 312	AERATION BASIN AREA GRADING PLAN
24	C- 331	BLOWER AND ELECTRICAL BUILDING SITE AND GRADING PLAN
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28	A- 002	LIFE SAFETY PLANS AND CODE INFORMATION
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30	A- 004	GENERAL ARCHITECTURAL DETAILS - VERTICAL AND HORIZONTAL ASSEMBLIES
31	A- 005	GENERAL ARCHITECTURAL DETAILS - DOOR DETAILS
32	A- 006	GENERAL ARCHITECTURAL DETAILS - WINDOW DETAILS
33	A- 007	GENERAL ARCHITECTURAL DETAILS - MISC BUILDING DETAILS
34	A- 211	HEADWORKS BUILDING ARCHITECTURAL PLAN
35	A- 212	HEADWORKS BUILDING ARCHITECTURAL ELEVATIONS/SECTIONS
36	A- 331	BLOWER AND ELECTRICAL BUILDING ARCHITECTURAL PLAN
37	A- 332	BLOWER AND ELECTRICAL BUILDING ARCHITECTURAL ELEVATIONS/SECTIONS
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40	S- 002	SPECIAL INSPECTIONS, TESTING SCHEDULE, AND CODE REQUIREMENTS 1
41	S- 003	SPECIAL INSPECTIONS, TESTING SCHEDULE, AND CODE REQUIREMENTS 2
42	S- 004	STANDARD STRUCTURAL DETAILS - REINFORCED CONCRETE 1
43	S- 005	STANDARD STRUCTURAL DETAILS - REINFORCED CMU AND NOTES
44	S- 006	STANDARD STRUCTURAL DETAILS - MISCELLANEOUS
45	S- 211	HEADWORKS BUILDING FOUNDATION, FLOOR AND ROOF FRAMING PLAN
46	S- 212	HEADWORKS BUILDING SECTIONS & DETAILS
47	S- 213	HEADWORKS BUILDING DETAILS
48	S- 214	GRIT REMOVAL AND PRIMARY CONTROL STRUCTURE MECHANICAL PLAN AND SECTIONS
49	S- 215	GRIT REMOVAL AND PRIMARY CONTROL STRUCTURE MECHANICAL SECTIONS
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51	S- 302	AERATION BASIN BOTTOM PLAN
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59	S- 310	AERATION BASIN WALKWAY AND PIPE SUPPORT DETAILS
60	S- 321	ML FLOW SPLIT STRUCTURE PLAN AND SECTION
61	S- 322	ML FLOW SPLIT STRUCTURE DETAILS
62	S- 331	BLOWER AND ELECTRICAL BUILDING FOUNDATION AND ROOF FRAMING PLAN
63	S- 332	BLOWER AND ELECTRICAL BUILDING SECTIONS AND DETAILS
64	S- 411	UV CHANNEL PLAN AND SECTION
65	S- 412	UV CHANNEL SECTION AND ELEVATION
66	S- 413	UV CHANNEL DETAILS 1
67	S- 414	UV CHANNEL DETAILS 2
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MECHANICAL

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72	M- 002	MECHANICAL PIPE AND VALVE SCHEDULES, GATE SCHEDULE
73	M- 003	STANDARD MECHANICAL DETAILS 1
74	M- 005	STANDARD MECHANICAL DETAILS 2
75	M- 006	STANDARD MECHANICAL DETAILS 3
76	M- 121	IPS MECHANICAL DEMOLITION PLAN AND SECTIONS
77	M- 122	IPS MECHANICAL PLAN, SECTIONS, AND DETAILS
78	M- 211	HEADWORKS BUILDING MECHANICAL PLAN AND SECTIONS
79	M- 212	HEADWORKS BUILDING MECHANICAL SECTIONS AND DETAILS
80	M- 213	HEADWORKS BUILDING HVAC PLAN, SCHEMATICS AND DETAILS
81	M- 221	GRIT REMOVAL AND PRIMARY CONTROL STRUCTURE MECHANICAL PLAN AND SECTIONS
82	M- 311	AERATION BASIN MECHANICAL TOP PLAN
83	M- 312	AERATION BASIN MECHANICAL BOTTOM PLAN
84	M- 313	AERATION BASIN SECTIONS AND DETAILS
85	M- 314	AERATION BASIN SECTIONS
86	M- 315	AERATION BASIN SECTIONS
87	M- 321	ML FLOW SPLIT STRUCTURE PLAN AND SECTION
88	M- 331	BLOWER AND ELECTRICAL BUILDING MECHANICAL PLAN
89	M- 332	BLOWER AND ELECTRICAL BUILDING SECTIONS AND DETAILS
90	M- 333	BLOWER AND ELECTRICAL BUILDING HVAC PLAN
91	M- 411	EXIST. UV DISINFECTION SYSTEM DEMOLITION PLAN AND DETAILS
92	M- 412	UV DISINFECTION MECHANICAL PLAN
93	M- 413	UV DISINFECTION SECTIONS AND DETAILS
94	M- 511	EFFLUENT PUMP STATION DEMOLITION PLAN AND DETAILS
95	M- 512	EFFLUENT PUMP STATION PLAN AND SECTIONS
96	M- 513	EFFLUENT PUMP STATION DETAILS
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101	P- 310	AERATION BASIN P&ID 1
102	P- 311	AERATION BASIN P&ID 2
103	P- 330	BLOWER AND ELECTRICAL BUILDING P&ID
104	P- 410	UV DISINFECTION P&ID
105	P- 510	EPS P&ID

