



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

CITY COUNCIL

April 14, 2020
Council Chambers • 411 SW 9th Street

COUNCIL MEMBERS

George Endicott
Mayor

Jay Patrick
Council President

Jon Bullock
Councilor

Joe Centanni
Councilor

Krisanna
Clark-Endicott
Councilor

Camden King
Councilor

Ginny McPherson
Councilor

APRIL 14, 2020

REGULAR MEETING AGENDA

6:00 PM

- I. **CALL TO ORDER / ESTABLISH A QUORUM**
- II. **COMMENTS FROM CITIZENS AT THE MEETING - Anyone wishing to address the Council regarding items not on the agenda should email their comments to publictestimony@ci.redmond.or.us by 4:00 p.m. on April 14, 2020.**
- III. **PRESENTATIONS**
 - A. COVID-19 Update
- IV. **PROCLAMATIONS**
 - A. Older Americans Month
- V. **BID AWARDS / BID REJECTIONS**
 - A. 2020 Overlay Project (\$339,184.30)
 - B. Hay Harvesting/Brokerage Services (\$200,000)
- VI. **ACTION ITEMS**
 - A. ODOT Immediate Opportunity Fund Grant Agreement No. 33363 for extension of SW 6th Street to support industrial development (\$162,500)
 - B. Amendment #2 to City Contract #2019-13 with Murraysmith, Inc. to expand scope to update to the Water System Master Plan (\$92,263) (Project WA1902)
- VII. **MAYOR'S COMMENTS**
 - A. Commission/Committee Appointments
 - i. Appointment of Aubrey Oslund to the Budget Committee, term expiring December 31, 2022.
 - ii. Appointment of Aubrey Oslund to the Historic Landmarks Commission, term expiring December 31, 2023.
- VIII. **COUNCIL COMMENTS**
- IX. **CITY MANAGER COMMENTS**

X. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING - - Anyone wishing to address the Council regarding items not on the agenda should email their comments to publictestimony@ci.redmond.or.us by 4:00 p.m. on April 14, 2020.

XI. EXECUTIVE SESSION

Oregon Law permits public bodies to meet in executive session to discuss specific matters which are not open to the public. Final actions or decisions on these matters will be made during regular session.

- A. Litigation – ORS 192.660(2)(h) authorizes executive sessions “to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.”
- B. Real Property – ORS 192.660(2)(e) authorizes executive session “to conduct deliberations with persons designated by the governing body to negotiate real property transactions.”

Under the provisions of the Oregon Public Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.

XII. MOTIONS AS A RESULT OF EXECUTIVE SESSION

XIII. ADJOURN

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 6:00 p.m. on the 2nd and 4th Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 6:00 p.m.

The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or access@ci.redmond.or.us. Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting.

The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities

City of Redmond PROCLAMATION

A proclamation designating the month of May 2020 as

OLDER AMERICANS MONTH

WHEREAS, Central Oregon includes a growing number of older Americans who enrich our community through their diverse life experiences; and

WHEREAS, the City of Redmond and the Council on Aging of Central Oregon are committed to strengthening our community by connecting with and supporting older adults, their families, and caregivers and acknowledging their many valuable contributions to society; and

WHEREAS, the City of Redmond and the Council on Aging of Central Oregon recognize the importance of bringing together all generations and engaging in activities that promote physical, mental, and emotional well-being for the benefit of all; and

WHEREAS, the City of Redmond and the Council on Aging of Central Oregon can enhance the lives of older Americans in our community by:

- promoting home- and community-based services that support independent living;
- involving older adults in community events and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Redmond, Oregon, hereby proclaims May 2020 as **OLDER AMERICANS MONTH** in the City of Redmond. We urge every resident to take time during this month to recognize older adults and the people who serve them as essential and valuable members of our community.

APPROVED by the City Council and **SIGNED** by the Mayor this 14th day of April 2020.

The City of Redmond, Oregon

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder



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STAFF REPORT

DATE: April 14, 2020
TO: Redmond City Council
Keith Witcosky, City Manager
THROUGH: John Roberts, Deputy City Manager
Bill Duerden, Public Works Director
FROM: Brad Haynes, Street Operations Manager
SUBJECT: 2020 Overlay Project (\$339,184.30)

Addresses Council Goal:

3. Preserve and enhance the City's infrastructure to position the City to accommodate growth.

Report in Brief:

This item requests City Council award the 2020 Overlay Project to Tri-County Paving, LLC in the amount of \$339,184.30.

Background:

The City maintains approximately 172 miles of roadway valued at more than \$150 million. Each year, the City invests in maintaining and improving this asset through a variety of surface treatments to include crack sealing, slurry seals and overlays. The City uses a computerized pavement management program and a third-party consultant to assist with prioritizing streets for treatment in order to maintain a Pavement Condition Index rating in the low 80's (Good Condition). Approximately 1.66 miles of City streets were identified for overlay treatment as indicated on the attached map.

Discussion:

The City of Redmond publicly advertised the 2020 Overlay Project with an Invitation to Bid (ITB) on February 5, 2020 per ORS Section 279C. Four bids were received and publicly read on February 26, 2020. Bids were received from the following contractors:

1. Seven Peaks Paving, LLC	\$327,327.27
2. High Desert Aggregate	\$330,820.00
3. Tri-County Paving, LLC	\$339,184.30
4. Knife River Corporation	\$427,610.00

Seven Peaks Paving, LLC and High Desert Aggregate did not submit all required items as specified in the ITB documents and were considered non-responsive bidders. Tri-County Paving, LLC was the lowest responsible bidder with a bid slightly above the City estimate of \$320,000. Notice of Intent to Award was issued on March 2, 2020 with no protests received. This project has a completion date of June 30, 2020.

Fiscal Impact:

Funding for this expenditure is included in the FY 2019/20 budget within the Transportation (\$329,322.30) and Airport (\$9,862) funds (see attached).

Alternative Courses of Action:

1. Approve the contract.
2. Request additional information.
3. Reject all bids for asphalt overlay work.

Recommendation / Suggested Motion:

"I move to award the 2020 Overlay Project to Tri-County Paving, LLC in the amount of \$339,184.30 and authorize the City Manager to execute the contract."

