

City of Sodaville

Regular Session Agenda

November 17, 2022

7:00 PM – City Hall

Phone: 253 215 8782 * Meeting ID: 867 4954 4976 * Passcode: 239618

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Visitors**
5. **Bills**
6. **Minutes**
 - October 20, 2022 Minutes
7. **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **including what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
8. **City Recorder’s Report**
 - City Finances
 - City Update
9. **Public Works Report**
 - Water Update
10. **New Business:**
 - a. LOC Homelessness Proposal
 - b. Engineering RFP
 - c. Ordinance 22-08
11. **Old Business**
12. **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **other than what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
13. **Council Reports**
14. **Adjourn**

PUBLIC COMMENT There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. ***PUBLIC COMMENT is not accepted during the meeting other than at those times.*** The Council reserves the right to enter into Executive Session as needed to conduct City business in accordance with Oregon Public Meeting Law as clarified in the Oregon Attorney General’s Public Records and Meetings Manual or advised by counsel.

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting by calling 541-258-8882.

“The City of Sodaville is an equal opportunity provider and employer.”

8. City Recorder Update

City Finances

The finance reports are attached to the Council Packet.

City Updates

Since the last Council meeting, I have been ill on two occasions, which has resulted in some late progress on work. Regretfully no time has been dedicated to resolving the issue of noise and dust generated by use of a motocross track in town, though the complainant withdrew his complaint as the result of the rain preventing use of this track. I have taken over completion of the Water Management Conservation Plan from the Public Works Director and I am working with the Oregon Water Resources to complete it. Unlike TMDL, completion of the WMCP involves excellent help from OWRD staff, along with simple and expansive documentation for completion.

Intergovernmental meetings attended since the last meeting include two regional city managers meetings hosted by the Oregon Cascades West Council of Governments, the League of Oregon Cities Region 4 small cities meeting with Council President Olivares, OCWCOG Bias Survey Response Summit, and Linn County Housing Rehabilitation Partnership board. I attended a respectful workplace training for State lobbyists in Salem on November 10th.

Due to illness, completion of this project has been delayed. DEQ provided a sample post-construction stormwater runoff ordinance currently in place at the City of Millersburg that can be partially copied by the City of Sodaville to ensure TMDL compliance. A full copy of the ordinance is provided in the Council packet for review, but a vote will not take place at this meeting due to additional staff work required to complete a proposal as well as attorney review mandated by the City Zoning and Development Ordinance.

9. Public Works Update

Water

- The city's wells produced 373,305 gallons.
- The city trucked in 121819 gallons.
- Reservoir + - 0 gallons
- The city sold 455,058 gallons
- Difference of 40,076 gallons. -5% Loss

16,000 gallon leak - Cost to customer roughly 400.\$ cost to city over 1000.\$ billing during restrictions and water hauling. This really needs reevaluated.

Streets

Nothing to report.

Parks

Increase in vandalism last few months. We received no offers for logs after scheduling a liquidation sale with a week's public notice.

Misc.

I would like to give Rick Alley one month credit (average use) for allowing water truck through his property. (City Recorder's Note: The City's billing software has a pre-existing discount code with the description "City has discounted your charges for reasons they see fit." There is precedent for this recommendation).

10.a. LOC Homelessness Proposal

Staff Summary

The Oregon Mayors Association Taskforce on Homelessness recently issued a memo entitled “Partnership Needed to Solve Statewide Homelessness Emergency,” which entails a legislative proposal to provide legislative funding for homelessness mitigation in every city. Under the proposal, every City in Oregon will receive an minimum of \$50,000 every biennium to mitigate homelessness in their communities.

Staff are supportive of the measure’s utilities for the multitude of cities in Oregon that have a significant population of unhoused people and require funding. However, there are significant reservations about the need for funding in small communities like Sodaville. This community has no local homelessness problem due to the lack of both commercial and nonprofit resources necessary for unhoused individuals to live in the community. An individual who decided to camp at Soda Springs Park would find that basic necessities require a daily 10-mile roundtrip walk to Walmart that can more easily be avoided just by living in Lebanon, where the City already provides a space for unhoused individuals to camp. Sodaville already has an Ordinance allowing property owners to let individuals live in RV’s on their property due to economic hardship, which is the furthest extent of housing insecurity mitigation that the City can provide.