ELECTRICAL

106	E- 001	ELECTRICAL LEGENDS, SYMBOLS AND ABBREVIATIONS 1
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109	E- 004	ELECTRICAL DETAILS 2 - AERATION BASIN EQUIPMENT MOUNTING

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113	E- 008	ELECTRICAL SCHEDULES 3
114	E- 009	ELECTRICAL SCHEDULES 4
115	E- 010	LIGHTING FIXTURE SCHEDULE
116	E- 011	ONE-LINE DIAGRAM SERVICE DEMO
117	E- 012	ONE-LINE DIAGRAM SERVICE NEW
118	E- 013	SERVICE EQUIPMENT ELEVATIONS
119	E- 014	MCC ELEVATIONS
120	E- 015	ELECTRICAL SITE AND GROUNDING PLAN
121	E- 100	GROUNDING DETAILS
122	E- 121	IPS & HEADWORKS DEMO
123	E- 122	IPS ONE LINE DEMO
124	E- 123	IPS ONE LINE NEW
125	E- 124	IPS POWER, SIGNAL AND DATA PLAN
126	E- 141	IPS LIGHTING, RECEPTACLE, AND GROUNDING PLAN
127	E- 142	HEADWORKS POWER, SIGNAL AND DATA PLAN
128	E- 200	HEADWORKS LIGHTING, RECEPTACLE, AND GROUNDING PLAN
129	E- 221	UV/FILTER/DIGESTER DEMO
130	E- 222	UV/FILTER/DIGESTER POWER, SIGNAL, DATA AND LIGHTING PLAN
131	E- 223	UV/FILTER/DIGESTER LIGHTING, RECEPTACLE, AND GROUNDING PLAN
132	E- 300	EFFLUENT PUMP STATION DEMO
133	E- 321	EFFLUENT PUMP STATION ONE LINE DEMO
134	E- 322	EFFLUENT PUMP STATION ONE LINE NEW
135	E- 323	EFFLUENT PUMP STATION POWER, SIGNAL, AND DATA PLAN
136	E- 324	EFFLUENT PUMP STATION LIGHTING, RECEPTACLE, AND GROUNDING PLAN
137	E- 400	AERATION BASIN/ELECTRICAL BUILDING AREA PLAN
138	E- 421	ELECTRICAL BUILDING ONE LINE DIAGRAM & ELEVATIONS
139	E- 422	ELECTRICAL BUILDING POWER, SIGNAL AND DATA PLAN
140	E- 423	ELECTRICAL BUILDING LIGHTING, RECEPTACLE, AND GROUNDING PLAN
141	E- 441	AERATION BASIN POWER, SIGNAL AND DATA PLAN
142	E- 442	AERATION BASIN LIGHTING, RECEPTACLE, AND GROUNDING PLAN
143	E- 621	RAS/WAS POWER, SIGNAL, AND DATA DEMO PLAN
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146	I- 002	SCADA NETWORK DIAGRAM DEMO
147	I- 003	SCADA NETWORK DIAGRAM NEW
148	I- 004	INSTRUMENT INSTALLATION STANDARD DETAILS 1
149	I- 005	INSTRUMENT INSTALLATION STANDARD DETAILS 2
150	I- 121	IPS CONTROL PANEL - ELEVATION AND BILL OF MATERIALS
151	I- 122	IPS CONTROL PANEL - POWER SCHEMATIC
152	I- 123	IPS CONTROL PANEL - ANALOG INPUTS
153	I- 124	IPS CONTROL PANEL - ANALOG OUTPUTS
154	I- 125	IPS CONTROL PANEL - 24 VDC DIGITAL INPUTS
155	I- 126	IPS CONTROL PANEL - 120 VAC DIGITAL INPUTS
156	I- 127	IPS CONTROL PANEL - DIGITAL OUTPUTS
157	I- 221	FILTER/UV/EPS AREA REMOTE I/O PANEL - ELEVATION AND BILL OF MATERIALS
158	I- 222	FILTER/UV/EPS AREA REMOTE I/O PANEL - POWER SCHEMATIC
159	I- 223	FILTER/UV/EPS AREA REMOTE I/O PANEL - ANALOG INPUTS
160	I- 224	FILTER/UV/EPS AREA REMOTE I/O PANEL - ANALOG OUTPUTS
161	I- 225	FILTER/UV/EPS AREA REMOTE I/O PANEL - 24 VDC DIGITAL INPUTS
162	I- 226	FILTER/UV/EPS AREA REMOTE I/O PANEL - 120 VAC DIGITAL INPUTS
163	I- 227	FILTER/UV/EPS AREA REMOTE I/O PANEL - DIGITAL OUTPUTS
164	I- 421	ELECTRICAL BUILDING CONTROL PANEL - ELEVATION AND BILL OF MATERIALS
165	I- 422	ELECTRICAL BUILDING CONTROL PANEL - POWER SCHEMATIC
166	I- 423	ELECTRICAL BUILDING CONTROL PANEL - ANALOG INPUTS
167	I- 424	ELECTRICAL BUILDING CONTROL PANEL - ANALOG OUTPUTS
168	I- 425	ELECTRICAL BUILDING CONTROL PANEL - 24 VDC DIGITAL INPUTS