BUDGET DETAIL

Airport Fund		FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Proposed Budget	FY 2019/20 Approved Budget	FY 2019/20 Adopted Budget
53300-02-000-06-00-75	Parts & Inventory	15,456	19,077	21,855	11,578	11,578	11,578
53300-02-000-06-00-77	Fuel	1,634	1,707	1,700	3,000	3,000	3,000
53300-02-000-06-00-84	Systems Maintenance	41,164	29,822	36,385	30,500	30,500	30,500
53300-02-000-06-00-86	Licenses & Permits	1,282	2,351	3,100	3,300	3,300	3,300
53300-02-000-06-00-87	Employee Physicals	815	571	750	850	850	850
53300-02-000-06-00-88	Employee/Volunteer Recogn	1,915	1,793	1,400	1,400	1,400	1,400
53300-02-000-06-00-90	Software Licenses	15,000	12,259	3,950	3,600	3,600	3,600
53300-02-000-06-00-92	Software Maintenance	2,081	12,050	7,000	7,700	7,700	7,700
53300-02-000-06-00-94	Temporary Personnel Services	25,927	48,001	20,000	40,000	40,000	40,000
53300-02-000-06-00-97	Chgs Svc From Other Fund	23,704	30,224	28,843	142,544	142,544	142,544
53300-02-000-06-00-98	Contractual Services	360,059	434,728	498,550	529,800	529,800	529,800
53300-02-000-06-01-10	Liability Claims	299	-	-	-	-	-
53300-02-000-06-01-20	Security Program	243,438	348,307	424,328	437,703	437,703	437,703
53300-02-000-06-01-99	Debt Issue Costs	-	-	99,922	-	-	-
53300-02-000-06-85-05	ISF Central Services	331,131	360,773	402,913	471,050	471,050	471,050
53300-02-000-06-85-10	ISF IT	53,358	57,222	55,615	54,499	54,499	54,499
53300-02-000-06-85-15	ISF Risk Management	78,327	89,805	87,399	68,219	68,219	68,219
53300-02-000-06-85-30	ISF Fleet Services	36,304	42,104	41,610	54,674	54,674	54,674
53300-02-000-06-85-40	ISF Facilities Maintenance	40,694	46,389	58,042	52,923	52,923	52,923
TOTAL MATERIALS & SERVICES		1,757,844	2,038,427	2,299,600	2,493,344	2,493,344	2,493,344
Capital Outlay							
53300-02-000-07-00-03	Machinery & Equipment	145,336	93,347	87,875	117,000	117,000	117,000
53300-02-000-07-00-04	Heavy Equipment	-	38,300	25,000	148,000	148,000	148,000
53300-02-000-07-00-06	Vehicles	22,939	62,777	70,000	-	-	-
53300-02-000-07-00-14	Building-New Construction	6,869	-	-	-	-	-
53300-02-000-07-00-20	Building-Remodeling	-	-	65,000	5,000	5,000	5,000
53300-02-000-07-00-50	Public Artwork	9,000	-	16,000	15,000	15,000	15,000
53300-02-000-07-01-02	Infrastructure	-	-	-	350,000	350,000	350,000
53300-02-000-07-01-03	Design	-	12,044	-	-	-	-
TOTAL CAPITAL OUTLAY		184,144	206,467	263,875	635,000	635,000	635,000
Debt Service							
53300-02-000-08-00-37	03-Forest Svc-FFC-P	115,000	120,000	505,000	-	-	-
53300-02-000-08-00-38	03-Forest Svc-FFC-I	37,325	31,000	24,400	-	-	-
53300-02-000-08-00-41	07-Forest Svc-REV-P	69,086	74,508	80,356	86,445	86,445	86,445
53300-02-000-08-00-42	07-Forest Svc-REV-I	98,685	93,263	87,416	81,327	81,327	81,327
53300-02-000-08-00-45	09-Terminal Exp-FFC-P	225,000	235,000	245,000	-	-	-
53300-02-000-08-00-46	09-Terminal Exp-FFC-I	407,392	398,390	199,397	-	-	-
53300-02-000-08-00-47	09-Terminal Exp-REV-P	280,000	290,000	-	-	-	-
53300-02-000-08-00-48	09-Terminal Exp-REV-I	742,061	728,048	356,425	-	-	-
53300-02-000-08-00-49	12-USB-FFC-2000-Forest Svc-P	100,000	100,000	100,000	105,000	105,000	105,000
53300-02-000-08-00-50	12-USB-FFC-2000-Forest Svc-I	11,900	9,899	7,900	5,650	5,650	5,650
53300-02-000-08-00-53	14-BoFA-ESPC-P	31,562	34,583	37,757	41,091	41,091	41,091
53300-02-000-08-00-54	14-BoFA-ESPC-I	23,692	22,700	21,615	20,431	20,431	20,431
53300-02-000-08-00-57	15-USB-FFC-2005-Parking Lot-P	170,000	200,000	205,000	210,000	210,000	210,000
53300-02-000-08-00-58	15-USB-FFC-2005-Parking Lot-I	70,550	66,849	63,775	55,550	55,550	55,550
53300-02-000-08-00-59	16-USB-FFC-Forest Svc-P	80,000	100,000	100,000	100,000	100,000	100,000
53300-02-000-08-00-60	16-USB-FFC-Forest Svc-I	99,647	80,597	78,498	76,398	76,398	76,398
53300-02-000-08-00-61	19-USB-FFC-2009-Term Exp-P	-	-	-	775,000	775,000	775,000
53300-02-000-08-00-62	19-USB-FFC-2009-Term Exp-I	-	-	-	787,075	787,075	787,075
53300-02-000-08-00-64	19-USB-FFC-SRE-I	-	-	-	428,875	428,875	428,875
53300-02-000-08-00-65	19-USB-FFC-Parking Lot Exp-P	-	-	-	275,000	275,000	275,000
53300-02-000-08-00-66	19-USB-FFC-Parking Lot Exp-I	-	-	-	102,754	102,754	102,754
TOTAL DEBT SERVICE		2,561,900	2,584,837	2,112,539	3,150,596	3,150,596	3,150,596
Transfers							
53300-02-000-09-00-41	Interfund Loan Payment	5,053,997	-	-	-	-	-
TOTAL TRANSFERS		5,053,997	-	-	-	-	-
Special Payments							
53300-02-000-10-00-00	Special Payments	120,501	-	20,348,544	-	-	-
TOTAL SPECIAL PAYMENTS		120,501	-	20,348,544	-	-	-
Intrafund Transfers							
53300-02-000-13-00-66	Intrafund Tfrs-to DS	(23,734)	199,342	182,359	-	-	-
53300-02-000-13-00-81	Intrafund Tfrs-to CP	942,228	1	2,236,627	151,864	151,864	151,864
TOTAL INTRAFUND TRANSFERS		918,494	199,343	2,418,986	151,864	151,864	151,864
Contingency							
53300-02-000-11-00-00	Contingency	-	-	1,131,897	1,318,309	1,318,309	1,318,309
TOTAL CONTINGENCY		-	-	1,131,897	1,318,309	1,318,309	1,318,309
Reserve							
53300-02-000-12-00-20	Reserve for Future Expend	-	-	2,603,821	7,582,676	7,582,676	7,582,676
TOTAL RESERVE		-	-	2,603,821	7,582,676	7,582,676	7,582,676
TOTAL PROGRAM EXPENDITURE		11,273,112	5,718,822	32,099,715	16,514,132	16,514,132	16,514,132
NET PROGRAM		3,372,918	5,350,112	(132,694)	(293,491)	(293,491)	(293,491)

BUDGET DETAIL

Transportation Fund		FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Proposed Budget	FY 2019/20 Approved Budget	FY 2019/20 Adopted Budget
22118-01-000-06-00-86	Licenses & Permits	194	153	250	250	250	250
22118-01-000-06-00-87	Employee Physicals	858	413	400	500	500	500
22118-01-000-06-00-88	Employee/Volunteer Recogn	280	-	-	-	-	-
22118-01-000-06-00-90	Software Licenses	2,404	5,933	10,000	10,000	10,000	10,000
22118-01-000-06-00-97	Chgs Srv From Other Fund	21,846	25,268	41,068	39,168	39,168	39,168
22118-01-000-06-00-98	Contractual Services	188	3,882	1,400	1,400	1,400	1,400
22118-01-000-06-85-05	ISF Central Services	72,144	79,455	82,990	86,723	86,723	86,723
22118-01-000-06-85-10	ISF IT	15,318	16,877	25,065	22,401	22,401	22,401
22118-01-000-06-85-15	ISF Risk Management	7,780	9,966	9,693	9,033	9,033	9,033
TOTAL MATERIALS & SERVICES		552,416	622,138	612,216	632,270	632,270	632,270
Capital Outlay							
22118-01-000-07-00-03	Machinery & Equipment	-	7,500	4,400	-	-	-
TOTAL CAPITAL OUTLAY		-	7,500	4,400	-	-	-
TOTAL SUB-FUND EXPENDITURE		1,063,952	1,213,162	1,306,552	1,344,945	1,344,945	1,344,945
NET SUB-FUND		(82,012)	(51,184)	-	-	-	-

Sub-fund: Transportation - Infrastructure Maintenance

Resources							
22161-01-000-04-30-50	STP Funds	-	-	-	309,000	309,000	309,000
22161-01-000-04-80-10	Interest - Investment	4,338	8,060	4,000	10,000	10,000	10,000
22161-01-000-04-86-10	Intrafund Tfrs-from Operations	983,500	1,000,000	1,150,000	1,160,000	1,160,000	1,160,000
22161-01-000-04-99-00	Beginning Fund Balance	255,673	422,127	398,024	363,495	363,495	363,495
TOTAL RESOURCES		1,243,511	1,430,187	1,552,024	1,842,495	1,842,495	1,842,495
Materials & Services							
22161-01-000-06-02-05	Asphalt Maintenance	352,665	407,216	620,000	320,000	320,000	320,000
22161-01-000-06-02-10	Bridge Maintenance	-	-	40,000	90,000	90,000	90,000
22161-01-000-06-02-15	Signage	47,390	68,930	45,000	55,000	55,000	55,000
22161-01-000-06-02-20	Surface Seals	250,602	339,954	320,000	657,500	657,500	657,500
22161-01-000-06-02-25	Sidewalk Maint	25,092	27,950	30,000	30,000	30,000	30,000
22161-01-000-06-02-30	Striping	39,578	17,340	45,000	45,000	45,000	45,000
22161-01-000-06-02-35	Legend Painting	21,567	30,095	25,000	25,000	25,000	25,000
22161-01-000-06-02-40	Vegetation Maintenance	22,009	3,843	15,000	15,000	15,000	15,000
22161-01-000-06-02-45	Street Sweeping	6,363	6,451	8,000	10,000	10,000	10,000
22161-01-000-06-02-50	Shoulder Maintenance	12,680	8,813	15,000	15,000	15,000	15,000
22161-01-000-06-02-55	Concrete Repair	34,055	54,625	55,000	55,000	55,000	55,000
22161-01-000-06-02-60	Snow & Ice Maintenance	9,383	5,214	6,000	6,000	6,000	6,000
TOTAL MATERIALS & SERVICES		821,384	970,429	1,224,000	1,323,500	1,323,500	1,323,500
Reserve							
22161-01-000-12-00-20	Reserve for Future Expend	-	-	328,024	518,995	518,995	518,995
TOTAL RESERVE		-	-	328,024	518,995	518,995	518,995
TOTAL SUB-FUND EXPENDITURE		821,384	970,429	1,552,024	1,842,495	1,842,495	1,842,495
NET SUB-FUND		422,127	459,758	-	-	-	-

Sub-fund: Transportation - Capital Vehicle & Equipment

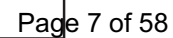
Resources							
22163-01-000-04-80-10	Interest - Investment	84	64	-	-	-	-
22163-01-000-04-86-10	Intrafund Tfr - from Operations	165,000	165,000	170,000	225,000	225,000	225,000
22163-01-000-04-99-00	Beginning Fund Balance	143,547	46,313	22,000	155,000	155,000	155,000
TOTAL RESOURCES		308,630	211,377	192,000	380,000	380,000	380,000
Capital Outlay							
22163-01-000-07-00-03	Machinery & Equipment	34,427	50,930	-	-	-	-
22163-01-000-07-00-04	Heavy Equipment	227,890	83,366	175,000	215,000	215,000	215,000
22163-01-000-07-00-06	Vehicles	-	41,434	-	55,000	55,000	55,000
TOTAL CAPITAL OUTLAY		262,317	175,730	175,000	270,000	270,000	270,000
Reserve							
22163-01-000-12-00-20	Reserve for Future Expend	-	-	17,000	110,000	110,000	110,000
TOTAL RESERVE		-	-	17,000	110,000	110,000	110,000
TOTAL SUB-FUND EXPENDITURE		262,317	175,730	192,000	380,000	380,000	380,000
NET SUB-FUND		46,313	35,647	-	-	-	-

Sub-fund: Transportation - SDC Improvement

Resources							
22179-01-000-04-80-10	Interest - Investment	48,476	86,360	40,000	138,000	138,000	138,000
22179-01-000-04-75-45	Installment Pymt-Int	262	272	-	-	-	-
22179-01-000-04-75-10	SDC's Improvement	194,880	402,823	455,992	584,541	584,541	584,541
22179-01-000-04-75-40	Installment Improve-Princ	432	653	-	-	-	-