Proposed funding uses are limited. Lebanon city administration is not currently interested in jointly using funds to serve the wider 97355 Zip Code, instead recommending that Sodaville grant the funds to Linn County for homelessness mitigation. It makes no sense for Sodaville to be a fiscal agent for the State to route money to a county government when the grant could just be made to Linn County directly. Staff proposals include:

- **Capital construction or improvement costs related to homelessness or affordable housing measures AND Food bank assistance AND Hygiene stations:** Utilize funds to renovate the general store building as a food bank and hygiene station.
- **Community resource officers and Outreach workers:** Add homelessness community resource officer duties to the City Recorder’s portfolio and utilize funds for wages and benefits, create a new position that deals with this subject, or fund internships that deal with this subject.
- **Education and outreach:** Provide grants to local community homelessness mitigation nonprofits. This positions the City as a fiscal agent for the State when the State could simply directly make the grants to the nonprofit.
- **Prevention AND Operation costs:** Create a pool of funds available for cash assistance to Sodaville residents who are unable to make rents or mortgage payments, with costs for administration funded by the legislative proposal.

The ultimate staff evaluation is that while this funding proposal will be a valuable resource for many cities across Oregon, a \$50,000 biannual grant to Sodaville is an irresponsible use of state taxpayer revenue that could be better spent by larger cities or county governments. It is recommended that the City Council take a general position of support with the caveat that cities that do not request funding do not receive funds. Otherwise, the City will be in a position where funds will be provided without a clear use for a problem that is not experienced in the community.

10.b. Engineering RFP

Staff Summary

Business Oregon requires the City to submit an engineering plan for converting a private well to a municipal well, including the estimated time of completion, prior to providing funds for the conversion of the well. RFP 2022-2 will solicit qualified engineering firms to provide an engineering plan to Business Oregon so that the City can move forward receiving a revised version of a Safe Drinking Water Revolving Loan Fund Financing Contract for Project Number S18003. Funds provided by the IFA loan will cover the cost of the engineering project. A copy of the RFP is provided in the Council Packet.

Suggested Motion: *I move to adopt RFP 2022-2.*

10.c. Ordinance 22-08 Amending Ordinance No. 2

Staff Summary

The Sodaville City Council adopted Ordinance No. 2 in 1953, referencing the contemporary City Charter to empower the Mayor to appoint what were then the offices of Recorder-Treasurer (now City Recorder) and Marshal-Street Commissioner (now Public Works Director). Compensation rates have not been changed despite changes in federal and state law. Amendments are explained below:

- Preamble: “Officers” is replaced by “Personnel” in line with 1996 Charter language.
- Section 1: Personnel decisions are now delegated to the City Council collectively rather than the Mayor. This is in line with Ordinance 12-01 Section 9, a more recent Council policy directive establishing that no Council has unilateral authority over staff. Additionally, the two-year term of employment is removed, providing the Council with flexibility to establish employment timelines without amending an Ordinance.
- Section 2: The City Recorder title is updated. Language about bookkeeping is changed to maintain this position’s supervisory role with the City’s accountant, ensuring that current actual bookkeeping and disbursement duties remain segregated.
- Section 3: Abolishes \$6 monthly salary for the City Recorder.
- Section 4: This section is abolished. Ordinance 94-01 establishes new procurement procedures and makes the Mayor procurement officer unless the Mayor appoints an Assistant to the Mayor, a position that simply performs procurement duties.
- New Section 4: Renumbered. Updates title and job description of Public Works Director.
- New Section 5: Renumbered. Abolishes \$6 monthly salary and \$1.50 hourly overtime wages for the Public Works Director.
- New Section 6: Renumbered. Abolishes \$500 bond for employees.
- New Section 7: Renumbered.
- New Section 8: Renumbered. For clarification, the emergency clause was included in the original 1953 ordinance. A “Section II” would be required in order to add an emergency clause to Ordinance 22-08, and staff do not see a reason for immediate effect due to the lack of an emergency. The only potential emergency that could arise is civil liability for attempting to enforce \$6 monthly salaries for staff, but the Council has long provided compensation in line with federal and state law in spite of Ordinance No. 2.

Suggested Motion: *I move to adopt Ordinance 22-08.*

**Ordinance 22-08
Amending Ordinance No. 2**

Whereas, Ordinance #2 was adopted by the City Council in 1953,

Whereas, federal and state employment and wage laws have changed significantly since 1953,

Whereas, the structure and Charter of Sodaville's government have both changes significantly since 1953

Resolved, Ordinance No. 2 is amended as follows:

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Section I.