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170	I- 427	ELECTRICAL BUILDING CONTROL PANEL - DIGITAL OUTPUTS
171	I- 621	RAS/WAS CONTROL PANEL - ELEVATION AND BILL OF MATERIALS
172	I- 622	RAS/WAS CONTROL PANEL - POWER SCHEMATIC
173	I- 623	RAS/WAS CONTROL PANEL - ANALOG INPUTS
174	I- 624	RAS/WAS CONTROL PANEL - ANALOG OUTPUTS
175	I- 625	RAS/WAS CONTROL PANEL - 24 VDC DIGITAL INPUTS
176	I- 626	RAS/WAS CONTROL PANEL - 120 VAC DIGITAL INPUTS
177	I- 627	RAS/WAS CONTROL PANEL - DIGITAL OUTPUTS

WWTP Phase 1 Improvements Design and Bidding Services
City of Scappoose
EXHIBIT D - AMENDMENT PROPOSED FEE ESTIMATE

Staff Name	LABOR CLASSIFICATION (HOURS)																
	PM	PE	Staff	3D CAD	CAD	Administrative II	QAQC	Hours	Labor	Subconsultants			Subconsultant Multiplier	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	Principal Engineer I	Professional Engineer IV	Project Coordinator IV	Engineering Designer VI	Technician III		Principal Engineer II			Structural	E&IC	Architectural					
	\$251	\$183	\$166	\$198	\$158		\$112			\$261							
	Rambin	DavisP	Ritz	ClarkR	McFaddin	Steinberg	Georgiou										
Task 1 - Project Management																	
Task 1.3 - Monthly Project Status Reports	6	4	8					18	\$ 3,566				1.1	\$ -	\$ -	\$ -	\$ 3,566
Task 1.5 - Internal Team Coordination	34	24					6	64	\$ 14,492				1.1	\$ -	\$ -	\$ -	\$ 14,492
Task 1 Subtotal	40	28	8	0	0	0	6	82	\$ 18,058	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 18,058
Task 4 - 60% Final Design																	
Task 4.1 - 60% Design Drawings and Specifications	26	36		30	10		4	106	\$ 21,678	\$ 75,300	\$ 18,700	\$ 3,506	1.1	\$ 107,257	\$ -	\$ 720	\$ 129,655
Task 4 Subtotal	26	36	0	30	10	0	4	106	\$ 21,678	\$ 75,300	\$ 18,700	\$ 3,506		\$ 107,257	\$ -	\$ 720	\$ 129,655
Task 5 - 90% Final Design																	
Task 5.1 - 90% Design Drawings and Specifications	8	16		10	6		4	44	\$ 8,908	\$ 84,710	\$ 11,980	\$ 3,104	1.1	\$ 109,773	\$ -	\$ 288	\$ 118,969
Task 5 Subtotal	8	16	0	10	6	0	4	44	\$ 8,908	\$ 84,710	\$ 11,980	\$ 3,104		\$ 109,773	\$ -	\$ 288	\$ 118,969
Task 6 - Final Contract Documents																	
Task 6.1 - Prepare Draft Final CDs	6	12		12	6	4	8	48	\$ 9,562	\$ 36,368	\$ 7,870	\$ 1,100	1.1	\$ 49,872	\$ -	\$ 324	\$ 59,758
Task 6.2 - Stamped Structural Calculations								0	\$ -	\$ 6,500			1.1	\$ 7,150	\$ -	\$ -	\$ 7,150
Task 6.3 - Building Official Review Coordination	2	2				1		5	\$ 980	\$ 2,755			1.1	\$ 3,031	\$ -	\$ -	\$ 4,011
Task 6.4 - Prepare Final CDs	4	10		10	4	4	6	38	\$ 7,460	\$ 15,250	\$ 6,250	\$ 658	1.1	\$ 24,374	\$ -	\$ 252	\$ 32,086