— Overlay, 2020





2020 OVERLAY PROJECT

CONTRACT AWARD

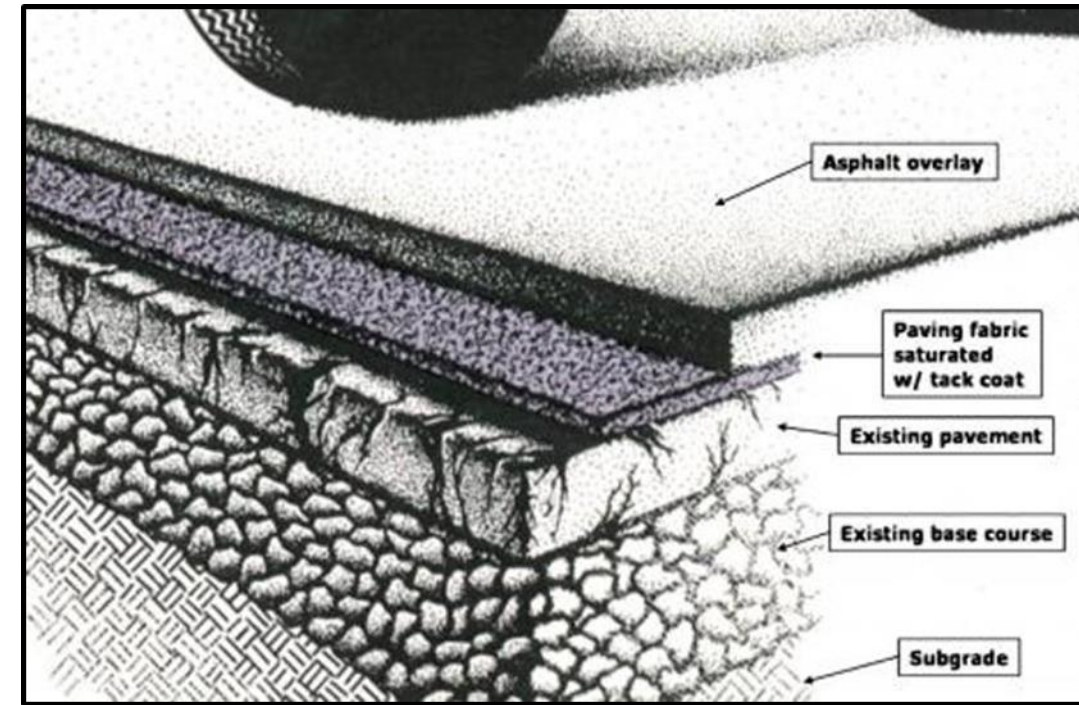
CITY COUNCIL MEETING

APRIL 14, 2020



WHY/WHAT

- PREVENTATIVE TREATMENT TO EXTEND PAVEMENT LIFE
- ADA UPDATE TO CURB RAMP
- GRIND AT CURB LINE TO MAINTAIN CURB HEIGHT





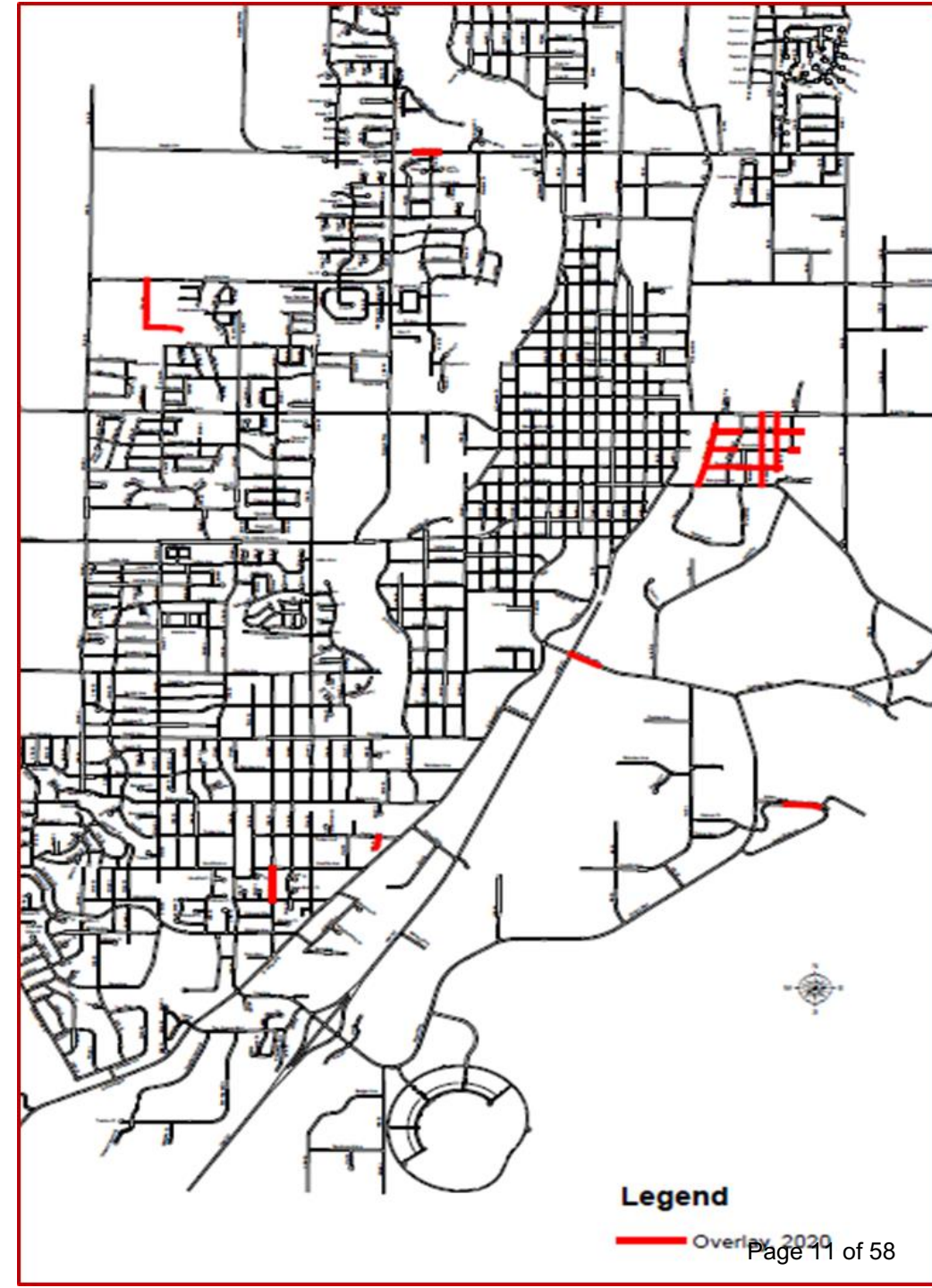
WORK ACTIVITIES





SCOPE

- 21,000 SQUARE YARDS OF PAVEMENT REMOVAL
- 1.66 MILES OF OVERLAY
- TAPER GRIND AT THE CURB
- INCLUDES PORTION OF TERMINAL DRIVE





CONTRACT

CONTRACT BID SUMMARY:

BIDS RECEIVED (4):

SEVEN PEAKS PAVING, LLC

HIGH DESERT AGGREGATE & PAVING

TRI COUNTY PAVING, LLC

KNIFE RIVER CORPORATION

BID AMOUNT:

\$327,327.27**

\$330,820.00**

\$339,184.30

\$427,610.00

ESTIMATE

\$320,000.00

** DID NOT MEET ALL REQUIREMENTS OF THE INVITATION TO BID

PROJECT COMPLETION DATE:

JUNE 30, 2020



QUESTIONS?



CITY OF REDMOND

411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

STAFF REPORT

DATE: April 14, 2020
TO: Redmond City Council
Keith Witcosky, City Manager
THROUGH: John Roberts, Deputy City Manager
Bill Duerden, Public Works Director
FROM: Ryan Kirchner, Wastewater Division Manager
SUBJECT: Hay Harvesting/Brokerage Services (\$200,000)

Addresses Council Goal:

- 1.A.iv.: Provide City water and wastewater operations to meet or exceed public health standards.
- 1.B.vi.: Seek opportunities to strategically use City capital assets such as buildings and properties.

Report in Brief:

This item requests City Council approval to enter into a contract with Steve Fox Construction to provide hay harvesting and brokerage services in a not to exceed amount of \$40,000 per year. The contract has a five-year term for a total contract price not to exceed \$200,000.

Background:

The City owns 146 acres of hay fields for use as an essential component of the Water Pollution Control Facility treatment process. Recycled water and bio-solids from the treatment plant are applied to the hay fields during the spring and summer months as an economical means for disposal. Hauling bio-solids to an approved disposal site (landfill) is the only alternative and is significantly more expensive.

The City procures services to perform custom cutting, raking, tending, baling and brokering of the hay produced. Over the last five years, the City has cut, baled, and sold an average of 473 tons of hay per year resulting in approximately \$40,000 per year in revenue to help offset operational costs within the Wastewater Fund.

Discussion:

The City solicited a Request for Proposals per ORS 279B and the Redmond City Code. Three proposals were received and evaluated by a committee based on the following criteria:

1. Understanding the City of Redmond's hay operations
2. Contractor's past projects
3. Qualifications and location/availability of resources
4. Knowledge of City, State, and Federal requirements
5. Any exceptions to the Terms & Conditions of the contract
6. Bid Schedule prices and mark up percentage

The table below provides the price comparison of the proposals assuming an average yield of 473 tons of hay per year.

Contractors	Annual Contract Total:	5 Year Contract Total:
Gamble Land and Livestock	\$30,272.00	\$151,360.00
Steve Fox Construction	\$31,312.60	\$156,563.00
Jacobs Farms	\$39,259.00	\$196,295.00

Based on a comparative evaluation of the overall qualifications, Steve Fox Construction was selected by the committee. The annual fee of \$31,312.60 is slightly above the City estimate of \$30,000. Steve Fox Construction is the incumbent contractor and has provided reliable and responsible services to the City for the last five years.

