



To:

From: Isaac Butman, Assistant to City Manager

Date: August 23, 2023

Subject: RFP #2023-07 Pre-Proposal Meeting (Optional) - Minutes

Attendees:

Isaac Butman, Assistant to City Manager, City of Scappoose

Troy Ainsworth, FFA Architecture and Interiors

Brandon Doyle, Scott Edwards

Randy Hougland, Scott Edwards

James Kramer, OTAK

Recording of the in-person portion of the meeting can be found on YouTube here:

<https://youtu.be/98ikc5klU9Y>

Tour:

After the short in-person session, the attendees asked for a tour of the City Facilities. Isaac took the attendees on a tour of City Hall, Police Department, and the Community Development Center. Additional tours are available by request. Please contact Isaac Butman at ibutman@scappoose.gov to schedule (this would include Public Works if requested).

Questions:

Few substantive questions were asked. Those that are material are listed here.

- Is the April date for the completion of the Master Plan a solid date?
 - No.
- What is the budget?
 - We have budgeted \$50,000 for the Plan.
- Is there an intent to bond for a new building?
 - We are unsure. The City does not know what it does not know. We do know that we are at capacity for space for employees, storage, etc., and we need to understand how to expand in the future.
- Talk to us about the Scappoose Middle School.
 - The Scappoose School District is going out for a construction bond for new school facilities. They have offered to lease the Middle School Building to the City if the bond is



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successful. The City is aware that there are challenges that will come with a building like that, and evaluation of the building depends on part on the success of the bond in November 2023.

- Has the City considered building on vacant land?
 - Not really. We do not believe we could bond for enough to build from the ground up.

City notes:

The purpose of this RFP is not intended to necessarily pursue a bond for construction, but really to understand what our needs are in terms of expanding our facilities, and combining our administrative units in one building. We would like to own our own facility, unless there is a good reason not to (such as the lease of the Middle School). This RFP is being created based on a Council Goal for 2023-2024.