Task 6 Subtotal	12	24	0	22	10	9	14	91	\$ 18,002	\$ 60,873	\$ 14,120	\$ 1,758		\$ 84,426	\$ -	\$ 576	\$ 103,004
Task 7 - Bid Period Services																	
Task 7.2 - Responses to Bidder Inquiries	4	4						8	\$ 1,736	\$ 2,000			1.1	\$ 2,200	\$ -	\$ -	\$ 3,936
Task 7.3 - Addenda	6	10				4		20	\$ 3,784	\$ 1,876			1.1	\$ 2,064	\$ -	\$ -	\$ 5,848
Task 7.5 - Conformed Contract Documents	10	16		30	15	6		77	\$ 14,420	\$ 3,500			1.1	\$ 3,850	\$ -	\$ 810	\$ 19,080
Task 7 Subtotal	20	30	0	30	15	10	0	105	\$ 19,940	\$ 7,376	\$ -	\$ -		\$ 8,114	\$ -	\$ 810	\$ 28,864
TOTAL - ALL TASKS	106	134	8	92	41	19	28	428	\$ 86,586	\$ 228,259	\$ 44,800	\$ 8,368		\$ 309,570	\$ -	\$ 2,394	\$ 398,550

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: August 01, 2023

Agenda Date Requested: August 07, 2023

To: Scappoose City Council

From: Dave Sukau, Public Works Director
Kevin Turner, Wastewater Treatment Plant Supervisor
Charlotte Baker, Public Works Contract Administrator

Subject: Contract Amendment Approval – Amendment 6
Wastewater Treatment Plant Phase 1 Improvement Project

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ISSUE: Additional funding is needed for the Wastewater Treatment Plant Phase I Improvement Project due to increased scope regarding the biosolids dryer. This is related to Council Goal number 5.2: Address Aging Infrastructure.

ANALYSIS: In 2020, the City entered into a contractual agreement with MurraySmith, now known as Consor, for professional design services to upgrade the City's wastewater treatment plant. The Scope of Work for the Wastewater Treatment Plant improvements project included project management, geotechnical investigation, topographical surveying, and design work for the entire wastewater facility, including landscaping.

Recently, the City learned that they are losing lands on which to apply biosolid waste, which is the solid organic matter left over from the wastewater treatment process. The City currently produces Class B biosolids, which can only be applied to DEQ certified land. The City decided to install a biosolids dryer and received a grant from the Department of Administrative Services American Rescue Plan Act funds to help pay for

Request for Council Action

the biosolids dryer. The dryer allows the City to start producing Class A biosolids, which can be applied to land without restrictions due to the level of treatment applied. Bioforcetech was selected as the vendor for the new biosolids dryer.