The estimated annual difference between the lowest proposal (Gamble Land and Livestock) and Steve Fox Construction is \$1,040.60 per year. The desirable qualifications possessed by Steve Fox Construction offset the slight difference in annual fees over the lowest proposal by Gamble Land and Livestock.

The contract has a five-year term and is expected to expire on December 31, 2024. The City and contractor may renegotiate fees as industry prices change upon mutual agreement through contract amendment. A not to exceed amount of \$40,000 per year and \$200,000 for the full term of the contract is established to account for years that exceed the average yield of hay. Notice of Intent to Award was issued March 17, 2020.

Fiscal Impact:

Funding for Hay Harvesting and Brokering Services is included in the FY 2019/2020 budget within the Wastewater Division Sub-Fund: Irrigation Site Maintenance – 53200-02-000-06-00-18. \$40,000 was funded for FY 2019/2020.

Alternative Courses of Action:

- 1: Approve the contract.
- 2: Request additional information.
- 3: Deny the contract.

Recommendation / Suggested Motion:

"I move to authorize the City Manager to enter into a five-year service contract with Steve Fox Construction for Hay Harvesting and Brokerage Services in the amount not to exceed \$200,000 and no more than \$40,000 per year."

BUDGET DETAIL

Wastewater Fund		FY 2016/17 Actual	FY 2017/18 Actual	FY 2018/19 Budget	FY 2019/20 Proposed Budget	FY 2019/20 Approved Budget	FY 2019/20 Adopted Budget
53200-02-000-06-00-85	Property Lease	-	10,623	10,040	10,740	10,740	10,740
53200-02-000-06-00-86	Licenses & Permits	-	23,169	15,000	34,600	34,600	34,600
53200-02-000-06-00-87	Employee Physicals	-	1,119	1,100	1,300	1,300	1,300
53200-02-000-06-00-88	Employee/Volunteer Recogn	-	1,367	800	800	800	800
53200-02-000-06-00-90	Software Licenses	-	1,970	15,000	10,000	10,000	10,000
53200-02-000-06-00-92	Software Maintenance	-	31,192	41,500	48,500	48,500	48,500
53200-02-000-06-00-94	Temporary Personnel Services	-	410	3,000	2,000	2,000	2,000
53200-02-000-06-00-97	Chgs Srvs From Other Fund	-	193,228	259,463	208,767	208,767	208,767
53200-02-000-06-00-98	Contractual Services	-	92,068	170,100	395,900	395,900	395,900
53200-02-000-06-85-05	ISF Central Services	-	317,227	341,672	421,604	421,604	421,604
53200-02-000-06-85-10	ISF IT	-	65,134	71,324	72,341	72,341	72,341
53200-02-000-06-85-15	ISF Risk Management	-	59,326	79,952	75,768	75,768	75,768
53200-02-000-06-85-30	ISF Fleet Services	-	125,890	111,047	108,835	108,835	108,835
53200-02-000-06-85-40	ISF Facilities Maintenance	-	77,316	96,736	176,410	176,410	176,410
TOTAL MATERIALS & SERVICES		-	2,168,779	2,472,251	3,062,508	3,062,508	3,062,508
Debt Service							
53200-02-000-08-00-13	DEQ Loans/Principal	-	669,053	1,359,687	275,663	275,663	275,663
53200-02-000-08-00-14	DEQ Loans/Interest	-	175,528	141,469	107,131	107,131	107,131
53200-02-000-08-00-53	14-BofA-ESPC-P	-	2,677	2,923	3,181	3,181	3,181
53200-02-000-08-00-54	14-BofA-ESPC-I	-	1,757	1,673	1,582	1,582	1,582
53200-02-000-08-00-59	16-USB-FFC-2000-WW Impr-P	-	185,000	190,000	195,000	195,000	195,000
53200-02-000-08-00-60	16-USB-FFC-2000-WW Impr-I	-	104,174	98,550	92,775	92,775	92,775
TOTAL DEBT SERVICE		-	1,138,189	1,794,302	675,332	675,332	675,332
Intrafund Transfers							
53200-02-000-13-00-61	Intrafund Tfrs-to IM	125,000	125,000	125,000	-	-	-
53200-02-000-13-00-63	Intrafund Tfrs-to CVE	200,000	400,000	400,000	350,000	350,000	350,000
53200-02-000-13-00-81	Intrafund Tfrs-to CP	-	(2,554)	-	-	-	-
TOTAL INTRAFUND TRANSFERS		325,000	522,446	525,000	350,000	350,000	350,000
Contingency							
53200-02-000-11-00-00	Contingency	-	-	623,780	777,077	777,077	777,077
TOTAL CONTINGENCY		-	-	623,780	777,077	777,077	777,077
Reserve							
53200-02-000-12-00-20	Reserve for Future Expend	-	-	1,445,891	1,615,122	1,615,122	1,615,122
TOTAL RESERVE		-	-	1,445,891	1,615,122	1,615,122	1,615,122
TOTAL PROGRAM EXPENDITURE		325,000	4,869,951	8,183,632	8,147,496	8,147,496	8,147,496
NET PROGRAM		6,229,008	2,458,313	-	-	-	-

Program: Collection

Personnel Services

53200-33-000-05-00-01	Regular Pay	345,573	-	-	-	-	-
53200-33-000-05-00-03	Overtime	1,967	-	-	-	-	-
53200-33-000-05-00-07	Stand-By Time	21,196	-	-	-	-	-
53200-33-000-05-20-11	Employer Social Security	22,322	-	-	-	-	-
53200-33-000-05-20-12	Employer Medicare	5,221	-	-	-	-	-
53200-33-000-05-20-30	Employer PERS	38,310	-	-	-	-	-
53200-33-000-05-20-41	Medical Insurance	73,210	-	-	-	-	-
53200-33-000-05-20-42	VEBA Contribution	8,338	-	-	-	-	-
53200-33-000-05-20-43	HRA Contribution	13,323	-	-	-	-	-
53200-33-000-05-20-50	Life Insurance	127	-	-	-	-	-
53200-33-000-05-20-51	Accidental D & D	22	-	-	-	-	-
53200-33-000-05-20-52	SAIF	5,442	-	-	-	-	-
53200-33-000-05-20-53	Long-Term Disability	787	-	-	-	-	-
53200-33-000-05-20-62	FSA	143	-	-	-	-	-
TOTAL PERSONNEL SERVICES		535,981	-	-	-	-	-

Materials & Services

53200-33-000-06-00-02	Office Supplies	1,168	-	-	-	-	-
53200-33-000-06-00-03	Housekeeping	2,447	-	-	-	-	-
53200-33-000-06-00-04	Uniforms and Clothing	3,945	-	-	-	-	-
53200-33-000-06-00-06	Small Tools & Minor Equip	14,076	-	-	-	-	-
53200-33-000-06-00-07	Safety Supplies	1,961	-	-	-	-	-
53200-33-000-06-00-10	Furnishings & Fixtures	2,914	-	-	-	-	-
53200-33-000-06-00-12	Building Maintenance	1,873	-	-	-	-	-
53200-33-000-06-00-17	Facility Maintenance	9,434	-	-	-	-	-
53200-33-000-06-00-19	Noticing	290	-	-	-	-	-
53200-33-000-06-00-20	Water/Sewer/Storm	3,042	-	-	-	-	-
53200-33-000-06-00-22	Utility Electric	8,359	-	-	-	-	-
53200-33-000-06-00-24	Phone & Internet	7,030	-	-	-	-	-
53200-33-000-06-00-25	Franchise Fees	239,065	-	-	-	-	-
53200-33-000-06-00-26	Postage	284	-	-	-	-	-
53200-33-000-06-00-37	Legal Fees	1,050	-	-	-	-	-
53200-33-000-06-00-41	Printing	40	-	-	-	-	-



2019/2020 HAY HARVESTING & BROKERAGE SERVICES CONTRACT AWARD

CITY COUNCIL MEETING

APRIL 14, 2020



BACKGROUND

FARM OPERATIONS:

- ORCHARD GRASS (HAY)
- PRODUCTION AVERAGES 473 TONS PER YEAR
- EFFLUENT - IRRIGATION
- BIOSOLIDS - FERTILIZER





SCOPE

CONTRACTED SERVICES:

- CUSTOM CUTTING
- RAKING
- TEDDING
- BALING
- BROKERING

CONTRACT TERM:

- FIVE YEARS EXPIRING
DECEMBER 31, 2024





PROPOSAL EVALUATION

EVALUATION FACTORS:

1. UNDERSTANDING THE CITY'S HAY OPERATIONS
2. CONTRACTOR'S PAST PROJECTS
3. QUALIFICATIONS AND RESOURCE AVAILABILITY
4. KNOWLEDGE OF CITY, STATE, AND FEDERAL REQUIREMENTS
5. EXCEPTIONS TO CONTRACT TERMS & CONDITIONS
6. COST INFORMATION





CONTRACT BID SUMMARY:

<u>PROPOSAL:</u>	<u>ANNUAL COST</u>	<u>TOTAL 5-YEAR CONTRACT COST</u>
GAMBLE LAND AND LIVESTOCK	\$30,272.00	\$151,360.00
STEVE FOX CONSTRUCTION	\$31,312.60	\$156,563.00
JACOBS FARMS	\$39,259.00	\$196,295.00

BASED ON THE EVALUATION FACTORS:

- **STEVE FOX CONSTRUCTION** WAS SELECTED BY THE COMMITTEE
 - BASED ON EXPERIENCE &
 - PREFERRED HAY BALE SIZE IDENTIFIED IN RFP