Ordinance No. 2 Officers Personnel

Providing for the appointment of certain ~~officers~~ **personnel**; setting forth the duties of each ~~and establishing minimum salaries therefor~~ in accordance with the provisions of **Chapter VI Sections 10 and 11, Chapter III, and Section 22, Chapter V** of the Sodaville Charter of ~~1952~~ **1996**.

Section 1.

City personnel shall serve at the pleasure of the City Council. ~~The mayor, by and with the approval of the council, shall at the first meeting of that group in January of the odd-numbered year following each biennial election, make appointment of the officers named in succeeding sections of this ordinance, such appointees to hold office through the biennium, or until removed for good and sufficient cause.~~

Section 2.

City Recorder-Treasurer. ~~The offices of Recorder and Treasurer are hereby combined.~~ The person named to this combined office shall ex officio be clerk of the council; attend all meetings of the body and keep a proper record of the proceedings thereof; receive all moneys for the city and **ensure the disbursement of the** same on order of the council; **ensure the keeping of** the books of the city in an orderly and approved manner and make monthly reports in writing of all receipts and disbursements, together with the current position of the several and separate funds; and report all interim activities necessary to the conduct of the combined offices, which because of their nature, do not require action of the council-; **and perform other duties as assigned. The appointee shall be responsible for the enforcement of city ordinances specified by the Council as per the City Enforcement Ordinance**

Section 3.

The compensation of the City Recorder shall be decided by the City Council. ~~The Recorder-Treasurer shall receive the sum of \$6.00 permonth [sic] for services rendered, which~~

~~sum shall be collected monthly, quarterly or semi-annually, at the end of whichever period of service that officer elects. The monthly stipend named in this section may be amended by the council at any time during the first six months of the fiscal year, prior to the preparation of the budget for that year; but in no case shall the stipend for the next succeeding fiscal year exceed the amount budgeted as salary for the combined office for that period.~~

~~Section 4.~~

~~The Recorder-Treasurer is hereby constituted the purchasing agent for that office in so far as concerns expendable supplies, such as record sheets, typewriter paper, stamps, etc. and shall personally pay for same when purchase at any one time do not exceed \$5.00 and shall recover such advance from the city at any salary period upon proper showing that such purchases were made and receipted for. For supplies in excess of \$5.00 an order from the council first shall be obtained.~~

Section 5 4.

Public Works Director Marshal-Street Commissioner. ~~The offices of Marshal and Street Commissioner are hereby combined.~~ As Marshal **Public Works Director**, the appointee shall be responsible for the enforcement of all city ordinances **specified by the Council as per the City Enforcement Ordinance** and shall file monthly with the council a written report of all activities in that connection. As ~~Street Commissioner~~ **Public Works Director** he shall at intervals directed by the council, make a personal survey of streets and file a written report or his findings. He shall be responsible for the free and proper functioning of all drains and culverts, and shall be custodian of such tools and supplies for the maintenance and repair of streets as are now in possession of the city, or which may hereafter be acquired. **This employee shall perform other duties as assigned.**

Section 6 5.

The compensation of the Public Works Director shall be decided by the City Council. ~~The Marshal-Street Commissioner shall receive as pay for his services the sum of \$ 6.00 per month, which shall be payable monthly, subject, however, to such deductions as are required by the workings of the state industrial laws and regulations. This stipend shall include payment for any necessary emergency work done on streets or drains not exceeding one hour on any one tour of inspection. For necessary street work performed in excess of one hour on any one tour, or for any other such work performed on order of the council, he shall receive \$1.50 per hour.~~

Section 7 6.

Employees shall be bonded in an amount determined to be appropriate by the City Council. ~~A surety bond in the amount of \$500 covering each of the employees enumerated in preceding sections of this ordinance, shall be carried by the city. Payment of the annual premiums on such bonds, which shall be issued by a reputable bonding agency, shall be assumed by the city.~~

Section 8 7.

Any or all officers appointed by the council under this ordinance may be removed for cause at any time by a four-fifths vote of the Council.

Section 9 8.

An emergency is hereby declared to exist and this ordinance shall take effect and be in full force immediately upon its passage by the council and approval by the mayor.