The addition of the Bioforcetech BioDryer to the new Wastewater Treatment Plant Phase I Improvement design necessitates an addition to Consor's scope of work. While the BioDryer is manufactured and delivered to the City by Bioforcetech, Consor is responsible for designing the additional elements required to get the BioDryer up and running. Consor provided the City with an additional scope in May 2023.

FISCAL IMPACT:

The additional scope and increased workload for Consor necessitates additional funding; the budget for the bidding and design work for the BioDryer is **\$214,236**. This will be funded through the Department of Administrative Services American Rescue Plan Act grant funds.

RECOMMENDATION:

The City recommends authorization of **\$214,236** in additional funding towards the additional scope of work for the biosolids dryer design and bidding services to be completed by Consor. Designing the biosolids dryer system is of vital importance to ensuring that the City is able to dispose of biosolids effectively in the future as available lands on which to spread the Class B biosolids currently produced by the City are rapidly diminishing.

SUGGESTED MOTION:

I move Council approve the **\$214,236** in American Rescue Plan Act funding for the added scope of work related to the design and bidding services for the Biosolids dryer.

EXHIBIT:

Exhibit A: additional scope of work from Consor

EXHIBIT A

SCOPE OF WORK BIOSOLIDS DRYER DESIGN AND BIDDING SERVICES

CITY OF SCAPPOOSE, OREGON

Introduction and Background

The City of Scappoose (City) owns and operates a wastewater treatment plant (WWTP) that treats sewage from its residences and businesses. In 2020, Consor entered into a contract with City for WWTP Phase 1 Improvements professional design services to upgrade the WWTP to meet the initial needs of the planning horizon. Recently, City has learned that they are losing biosolids application fields in the near future, facilitating the need for a new solids disposal method. City decided to install a biosolids dryer and received a grant to help with the cost of the project. The new dryer equipment will be installed in the existing Biosolids Storage Area.

As part of the WWTP Phase 1 Improvements, City and Consor have reviewed available dryer equipment, visited two plants to see dryers, and discussed their O&M requirements with plant staff. Consor prepared an alternatives analysis for the dryer equipment that concluded with a recommendation. Due to the grant funding schedule and current supply chain issues, early procurement of the long lead time equipment is necessary. City approved early procurement of the equipment and the manufacturer is currently preparing shop drawings.

This Scope of Work will carry the project through bidding as described in detail below. City may use in-house staff for portions of the construction, which is yet to be determined. If requested, services during construction will be provided under a separate scope of work.

Scope of Services

This Scope of Work includes Project Management, Preliminary Design, 90% Design, 100% Final Contract Documents, and Bid Period Services for the Biosolids Dryer project as described below.

Task 1 - Project Management

The objective of the Project Management task is to provide overall leadership and team guidance to deliver the project on time and budget, coordinating with City staff. This task includes preparing monthly project invoices with project status reports, and internal team coordination.

Subtasks

1.1 Monthly Project Status Reports & Invoices

Monthly project status reports will summarize the current project status, noting key outstanding issues that may impact the scope, schedule, or budget. Monthly invoices will be included with the monthly project status reports. The project will be managed to maintain the scope, schedule, and budget.

1.2 Internal Team Coordination/Quality Reviews

Conсор's Project Manager will conduct regular check-ins with the project team, including subconsultants, to verify status of project tasks, review schedule milestones, and discuss any outstanding issues needing resolution. Subtask includes reviews by senior staff to verify quality, constructability, and consistency of all deliverables. A Project Safety Plan is also included in this subtask.

Task 1 Deliverables

- Electronic (PDF) copy of Monthly Project Status Reports with invoices

Task 1 Assumptions

- Consultant assumes a Notice to Proceed date by May 2013.
- Project duration will be six (6) months, therefore it is assumed that there will be up to six (6) progress payments/status reports.

Task 2 - Preliminary Design

Preliminary Design will develop the design of the Biosolids Dryer to approximately 10% completion. Preliminary Design will include an alternatives analysis for up to four (4) dryer models, including life cycle costs, followed by Consor's recommendation for the proposed equipment. This will be summarized in a draft Technical Memorandum (TM), followed by a review meeting with City staff. The final TM will be developed by addressing City comments and be sent to DEQ for informal review.

Task 2 Deliverables

- Electronic (PDF) copy of the draft Preliminary Design TM.
- Electronic (PDF) copies of the review meeting agenda and minutes.
- Electronic (PDF) copy of the final Preliminary Design TM.