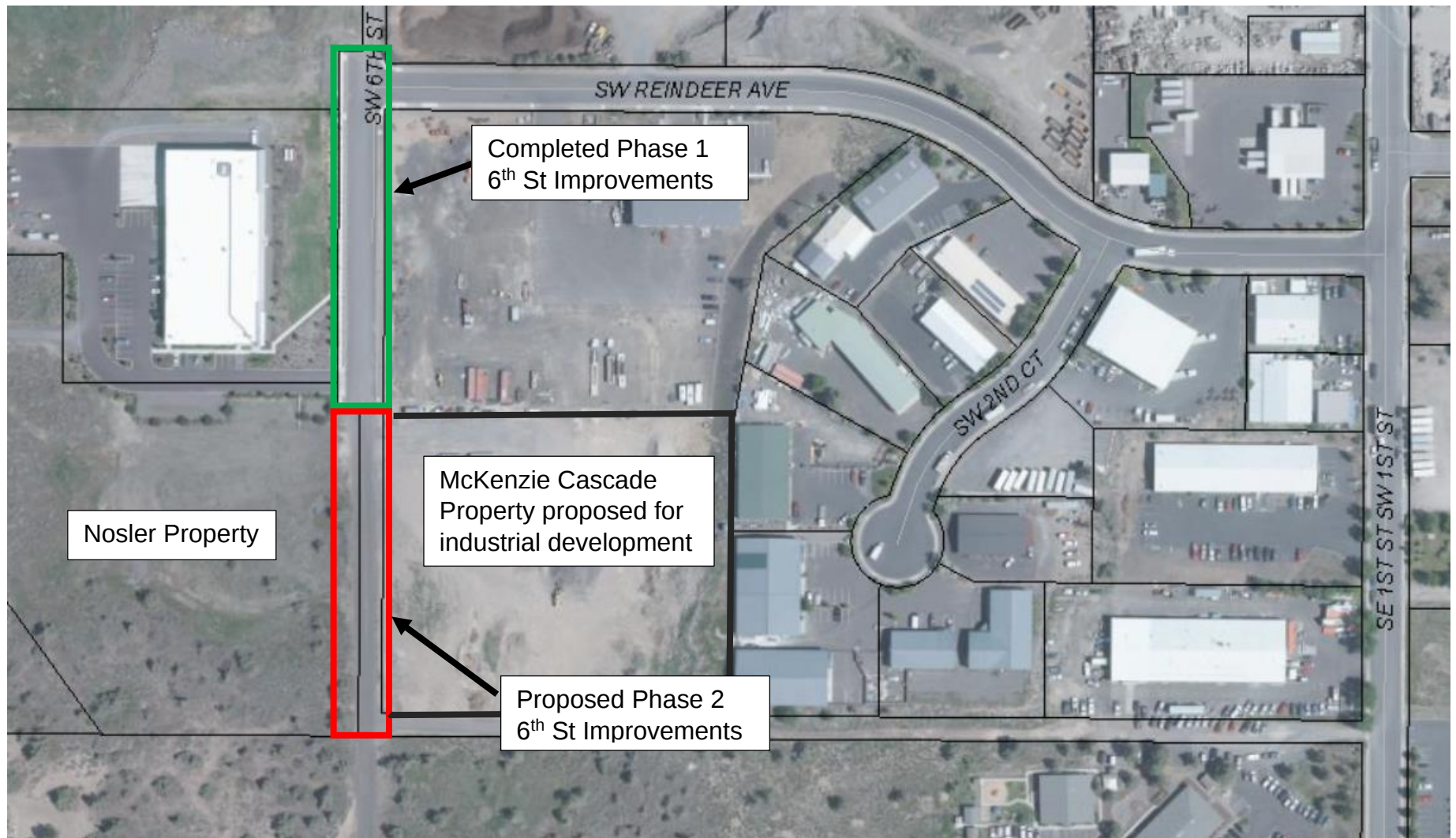
CONTRACT
AWARD



An aerial photograph of a landscape featuring several large, circular green fields, likely agricultural or water storage. A road runs vertically on the right side. A red location pin is placed on the road, with the text '5801 Northwe' next to it. The word 'QUESTIONS?' is overlaid in large white letters across the center of the image.

QUESTIONS?

5801 Northwe



**IMMEDIATE OPPORTUNITY FUND AGREEMENT
SW 6th Street Extension
City of Redmond**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State," and the CITY OF REDMOND, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. The Oregon Transportation Commission ("OTC") at its July 15, 1988, meeting approved establishing an Immediate Opportunity Fund ("IOF") to support primary economic development in Oregon through the construction and improvement of streets and roads. The OTC, at its meeting on March 19, 2015, revised the guidelines for the use of this fund. IOF funds are limited to Type B, revitalization of business or industrial centers to support economic development.
2. SW 6th Street is a part of the city street system under the jurisdiction and control of the City of Redmond.
3. By the authority granted in Oregon Revised Statute (ORS) [190.110](#), [366.572](#) and [366.576](#), State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting Parties.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Agency agrees to make roadway improvements near the future development of Nosler Investments and McKenzie Cascade that meets the IOF criteria. The improvements consist of upgrades to roadway structure to extend SW 6th Street. Upgrades will include embankment, grading, paving, street section, storm drain, and street lighting within existing right of way hereinafter referred to as "Project". The location of the Project is approximately as shown on the sketch map attached hereto, marked "Exhibit A," and by this reference made a part hereof.
2. The Total Project Cost is estimated to be \$325,000.00. The Oregon Business Development Department (OBDD) recommends use of Immediate Opportunity Funds for this Project. State agrees to provide Immediate Opportunity Funds not to exceed \$162,500.00 to help finance the road construction portion of this Project. Agency and/or others will provide the remaining Project funding.

3. This Agreement is effective on the date all required signatures are obtained and shall terminate upon completion of the Project and receipt of documentation of filled and created positions outlined under Agency obligations or ten (10) calendar years whichever is sooner.

STATE OBLIGATIONS

1. State shall, at its own expense, assign a Project liaison to monitor work performed. State shall review all environmental documents, Project plans, specifications, and cost estimates prepared by Agency or its consultants within twenty (20) working days of submittal by Agency and before advertisement of construction bids.
2. Once construction is underway, State shall as soon as practically possible and within 45 days following receipt of approved monthly itemized invoices, reimburse Agency for 50 percent of the eligible Project construction costs incurred until the total of \$162,500.00 of approved IOF Funds has been paid to Agency or until Project is completed, whichever occurs first. Travel expenses will not be reimbursed.
2. State certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of State, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind State.
3. State's Project Manager for this Project is Abbey Driscoll, Local Agency Liaison, 63055 N. Highway 97, Building M, Bend, Oregon 97703 (541) 388- 6064, abbey.driscoll@odot.state.or.us or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

AGENCY OBLIGATIONS

1. Agency, or its consultant, shall conduct the necessary preliminary engineering and design work required to produce final plans, specifications and cost estimates; obtain all required permits; arrange for all utility relocations or reconstruction; perform all construction engineering, including all required materials testing and quality documentation; prepare all bid documents; provide Project management services, and other necessary functions for sole administration of the contract.
2. Agency shall advertise and award all contracts, and pay all contractor costs. Within two (2) years after the Agreement execution date, unless granted an extension by State, Agency shall award a contract for construction of Project. Construction must be completed within five (5) years of the Agreement date. If either time limit expires, this Agreement shall terminate immediately with all Parties.
3. Agency shall ensure that State's contribution of fifty (50) percent of the actual road construction costs, not to exceed \$ 162,500.00, will be applied to preliminary

engineering and construction only. Agency shall be responsible for funding the remaining Project costs.

4. Agency shall submit to the assigned State Project Liaison all environmental documents, Project plans, specifications and cost estimates before advertisement for construction bids.
5. Agency shall lay out and paint the necessary lane lines and erect the required directional and traffic control signing for the Project.
6. Agency shall be responsible for 100 percent of power costs associated with the luminaries installed as a part of this Project. The power company shall send power bills directly to Agency.
7. Americans with Disabilities Act Compliance:

- a. Agency shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA").
- b. Agency may follow its own processes or may use ODOT's processes for design, modification, upgrade, or construction of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForms1.aspx>;

Additional ODOT resources are available at
<http://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

ODOT has made its forms, processes, and resources available for Agency's use and convenience.

- c. Agency assumes sole responsibility for ensuring that the Project complies with the ADA, including when Agency uses ODOT forms and processes. Agency acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.
- d. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include

accessibility features equal to or better than the features present in the existing pedestrian route. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction, to the greatest extent possible.

- e. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:
 - i. Pedestrian access is maintained as required by the ADA,
 - ii. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
 - iii. Any repairs or removal of obstructions needed to maintain Project features in compliance with the ADA requirements that were in effect at the time of Project construction are completed by Agency or abutting property owner pursuant to applicable local code provisions,
 - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
 - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
 - f. Maintenance obligations in this section shall survive termination of this Agreement.
8. Agency shall obtain all required state and federal permits, including any environmental permits, and shall comply with all terms of said permits.
9. Agency agrees and understands that Agency will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35 and the State Right of Way Manual if right-of-way acquisition is necessary.
10. Agency or its consultant shall acquire all necessary right of way in accordance with and in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35 and the ODOT Right of Way Manual. Certification of right of way acquisition work must be made by the Agency (or on behalf of its consultant) doing the work. If Agency acquires the right of way, they shall provide a letter from Agency's legal counsel certifying that 1) the right

of way needed for the Project has been obtained and 2) right of way acquisition has been completed in accordance with the right of way requirements contained in this Agreement. The certification form shall be routed through the State Region 4 Right of Way Office for co-signature and possible audit. If Agency elects to have State perform right of way functions, a separate agreement shall be executed between Agency and State right of way, referencing this Agreement number.