Resources Through 10/31/2022	Budgeted	Remaining	Received
Available Cash On Hand	\$203,200.00	-\$464.94	\$203,664.94
Interest	\$700.00	\$148.30	\$551.70
Franchise Fees	\$19,100.00	\$13,538.77	\$5,561.23
Grants	\$38,300.00	-\$14.82	\$38,314.82
Metered Water Sales	\$130,000.00	\$90,949.64	\$39,050.36
Construction Apps/Site Reviews/Permits	\$500.00	\$260.00	\$240.00
Zoning Apps and Permits	\$350.00	\$350.00	\$0.00
Refunds	\$500.00	\$500.00	\$0.00
Donations	\$1,000.00	\$600.00	\$400.00
Administrative Services Charges/Lien Search	\$400.00	\$320.00	\$80.00
Sale of maps, Publications & Photocopies	\$100.00	\$100.00	\$0.00
Cigarette Taxes	\$450.00	\$351.46	\$98.54
Liquor Taxes	\$6,200.00	\$3,628.98	\$2,571.02
State Highway Fund	\$25,000.00	\$15,542.00	\$9,458.00
State Revenue Sharing	\$3,000.00	\$1,989.30	\$1,010.70
Taxes estimated to be received	\$8,000.00	\$8,000.00	\$0.00
Previously Levied Taxes	\$0.00	-\$193.98	\$193.98
TOTAL	\$436,800.00	\$135,798.69	\$301,001.31

Admin Through 10/31/2022	Budgeted	Remaining	Spent
Mayor	\$400.00	\$400.00	\$0.00
Public Works Director	\$5,500.00	\$4,159.07	\$1,340.93
City Recorder	\$22,000.00	\$16,725.38	\$5,274.62
Payroll Taxes	\$4,800.00	\$3,656.51	\$1,143.49
Health Benefits and PFMLI	\$5,800.00	\$4,120.00	\$1,680.00
Consultants-Attorney, Auditor, Planner	\$2,500.00	\$1,686.88	\$813.12
Operating Expenses	\$750.00	\$673.20	\$76.80
Supplies and Duplication	\$500.00	\$432.34	\$67.66
Communications-LD, Postage, Notices	\$1,000.00	\$858.80	\$141.20
Utilities & Maintenance-Bldg/Grnd/Equip	\$2,600.00	\$1,878.85	\$721.15
Insurance-Fidelity, Liability, Property	\$1,700.00	-\$69.21	\$1,769.21
Community Relations	\$500.00	\$500.00	\$0.00
Planning Grant	\$1,000.00	\$1,000.00	\$0.00
Property Taxes	\$100.00	\$100.00	\$0.00
Office Equipment	\$500.00	\$500.00	\$0.00
Park Improvements	\$3,000.00	\$818.65	\$2,181.35
City Hall Building Improvements	\$500.00	\$500.00	\$0.00
TOTAL	\$53,150.00	\$37,940.47	\$15,209.53
Streets Through 10/31/2022	Budgeted	Remaining	Spent
City Recorder	\$7,000.00	\$5,241.80	\$1,758.20
Payroll Taxes	\$8,000.00	\$6,070.33	\$1,929.67
Public Works Director	\$14,600.00	\$11,196.10	\$3,403.90
Health Benefits	\$6,000.00	\$4,240.00	\$1,760.00
Consultants/Auditor/Planner	\$1,400.00	\$944.65	\$455.35
Operating Expenses - Street Lights	\$5,500.00	\$5,500.00	\$0.00
Operating Expenses - Rock Grading	\$49,100.00	\$49,100.00	\$0.00
Administrative Supplies	\$500.00	\$432.34	\$67.66
Communication - LD Fax Postage & Notices	\$500.00	\$429.41	\$70.59
Equipment Expenses	\$800.00	\$800.00	\$0.00
Liability Insurances	\$1,200.00	\$12.13	\$1,187.87
Contract Services - Maintenance & Repair	\$2,500.00	\$2,500.00	\$0.00
TOTAL	\$97,100.00	\$86,466.76	\$10,633.24
Water Through 10/31/2022	Budgeted	Remaining	Spent
Utility Administration - Public Works Director	\$23,600.00	\$18,029.98	\$5,570.02
City Recorder	\$7,000.00	\$5,241.80	\$1,758.20
Health Benefits	\$15,000.00	\$10,438.45	\$4,561.55
Payroll Taxes	\$16,500.00	\$12,426.27	\$4,073.73
Electricity	\$3,500.00	\$1,277.65	\$2,222.35
Monthly Water Quality Monitoring	\$500.00	\$390.00	\$110.00
Non-Routine Quality Monitoring	\$500.00	\$500.00	\$0.00
Operating Supplies	\$1,000.00	\$427.65	\$572.35
Equipment & Facility Repair & Maintenance	\$9,500.00	\$6,075.08	\$3,424.92
Operating Expenses - Equipment Rental	\$1,500.00	\$1,500.00	\$0.00
Contract Services - Maintenance & Repair	\$1,500.00	\$1,500.00	\$0.00
Water Acquisition	\$60,000.00	\$55,851.00	\$4,149.00
Consultants-Audit, Legal, Engineering, Water Rights	\$6,000.00	\$4,015.97	\$1,984.03
Dues, Mileage, Training	\$6,500.00	\$2,190.78	\$4,309.22
Administrative Supplies & Duplication	\$1,500.00	\$1,368.21	\$131.79
Communication - Phone LD, fax, postage, notices	\$3,500.00	\$3,005.81	\$494.19
State Review, Condition Use	\$500.00	\$500.00	\$0.00
Insurance	\$2,000.00	-\$327.86	\$2,327.86
Bad Debts	\$200.00	\$200.00	\$0.00
Equipment and Upgrades	\$30,000.00	\$30,000.00	\$0.00
TOTAL	\$190,300.00	\$154,610.79	\$35,689.21
Debt Service Through 10/31/2022	Budgeted	Remaining	Spent
Vehicle	\$3,600.00	\$2,451.60	\$1,148.40
USDA & IFA	\$6,450.00	\$6,450.00	\$0.00
TOTAL	\$10,050.00	\$8,901.60	\$1,148.40
Contingency Through 10/31/2022	Budgeted	Remaining	Spent
	\$6,350.00	\$4,350.00	\$2,000.00
TOTALS Through 10/31/2022	Budgeted	Remaining	Spent
TOTALS	\$297,450.00	\$232,769.62	\$64,680.38