Task 2 Assumptions

- One (1) site visit is included for Consor's Project Engineer under this task to view the existing conditions.
- An additional topographic survey is not included in this scope of work. Consor will use the survey prepared for the WWTP Phase 1 Improvements project.

Task 3 - 90% Final Design

The 90% Final Design task will develop the design to include all drawings and the Project Manual with specifications for all divisions. Approximately 65 construction drawings will be provided in the 90% Design Submittal for the General, Civil, Architectural, Structural, Mechanical, Process and Instrumentation Diagrams (P&IDs), Electrical and Instrumentation and Controls (EI&C) design disciplines.

Subtasks

3.1 90% Design Submittal

Develop the Biosolids Dryer final design to 90% completion by preparing approximately 58 construction drawings and all technical specifications, including “Front-End” Division 0 and 1 that will be provided to the City attorney for review. Prepare the 90% Design Engineer’s Opinion of Probable Construction Cost (OPCC) based on the 90% drawings and specifications. Update the project schedule based on the 90% design, incorporating equipment lead times and other vendor information.

3.2 90% Review Workshop

Meet with City staff to review the 90% Design Submittal. The workshop will be budgeted for two (2) hours in duration and will be attended by Consor’s Project Manager, Project Engineer, and subconsultants.

3.3 DEQ 90% Design Review Meeting

Prepare an overview presentation and conduct a review meeting with Oregon DEQ to present the 90% Design Submittal for review. The meeting is anticipated to be two (2) hours in duration and will be attended by Consor’s Project Manager and Project Engineer.

Task 3 Deliverables

- Electronic (PDF) copy of 90% Design Submittal including 90% construction drawings, technical specifications, 90% OPCC, and updated project schedule.
- Electronic (PDF) copies of the agenda and minutes from the 90% Design Review Workshop.
- Electronic (PDF) copies of the agenda, presentation, and minutes from the DEQ 90% Design Review Meeting.

Task 3 Assumptions

- During the WWTP Phase 1 Improvements project check-in meetings, Consor will review the Biosolids Dryer design progress and confirm City preferences.
- Adding the dryer to the sludge facility will require an upgrade to the existing 200-amp 480 VAC service. Consor’s electrical subconsultant will work with Columbia PUD to change the existing service from 200 amps to 400 amps by adding a second 200-amp panel adjacent to the existing panel.
- City desires to extend the plant network to the solids handling building and add the equipment located in this facility to the new SCADA system developed for the Phase 1 Improvements project. The design for the dryer addition will show extending the network to this building to support this.

- The Land Use Compatibility Statement (LUCS) will be prepared by the City Planning Department for DEQ review and approval. Assistance outside of general inquiries is not included in this scope of work.
- Environmental Review documentation, permitting, or cross-cutters agency reviews are not included in this scope of work.
- The 90% Review Workshop will be virtual using Microsoft Teams and be scheduled approximately two (2) weeks following delivery of the 90% Submittal.
- The DEQ 90% Design Review Meeting will be virtual using Microsoft Teams and be scheduled approximately two (2) weeks following delivery of the 90% Submittal.

Task 4 - 100% Final Design

Conсор will complete 100% Final Design by preparing the final Contract Documents (CDs) based on 90% Design review comments. The Final CDs will be utilized for bidding following approvals from funding and other outside agencies.

Subtasks

4.1 Prepare Final Contract Documents

Incorporate comments from the 90% Design Submittal Reviews and prepare Final CDs, including Project Manual with all specification sections, final construction drawings, updated OPCC, and updated construction schedule.

4.2 Stamped Structural Calculations

Prepare final stamped structural and seismic calculations for the project to be provided to the Building Official as part of the building permit submittal package.

4.3 Assistance with DEQ Permitting

Assist City with NPDES permit renewal, Biosolids Management Plan update, and Air Quality permitting as required for the biosolids dryer.

Task 4 Deliverables

- Electronic (PDF) copy of the final Contract Documents including construction drawings, technical specifications, OPCC, and project schedule.
- Electronic (PDF) copy of the stamped structural calculations for the Building Official.

Task 4 Assumptions

- The structural calculations will be stamped by an Oregon licensed Professional Engineer.
- One (1) hard copy of the final, sealed Contract Documents will be maintained in Conсор's Portland office.
- Building permits will be obtained and paid for by the General Contractor selected to construct the project.