11. If Agency enters into a construction contract for performance of work on the Project, then Agency will require its contractor to provide the following:

- a. Contractor shall indemnify, defend and hold harmless State from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under the resulting contract.
- b. Contractor and Agency shall name State as a third party beneficiary of the resulting contract.
- c. Commercial General Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to State. This insurance will include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than \$ 1,000,000 for each job site or location. Each annual aggregate limit will not be less than \$ 2,000,000.
- d. Automobile Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000.
- e. Additional Insured. The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, required for performance of the resulting contract will include State and its divisions, officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under the resulting contract. Coverage will be primary and non-contributory with any other insurance and self-insurance.
- f. Notice of Cancellation or Change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from Contractor's or its

insurer(s) to State. Any failure to comply with the reporting provisions of this clause will constitute a material breach of the resulting contract and will be grounds for immediate termination of the resulting contract and this Agreement.

12. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS [656.017](#) and provide the required Workers' Compensation coverage unless such employers are exempt under ORS [656.126](#). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.
13. Agency shall keep accurate cost accounting records. Agency shall prepare and submit monthly itemized, progress reports and invoices for construction directly to State's Project Manager for review and approval. Such invoices will be in a form identifying the Project, the agreement number, the invoice number or the account number or both, and will itemize all expenses for which reimbursement is claimed. Travel expenses will not be reimbursed.
14. Agency agrees that should any environmental or land-use issues arise at any time during the development or construction of the Project, State may, at its discretion and when exercised in good faith, suspend payments until it is satisfied that the issue has been resolved. However, Agency may use its own funds to continue the Project and shall be reimbursed by State as provided for in this Agreement once State is satisfied that the issue has been resolved.
15. Agency shall, at its own expense, maintain and operate the Project upon completion at a minimum level that is consistent with normal depreciation and/or service demand. Maintenance responsibilities shall survive termination of this Agreement.
16. Agency shall submit to State any change orders that substantially change the plans and specifications or the submitted scope of work as approved by the OTC and as identified in this Agreement.
17. Agency shall provide to State permanent mylar "as constructed" plans for work on state highways.
18. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from

the negligent or willful acts or omissions of the State, be indemnified by the contractor and subcontractor from and against any and all Claims.

19. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.
20. Reimbursements resulting from a failure to provide job documentation, failure to meet job target goals or failure to obtain Project Site Certification shall be paid within three (3) months after the above stated time limit.
 - a. All said reimbursements shall include interest equal in rate for the Highway Trust Fund at the State Treasury established on the date of execution of this Agreement. Interest shall accrue from the date of the first withdrawal from the Highway Trust Fund at the State Treasury.
 - b. Agency may wish to enter into a separate agreement with Nosler Investments and McKenzie Cascade to address pay back of Agency reimbursements to State resulting from Nosler Investments' and/or McKenzie Cascade's failure to provide documentation or failure to meet job target goals.
 - c. At Agency's request and upon consultation with OBDD, State may grant a time extension on the reimbursement or a time extension to provide additional job growth. Any extension will only be effective upon amendment to this Agreement.
21. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans and writings of Agency that are pertinent to this Agreement to perform examinations and audits and make excerpts and transcripts. Agency shall retain and keep all files and records for a minimum of six (6) years after completion of the Project.
22. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V and Section 504 of the Rehabilitation](#)

Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

23. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from State.

24. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

25. Agency's Project Manager for this Project is Keith Witkosky – City Manager, 243 E. Antler Way, Redmond, OR 97756, (541) 923-7711, keith.witkosky@ci.redmond.or.us, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of both Parties.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If Agency fails to provide payment of its share of the cost of the Project.
 - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.

3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. Agency agrees to refund to State all Immediate Opportunity Funds paid to Agency in connection with this Project if this Agreement is terminated for any reason prior to completion of Project and receipt of job assessment documentation. Refund to State shall be within three (3) months from termination date.
9. State and Agency hereto agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
10. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
11. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2018-2021 Statewide Transportation Improvement Program (STIP), Key #21465 that was adopted by the Oregon Transportation Commission on July 20, 2017 (or subsequently by amendment to the STIP).

CITY OF REDMOND, by and through its
elected officials

By _____
Mayor

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Agency Counsel

Date _____

Agency Contact:

Keith Witkosky – City Manager
243 E. Antler Way
Redmond, OR 97756
(541) 923-7711, OR 97754
keith.witkosky@ci.redmond.or.us

State Contact:

Abbey Driscoll – Local Agency Liaison
63055 N. Highway 97, Bldg M
Bend OR, 97703
(541) 388.6064
abbey.driscoll@odot.state.or.us

STATE OF OREGON, by and through its
Department of Transportation

By _____
Region 4 manager

Date _____

APPROVAL RECOMMENDED

By _____
State Traffic Engineer

Date _____

By _____
Region 4 Right of Way Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Assistant Attorney General

Date _____

EXHIBIT A – Project Location Map

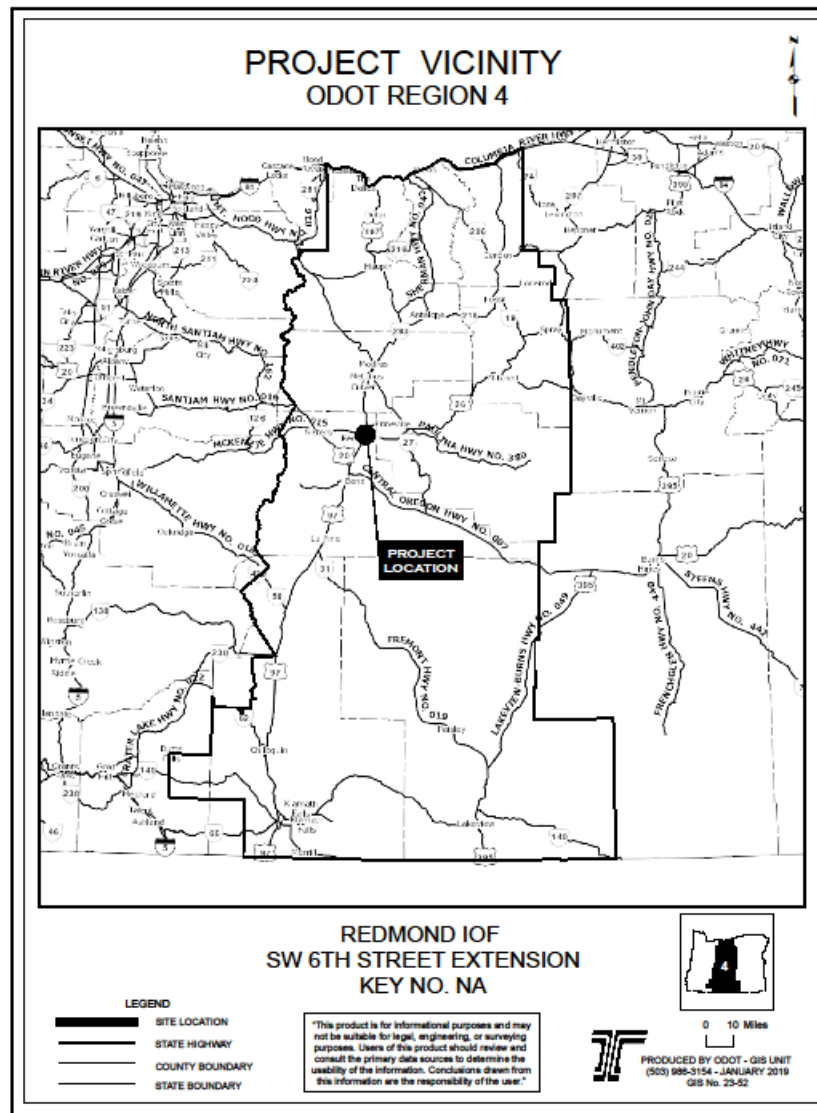


EXHIBIT A – Project Location Map

IMMEDIATE OPPORTUNITY FUND (IOF) REQUEST SW 6th Street Improvements Phase 2 City of Redmond