To convene, network, train, and empower Mayors

MEMORANDUM

To: Mayors and Chief Executive Officers of Region 4
From: The Oregon Mayors Association
Date: October 18, 2022
Re: Partnership Needed to Solve Statewide Homelessness Emergency

This past May, the Oregon Mayors Association (OMA) formed a Taskforce on Homelessness. Twenty-five mayors, representing cities of all sizes from around the state, studied Oregon's homelessness crisis. And while the crisis may seem insurmountable, given that the symptoms and solutions look different between urban and rural communities and vary based on a city's size, geography and available service providers, local government leaders have developed a solution to Oregon's crisis of the unhoused.

The OMA Homelessness Taskforce's plan to humanely and timely address the homelessness crisis in Oregon is a partnership between the State of Oregon and its 241 cities. This partnership will allow for the establishment and expansion of local, community-based responses that provide immediate shelter, needed services, and secure safety for unhoused Oregonians. During the 2023 Legislative session, the OMA will *propose* two separate, yet parallel, budget proposals: (1) a budget package which provides direct allocation to cities for homelessness response and prevention services; and (2) a budget package that provides capital improvement funding for cities.

Direct Allocation

A direct allocation of funding from the state to each incorporated city in Oregon for cities to use in their homelessness response and prevention services is being proposed by the OMA.

- It is proposed that each city will be allocated funds in an amount equal to \$40 per resident, in accordance with the latest official population estimates from Portland State University.
- The proposal requires that in no instance will an incorporated city receive less than \$50,000 in direct funding.
- OMA's proposal provides cities the ability to elect to use the funds for their own homelessness response and prevention services, or to redirect their funds to community partners who are required to use the funds for homelessness response and prevention services.

OMA's proposal states that funds must be used for homelessness response and prevention services, which may include:

- Abatement/clean-up
- Environmental mitigation
- Affordable housing
- Capital construction or improvement costs related to homelessness or affordable housing measures
- Community resource officers
- Education and outreach
- Food bank assistance
- Shelter and/or transitional housing
- Hygiene stations
- Operation costs
- Outreach workers
- Prevention

With a \$50,000 guarantee for all cities, and a \$40.00 per resident multiplier in place, based on the April 19, 2022, PSU population estimates, the total amount requested would equal \$123,575,800.00 annually.