- Task 4.3 includes 20 hours for the Project Manager and 40 hours for the Project Engineer to assist with DEQ permitting needs.

Task 5 - Bid Period Services

Provide support to City staff during bidding to select the lowest responsive and responsible Bidder, assuming the City will lead the bidding process including advertisements for bids and distribution of documents, with technical support provided by Consor.

Subtasks

5.1 Pre-Bid Meeting

Prepare a meeting agenda and attend the Pre-Bid Meeting with City staff, Contractors, and other parties interested in the project. Provide sign-in sheets for the meeting and document questions and informal responses during the meeting, with formal responses issued as part of an addendum.

5.2 Responses to Bidder Inquiries

Assist the City with responses to Bidder inquiries and questions. Questions and inquiries that require clarification to all Bidders will be issued via Addenda.

5.3 Bid Evaluation Support

Following the Bid Opening, conduct an evaluation of all bids and prepare a Bid Tabulation spreadsheet. Conduct a review of qualifications for the three (3) lowest bidders to determine if they are considered responsible bidders by reviewing Oregon Construction Contractors Board (CCB) history and contacting references provided on Bid Forms. Summarize the evaluation of the three (3) lowest Bidders and prepare an Engineer's Recommendation of Award for consideration by the City.

Task 5 Deliverables

- Electronic (PDF) copy of the Pre-Bid Meeting agenda and minutes.
- One hard copy of the blank Pre-Bid Meeting sign-in sheet to track attendance by prospective Bidders.
- Electronic (PDF) copy of the Pre-Bid Meeting questions and official responses.
- Electronic (PDF) copy of the scanned sign-in sheet(s) from the Pre-Bid Meeting.
- Electronic (PDF or email) copy of responses to inquiries and questions from Contractors during Bidding.
- Electronic (PDF) copy of each Addendum.
- Electronic (PDF) copy of the Bid Tabulation.
- Electronic (PDF) copy of the Engineer's Recommendation of Award, including a summary of the evaluation of the three (3) lowest Bidders.

Task 5 Assumptions

- The bidding process will be administered by the City with support from Consor as required for responding to Bidder inquiries, preparing addenda, etc.
- Final CDs will be provided to a local print shop for distribution of documents to General Contractors during bidding. Contractors will be required to purchase Final CDs through the local printshop.
- The Pre-Bid Meeting will be attended by Consor's Project Manager and Project Engineer and be conducted at the Scappoose WWTP.
- No responses to Bidder inquiries and questions within one week of the bid opening date will be provided unless the bid opening date is adjusted.
- Responses to Bidder inquiries will be documented in Addenda issued during the bidding process for full disclosure to maintain a fair bidding process.
- For budgetary purposes, three (3) Addenda are estimated.
- Task 5.3 is anticipated to involve limited investigation of bidders based on the minimum qualifications established for the project and reference checks.
- Support services for a Bidder protest or higher-level evaluation of Bidder qualifications is not included in Task 5.3.

Budget

The overall not to exceed budget estimate for this project is \$214,236 as presented in Exhibit B – Proposed Fee Estimate. The work provided in this Scope of Services will be billed on a time and expense basis. Payment will be made at the billing rates for personnel working directly on the project, at Consor's hourly rates, plus direct expenses incurred. Billing rates are as shown in Exhibit B. Subconsultants, when required, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Direct expenses will be paid at the rates shown below.

Direct Expenses

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following.

Computer Aided Design and Drafting \$18.00/hour
GIS and Hydraulic Modeling \$10.00/hour
Mileage Current IRS Rate
Postage and Delivery Services At Cost
Printing and Reproduction At Cost
Travel, Lodging and Subsistence At Cost

Biosolids Dryer Design and Bidding Services
City of Scappoose
EXHIBIT B - PROPOSED FEE ESTIMATE