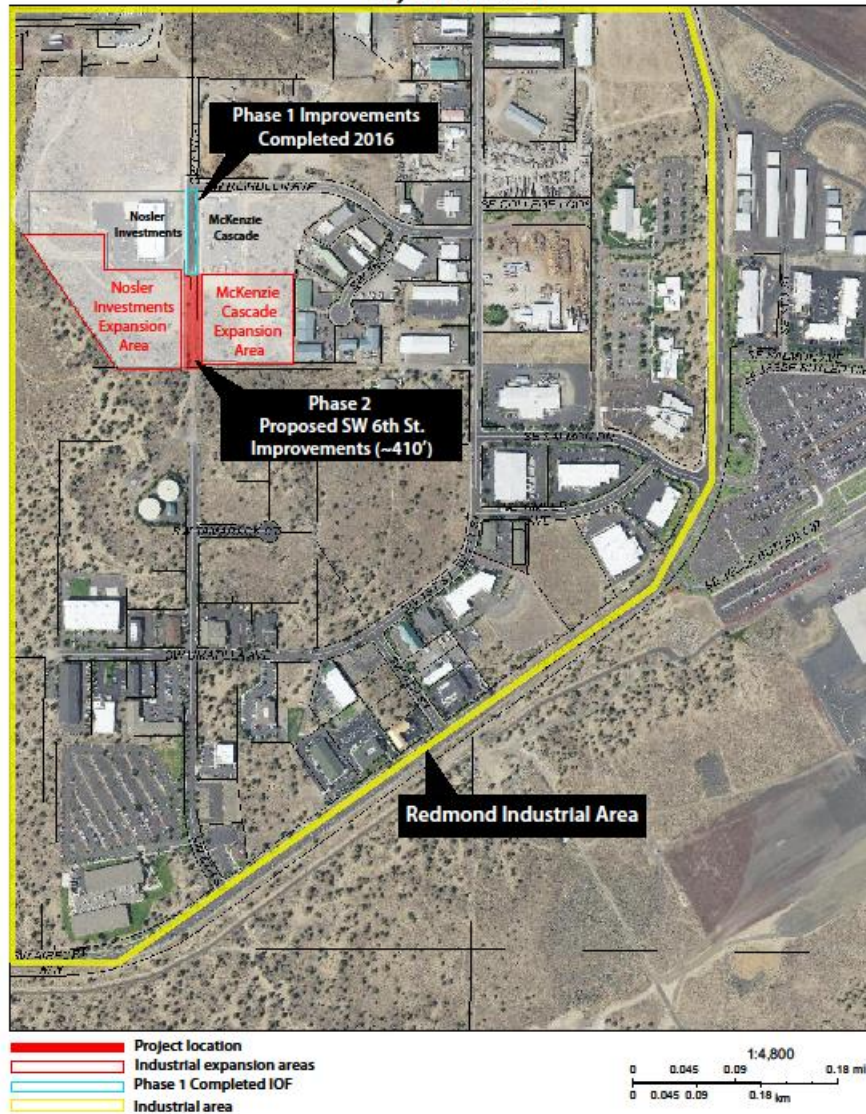
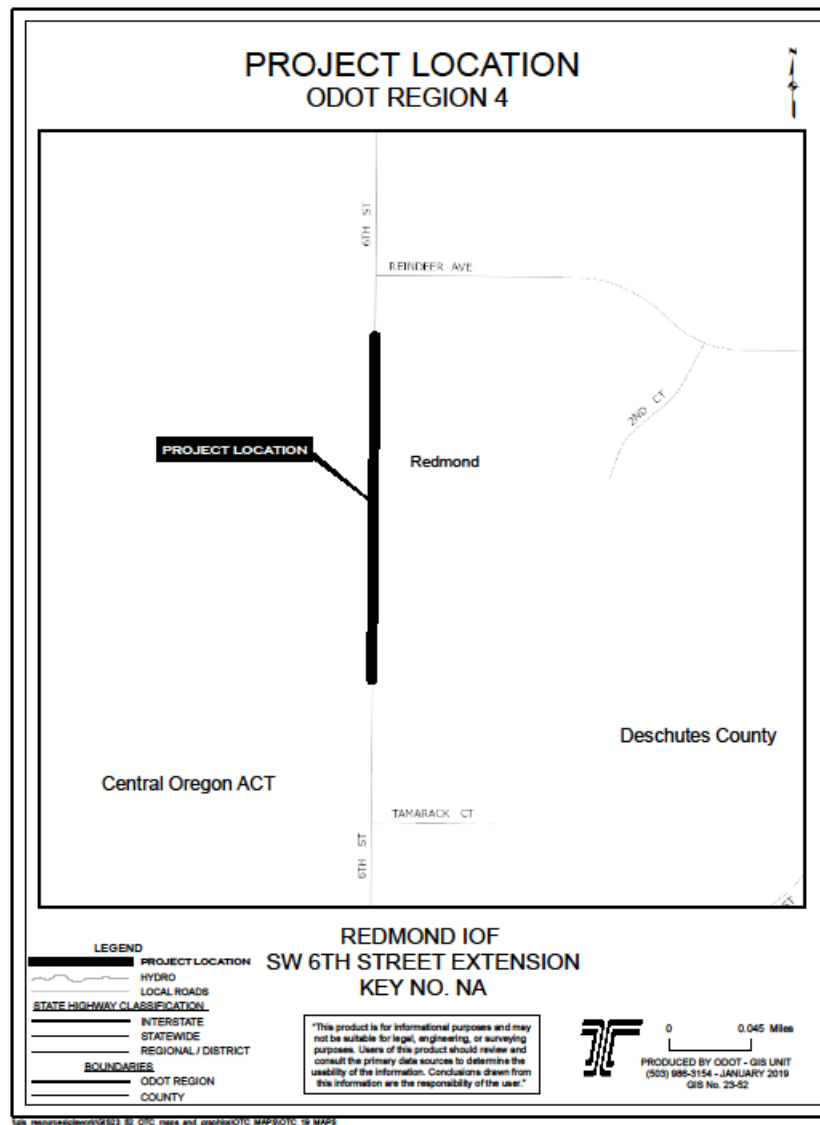


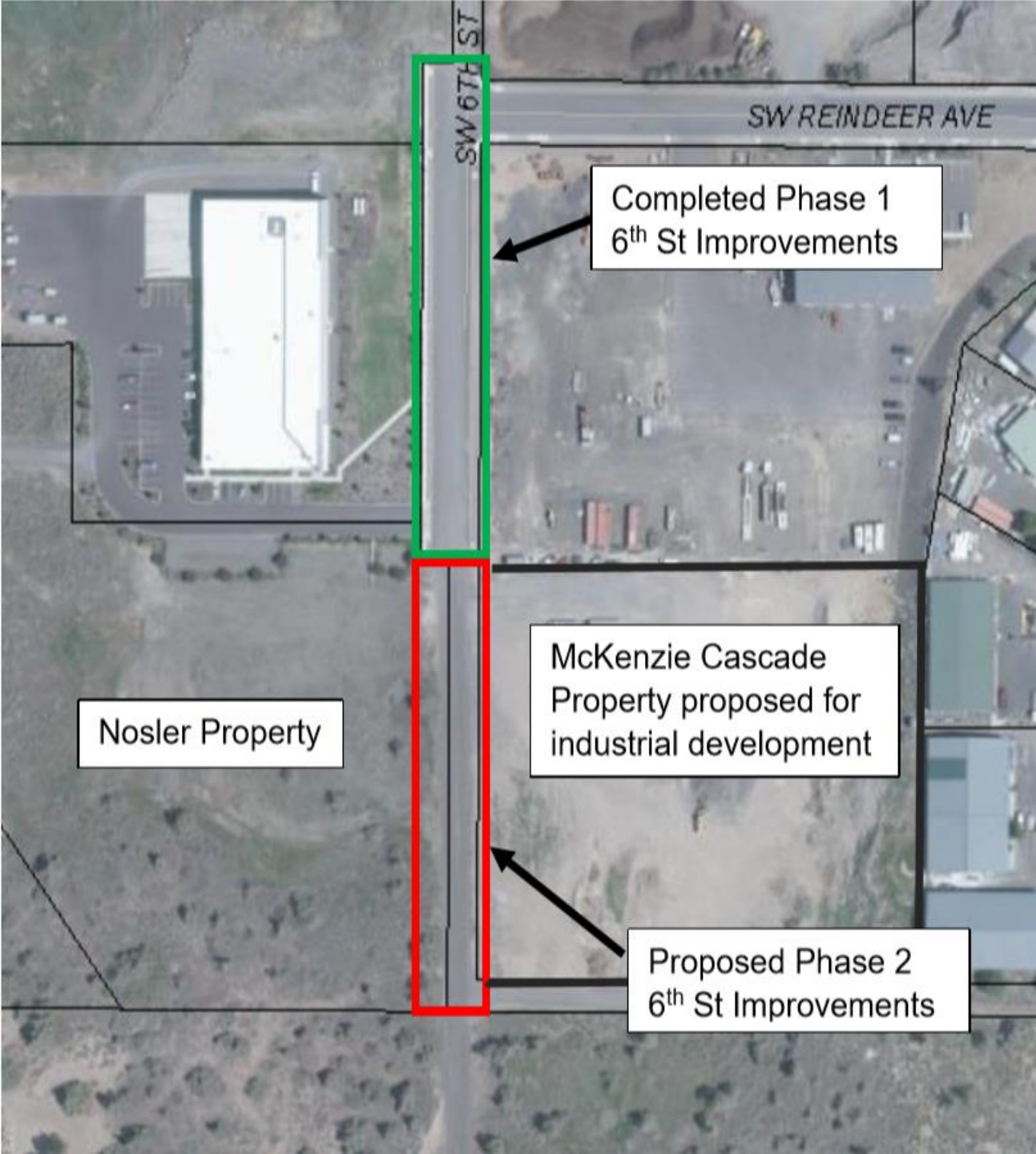
EXHIBIT A – Project Location Map





ODOT IMMEDIATE OPPORTUNITY FUND GRANT AGREEMENT SW 6TH STREET CONSTRUCTION REDMOND CITY COUNCIL PRESENTATION APRIL 14, 2020





SW 6TH STREET

- 2015:
CITY CONSTRUCTED 550-FOOT TO
PROVIDE ACCESS FOR NOSLER
- APRIL 2020:
CITY ACTION TO ACCEPT ODOT IMMEDIATE
OPPORTUNITY FUND GRANT
- FALL 2020:
CITY TO CONSTRUCT 430-FOOT SOUTH
EXTENSION

\$460,600

ESTIMATED TOTAL
PROJECT COST

\$149,050 McKenzie Cascade



\$149,050 Nosler



\$162,500 ODOT Immediate





Q & A



CITY OF REDMOND

411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

STAFF REPORT

DATE: April 14, 2020
TO: Redmond City Council
THROUGH: John Roberts, Deputy City Manager
Keith Witcosky, City Manager
FROM: Mike Caccavano, City Engineer
SUBJECT: Amendment #2 to City Contract #2019-13 with Murraysmith, Inc. to expand scope to update to the Water System Master Plan (\$92,263) (Project WA1902)

Addresses Council Goal:

3D. City Infrastructure: Develop the City's infrastructure pursuant to the priorities identified in the City's infrastructure system plans.

Report in Brief:

This action requests City Council approve a \$92,263 increase to the South Redmond Water Facility contract with Murraysmith, Inc. which expands the scope of the original contract for an update to the City's overall water system master plan.

Background:

In May 2018, the City issued a request for qualifications to analyze Pressure Zone 1 and design improvements. Murraysmith, Inc. was selected to complete the project.