For cities located in Region 4, a \$40 per resident allocation equates to an annual allocation of the dollar amounts denoted below:

- Adair Village - \$52,720
- Albany - \$2,287,960
- Brownsville - \$68,200
- Coburg - \$52,880
- Corvallis - \$2,304,040
- Cottage Grove - \$431,680
- Creswell - \$227,360
- Eugene - \$7,025,040
- Halsey - \$50,000
- Harrisburg - \$146,320
- Junction City - \$281,280
- Lebanon - \$764,880
- Lowell - \$50,000
- Mill City - \$80,480
- Millersburg - \$123,720
- Monroe - \$50,000
- Oakridge - \$129,520
- Philomath - \$227,280
- Scio - \$50,000
- Sodaville - \$50,000
- Springfield - \$2,494,080
- Sweet Home - \$395,720
- Tangent - \$50,000
- Veneta - \$210,840
- Waterloo - \$50,000
- Westfir - \$50,000

Capital Allocation

In addition to the direct allocations, the Taskforce's proposal requires a meaningful allocation from the State for coordinated capital construction investments for specific shelter and transitional housing projects, statewide. It is expected that a final dollar amount for needed capital construction investments will equal between \$125 to \$175 million. The OMA is seeking information from Oregon cities about any needs they may have for capital construction investments from the state in their local responses to addressing the homelessness crisis.

Request for Support

The OMA Homelessness Taskforce and the OMA Board of Directors seek the support of Oregon's 241 cities for the above-described proposal. In an effort to present the legislature

and Oregon's next governor with a truly coordinated and collaborative proposal, the OMA hopes to submit its legislative request with as many city partners as possible.

To explain the statewide nature of this crisis, the League of Oregon Cities (LOC), in partnership with the OMA, has secured the services of a communications specialist to work directly with cities interested in supporting the OMA proposal. The communications specialist will work directly with interested cities to develop a one-page document that outlines a city's unique experience with homelessness, and how the funding proposed by the OMA would help the city respond to, or even prevent, homelessness in their community. Work performed by the consultant in support of the OMA proposal will be paid for by the LOC.

Oregon's mayors are leading the on-the-ground response on homelessness, and the prevention thereof, but cities cannot do so alone and need joint leadership from state government to support cities and our county partners. The OMA Taskforce has called on Oregon's next governor and legislature to fund the services and housing needed to make an impact on Oregon's homelessness crisis; the support of Region 4 cities will go a long way to expressing the importance and impact of this proposal.

If your city is interested in supporting the proposal, please contact any of the LOC staff persons listed below as soon as possible, ideally cities wishing to provide support to the proposal should make contact no later than November 4th.

- Patty Mulvihill, LOC Interim Executive Director – pmulvihill@orcities.org
- Ariel Nelson, LOC Housing & Land Use Lobbyist – anelson@orcities.org
- Angela Speier, Projects & Affiliates Manager – aspeier@orcities.org

City of Sodaville

Request for Proposal 2022-2 - Well Planning Services

PURPOSE OF RFP:

The City of Sodaville, Oregon is seeking the services of a qualified experienced contractor to provide design and engineering services for the purchase and conversion of a private well into a municipal well.

SCHEDULE OF EVENTS:

PROPOSAL SUBMISSION DEADLINE:

Proposal must be received by 12:00 pm Thursday, December 8, 2022

TIMELINE:

Selection Process, Board Approval and Contract will be signed Thursday, December 17th, 2022.

SCOPE OF SERVICES:

The firm selected will provide as part of the contract the Well services outlined in Section I of this document.

MINIMUM QUALIFICATIONS OF OFFERORS:

Respondents to the request shall provide at a minimum those items disclosed in Section II of this document.

CONTACT FOR COPY OF RFP:

Alex McHaddad, City Recorder Ph. (541) 258-8882 Email: sodaville@cityofsodaville.org

CITY BACKGROUND

The City of Sodaville is a municipal corporation in Linn County, Oregon. The City provides a range of municipal services by staff, including, water, parks and street maintenance, street lighting, planning and development, and general administration.

The City is receiving an IFA loan to convert an existing private well into a municipal well. In order to move forward with the project, Business Oregon requires that the City provide an engineering plan to detail the process of converting the well, and project a completion date.