Staff Name	LABOR CLASSIFICATION (HOURS)																	
	PM	PE	Staff	3D CAD	CAD	Project		QAQC	Hours	Labor	Subconsultants			Subconsultant Multiplier	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	Principal Engineer I	Professional Engineer VII	Engineering Designer I	Engineering Designer VI	Technician III	Coordinator IV	Administrative II	Principal Engineer II			Structural	E&IC	Architectural					
	\$251	\$216	\$150	\$198	\$158	\$166	\$112	\$261										
	Rambin	Moman	Messing	ClarkR	McFaddin	Ritz	Steinberg	Georgiou										
Task 1 - Project Management																		
Task 1.1 - Monthly Project Status Reports & Invoices	3	3				6			12	\$ 2,397				1.1	\$ -	\$ -	\$ -	\$ 2,397
Task 1.2 - Internal Team Coordination/Quality Reviews	30	10						14	54	\$ 13,344				1.1	\$ -	\$ -	\$ -	\$ 13,344
Task 1 Subtotal	33	13	0	0	0	6	0	14	66	\$ 15,741	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 15,741
Task 2 - Preliminary Design																		
Task 2.1 - Preliminary Design	20	40	10	20					90	\$ 19,120	\$ 3,083	\$ 7,634	\$ -	1.1	\$ 11,789	\$ 54	\$ 360	\$ 31,323
Task 2 Subtotal	20	40	10	20	0	0	0	0	90	\$ 19,120	\$ 3,083	\$ 7,634	\$ -		\$ 11,789	\$ 54	\$ 360	\$ 31,323
Task 3 - 90% Final Design																		
Task 3.1 - 90% Design Submittal	26	120	50	60	12		10		278	\$ 54,842	\$ 6,817	\$ 17,952	\$ 6,668	1.1	\$ 34,581	\$ -	\$ 1,296	\$ 90,719
Task 3.2 - 90% Review Workshop	2	4	2						8	\$ 1,666				1.1	\$ -	\$ -	\$ -	\$ 1,666
Task 3.3 - DEQ 90% Design Review Meeting	2	4	2						8	\$ 1,666				1.1	\$ -	\$ -	\$ -	\$ 1,666
Task 3 Subtotal	30	128	54	60	12	0	10	0	294	\$ 58,174	\$ 6,817	\$ 17,952	\$ 6,668		\$ 34,581	\$ -	\$ 1,296	\$ 94,051
Task 4 - 100% Final Design																		
Task 4.1 - Prepare Final Contract Documents	12	40	20	30	10		6		118	\$ 22,844	\$ 10,046	\$ 5,842	\$ 5,160	1.1	\$ 23,153	\$ -	\$ 720	\$ 46,717
Task 4.2 - Stamped Structural Calculations									0	\$ -				1.1	\$ -	\$ -	\$ -	\$ -
Task 4.3 - Assistance with DEQ Permitting	20	40							60	\$ 13,660				1.1	\$ -	\$ -	\$ -	\$ 13,660
Task 4 Subtotal	32	80	20	30	10	0	6	0	178	\$ 36,504	\$ 10,046	\$ 5,842	\$ 5,160		\$ 23,153	\$ -	\$ 720	\$ 60,377
Task 5 - Bid Period Services																		
Task 5.1 - Pre-Bid Meeting	4	4							8	\$ 1,868				1.1	\$ -	\$ -	\$ -	\$ 1,868
Task 5.2 - Responses to Bidder Inquiries	4	8							12	\$ 2,732	\$ 2,088	\$ 1,332	\$ 1,500	1.1	\$ 5,412	\$ -	\$ -	\$ 8,144
Task 5.3 - Bid Evaluation Support	4	8							12	\$ 2,732				1.1	\$ -	\$ -	\$ -	\$ 2,732
Task 5 Subtotal	12	20	0	0	0	0	0	0	32	\$ 7,332	\$ 2,088	\$ 1,332	\$ 1,500		\$ 5,412	\$ -	\$ -	\$ 12,744
TOTAL - ALL TASKS	127	281	84	110	22	6	16	14	660	\$ 136,871	\$ 22,034	\$ 32,760	\$ 13,328		\$ 74,934	\$ 54	\$ 2,376	\$ 214,236

CITY OF SCAPPOOSE

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 50-Year SAC meeting, 6pm	2	3	4 Movies in the Park	5 Scappoose Farmers Market 9 am - 2pm
6	7 URA meeting 6pm Council meeting 7pm	8	9	10 Planning Commission 7pm	11 Movies in the Park	12 Scappoose Farmers Market 9 am - 2pm
13	14	15	16	17 EDC - noon Park & Rec 6pm	18 Movies in the Park	19 Scappoose Farmers Market 9 am - 2pm
20	21 Council work session 6pm & Council meeting 7pm	22	23	24 Planning Commission 7pm	25 Movies in the Park	26 Scappoose Farmers Market 9 am - 2pm
27	28	29	30	31		