SECTION I – SCOPE OF SERVICES

Initial condition assessment of Well No. 3 will involve the following activities to review the following and any other available information pertaining to Well No. 3:

- Complete Well Survey/Assess Current Well Condition.
- Well performance data provided by the City, including historical pumping rates and water level measurements, or any other related documentation that may be available.
- Other information required by contractor to perform services.

SECTION II – PROPOSAL REQUIREMENTS

Proposal Information:

The preparation of the proposal, including visits to the site prior to submission of the proposal, shall be at the expense of the Proposers. All prices and notations must be typewritten or written in ink. Any markings in pencil shall not form part of the proposal and shall be disregarded by the City. Any changes or corrections in the proposal must be initiated in ink by the person signing the proposal. No telephonic or telegraphic proposals are acceptable.

Please respond to the items listed below:

1. Provide a detailed description of your assessment approach and work product delivered on similar engagements including potential dates for onsite work.
2. Explain how you would propose to use City personnel to assist you during the assessment, and indicate the approximate time requirement.

Cost Evaluation

The evaluation of the proposed fees of all qualifying proposals will be based upon the responses to the two areas listed below. The selection committee will consider the overall cost and the proposed service. These factors are important in evaluating the reasonableness of the fee and the respondent's understanding of the project requirements. The selection process will be based mainly on the contractor's experience, qualifications, innovation, prior experience with providing this type of service, ability to supply specific materials as specified, and readiness to serve.

1. A detailed fixed-fee schedule (including out-of-pocket expenses) for services. Identify the estimated number of hours each expected to spend on this assessment.
2. Provide your firm's billing rates for all applicable classifications of professional personnel, as the City may require additional billable services. Discuss the method used in charging for any special requests, reports or broadening of the scope of services.
3. Please identify what additional "first time through" hours and costs, if any, that may be required of your firm and the City staff.

Certificate of Insurance

Proof of insurance is not required to be submitted with your proposal but will be required prior to the City's award of the contract.

Statement of Qualifications, Experience, and Reference

The information provided in this section should describe the qualifications of the firm and key staff performing projects within the past five years that are similar in scope and size to demonstrate competence to perform these services.

1. Names of key staff that will participate on proposed assessment and their specific responsibilities
2. The Contractor shall list the name, address, and phone number of all subcontractors that will perform specific work on the project including:
 - a. A brief description of type and extent of services provided
 - b. Completion dates (estimated, if not yet completed)
 - c. Total costs of the projects
3. List of rigs, equipment, etc., owned by the contractor and availability to fulfill the scope of work in this RFP

4. There should be included in the section “Brief resumes of key personnel” who will provide these services demonstrating their qualifications and experience. Resumes should highlight education, relevant experience, licenses, and specific responsibilities for services described.

SECTION III – EVALUATION OF PROPOSALS

Proposals will be evaluated based on the submission requirements listed above to determine which firm best meets the needs of the City. Each Proposer is responsible for examining this Notice Inviting Proposals and submitting its proposal complete and in conformance with these Instructions.

SECTION IV – PROPOSAL SUBMISSION

You may ask questions about this RFP by calling the City Recorder as listed on page 1 of this RFP. Information provided to any proposer will be placed in e-mail format and forwarded to all proposers. In order to be considered, six copies of your proposal in a sealed envelope must be delivered by the due date and at the address listed on page 1 of this RFP. Proposals received after the specified time and date cannot be considered, and will be returned unopened. A digital copy must also be emailed to the City Recorder.

SECTION V – ORAL STATEMENTS

The City of Sodaville is not responsible for oral statements made by any of their employees or agents concerning this Invitation to Proposal. If a Proposer requires specific information, it must request that it be supplied in writing by the City of Sodaville.

SECTION VI - CONTRACT PAYMENT

The Contractor will be paid for satisfactory work performed under the Contract once the project is completed. The Contractor shall submit a detailed invoice and all reports required in the Contract for work performed. Compensation funds will be provided to the City through the IFA loan once Business Oregon receives the engineering report.

- a) This invoice shall be in accordance with the contract unit prices and shall become the basis for payment.
- b) This invoice shall be subject to review and approval by the City's Representative.
- c) All submitted invoices shall be paid within thirty (30) days of approval by the City.
- d) Any charges in the invoice not approved by the City's Representative shall not be paid by the City.

SECTION VII - SPECIFICATIONS NOT CONTRACTUAL

Nothing contained in this Notice Inviting Proposals shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer regarding this Notice Inviting Proposals.