The analysis and design were intended to be completed in the following phases:

- A \$459,968 contract to refine the system analysis; determine the best option for meeting demands in the pressure zone; and conduct site and design analysis of Well 8. Council action February 12, 2019 (work is 90% complete).
- A \$668,440 Amendment to the contract (Amendment #1), expanded the scope to include: final design of the pump house and reservoir; assistance with selection of a construction manager/general contractor (CMGC); and determining the guaranteed maximum price. Work also included additional system analysis and guidance on managing the existing reservoirs and pump station so they work efficiently with the new reservoir, well and booster pump station. Council action September 24, 2019 (work is 60% complete).

Discussion:

As Murraysmith progressed through the scope described above, it became apparent that the changes to the water system were significant and an update to the overall 2007 Water System Master Plan needed.

In the 13 years since a previous update, the City's water system has expanded to include the creation of a new water pressure zone, relocation of Well 8 to the Forked Horn Butte site, and growth in the City.

Murraysmith updated the water model for the system analysis and it will be a critical component of the master plan update. In addition, there are efficiencies updating the master plan at this time rather than revisiting it in the future.

The master plan update would include identification of water system deficiencies, prioritization of steel pipe replacements, and development of a capital improvement plan with updated costs and a final report.

Fiscal Impact:

The contract amendment totals \$92,263. This brings the total contract amount to \$1,222,671. The source of funding is the Water System Development Charge Improvement Fund.

Original Contract:	\$ 459,968
Amendment #1	\$ 668,440
Amendment #2	\$ 92,263
TOTAL CONTRACT:	\$1,222,671

Alternative Courses of Action:

1. Authorize the City Manager to sign Amendment 2.
2. Request additional information.
3. Deny the amendment.

Recommendation / Suggested Motion:

Action #1: "I move to approve Amendment 2 to City Contract #2019-13 with Murraysmith, Inc. in the amount of \$92,263 for an update to the Water System Master Plan, and authorize the City Manager to sign the Amendment."

EXHIBIT A

SCOPE OF WORK

WATER MASTER PLAN UPDATE FOR CITY OF REDMOND

This Scope of Work describes professional services between Murraysmith, Inc. (Murraysmith) and the City of Redmond (City) to update the City's Water Master Plan (WMP). System Developer Costs (SDC's) and water rates will be updated concurrently through a separate contract with the City.

Project Understanding and Assumptions

Today's population of Redmond is approaching 30,000 (2017 PSU Certified Estimate 28,265) and since 2000 has grown at 5.3 percent (as noted on City of Redmond website). Since 1988, the City has obtained all its drinking water from groundwater production wells.

Murraysmith will update the current WMP with recommendations for improvements over the next 20 years. This work will build on the modelling work already being performed on the Pressure Zone 1A project and the understanding of the system.

The current WMP is the Wastewater (Collection System) and Water System Master Plan, dated December 2007. This update will incorporate any boundary and development revisions from the Redmond Urban Area 2020 Comprehensive Plan that was updated in 2015, and included the appropriate State of Oregon Land Use Goals. Water rights status will be summarized by GSI Water Solutions as part of this work and if needed, recommendations for additional capacity provided to help the City secure reliable water through 2040.

This WMP will not be submitted to the Oregon Department of Health Services Drinking Water Program.

Scope of Services

Murraysmith will perform the following services.

Task 1 - Project Management

1.1 Kick-Off Meeting

Once the City of Redmond has issued the Notice to Proceed, a kick-off meeting will be held to officially start the project, review the scope and discuss the City's goals. Murraysmith will lead the meeting to introduce the project team, establish project objectives, review communication

protocols, discuss the scope and examine the deliverable schedule. The meeting will also include a tour of the current water facilities (reservoirs, wells) and areas of specific concern to the City.

The Murraysmith project manager and project engineer will lead the kick-off meeting lasting up to 2 hours. Preparation time is not being charged to the City as the team is already familiar with the water system due to previous work. Time for the tour following the kickoff meeting will not be charged to the City.

Task Deliverables

1. Agenda and notes with action items from the kick-off meeting will be delivered via email.

Assumptions

1. Notice to Proceed date of March 2020.
2. Project duration will be 10 months with work complete by the end of December 2020.
3. SDC and rate work will be on a concurrent schedule for coordination purposes.

1.2 General Project Management

This task provides management of the project team, schedule, and budget, and includes monthly invoicing, budget and schedule review, updates, and general administrative tasks.

As project manager, Carissa Shelley will maintain regular communication with the City and the team throughout the duration of the project, lead meeting and workshop discussions, keep the City up-to-date on any study issues or details, and make sure the City's input is incorporated into the work product.

The project will be managed to maintain its scope, schedule, and budget. At a minimum, updates on project schedule and budget will be provided as part of the monthly invoicing process. Murraysmith assumes the City will provide clear, concise and timely input and review of the work products when delivered.

Task Deliverables

1. Monthly status meetings will be held on-site with the City to provide updates and identify issues requiring project team action.

Assumptions

1. Murraysmith travel time will not be charged.
2. 2 hours per month for each of the 10-month duration are included for general PM.

1.3 Coordination of Subconsultants

Murraysmith will coordinate and work with Deb Galardi of Galardi-Rothstein as she develops the SDCs and updates the water rates. Galardi-Rothstein work will be contracted separately with the City.

GSI Water Solutions will provide a water rights update for inclusion in the WMP, including any recommended action items. The GSI contract is through Murraysmith as a sub consultant and is included in this scope of work.

Task 2 – Data Collection

Murraysmith will review background information already provided by the City, and created through recent work, and develop a formal data request for any additional information required for completion of the WMP. To minimize the required City staff time, Murraysmith will endeavor to limit the number of data requests.

The City will be responsible for collecting and delivering any additional information requested. It is anticipated that additional data requests will be made throughout the project, but the majority of the required data will be requested at the beginning of the work.

Task Deliverables

1. Formal data request(s).

Assumptions

1. Murraysmith and the City will endeavor to identify and collect required data in a timely manner to not impact the project schedule.
2. Murraysmith will utilize information including GIS data collected as part of the recent Booster 1A Design project where possible.
3. Murraysmith will endeavor to minimize information requests to the City. All known and readily available existing condition information will be collected and developed into preliminary draft form prior to submitting a data request to the City.
4. No onsite time has been included in this task.

Task 3 – System Description

An existing system description will be included in the Water Master Plan, with information from previous efforts being leveraged where possible. This task will also include incorporating the recent efforts on updating the hydraulic model.

The system description is anticipated to include, at a minimum, the following components:

- System background.
- Summary of the size, type, age and length of piping.
- Description and inventory of existing facilities (wells, booster stations, reservoirs, treatment).
- Existing and future service area.

Task Deliverables

1. System Description Report Section will be delivered to the City via email as a PDF.

Assumptions

1. The current Wastewater and Water System Master Plan will be used as the basis of this section and updated where appropriate.

Task 4 – Demand Projections

The development of future population growth and associated water demand projections is a fundamental building block for determining the City’s future water infrastructure needs. Of equal importance is understanding where in the system growth will occur so that infrastructure is adequately located and sized.

Information required to successfully project population and demands includes:

- Current and future service area boundaries.
- Location based population information.
- Historical water production records and customer meter information.
- 5 and 20-year population projections.

The current population and number of service connections, along with the metered water usage and production, will be presented in the Plan. Recent historical data for these same parameters will be developed to identify water usage trends. Murraysmith will present this information primarily in tabular and graphical form, using Redmond Urban Area 2020 Comprehensive Plan to identify future population. We understand the Comprehensive Plan is currently being updated, and the new information will be incorporated when it is available.

This Plan intends to tie future improvements to population and the related water usage thresholds, in addition to providing likely dates they will be required. This will enable the City to utilize maximum day demands (MDDs), for example, as “trigger points” for determining when a new water supply or storage facility should be constructed.

Current and historical demand trends and non-revenue water percentages will be considered in the projection of future demand to ensure the overall validity of the numbers. Future MDDs and peak hour demands (PHDs) will be calculated based on current peaking factors available from City records.

A substantial part of this work has been completed through the current Pressure Zone 1A Pump Station evaluation project. The City of Redmond will benefit from these efficiencies and the fees have been correspondingly reduced to reflect this saved effort.

Task Deliverables

1. A Water Requirements Report Section will be delivered to the City electronically as a PDF.

Assumptions

1. Murraysmith will use the Redmond Urban Area 2020 Comprehensive Plan to identify populations for the 5 and 20-year horizons.
2. City staff will provide information on where growth will occur within the urban growth boundary (UGB) in the 20-year timeframe.

Task 5 – System Analysis

This task will focus on the overall adequacy of the water system over the next 20 years. Spreadsheet analysis will identify supply, pumping, and storage needs, while the hydraulic model will pinpoint constraints in the transmission and distribution system. A task to identify a long-term pipe replacement program is also included.

Murraysmith will utilize the current model created for Pressure Zone 1A evaluations and will incorporate the improvements that have been identified into this portion of the Water Master Plan.

5.1 Define Design Standards

The hydraulic analysis design standards applicable to the City's system, including minimum and maximum pressures, storage volume, pumping capacity, pipe velocity, and fire flows will be identified. Depending on the City's preference, the standards will be based on either State of Oregon requirements or a more conservative standard set by the City.

Task Deliverables

1. A document summarizing the City's selected design criteria will be provided to the City prior to completing this task.

Assumptions

1. Standards utilized in prior planning efforts will be identified and used where possible.
2. The design standards agreed upon as part of this subtask will be used to identify supply, storage, pumping and pipe deficiencies

5.2 Water Rights, Supply and Storage versus Demand

Calculations of water supply, pumping, and storage capacity versus demand will be completed for existing, 5-, and 20-year planning horizons. This will include the evaluation of standby power as well as PHD and MDD compared with available supply. A 72-hour power outage scenario will also be evaluated to assess storage capacity.

GSI will develop and provide Murraysmith with a summarized list of annual and instantaneous water rights and their regulatory status. These rights will be compared to current and future demands and differences will be identified. GSI will also provide any recommended water right action items that should be conducted over the next 20 years.

Depending on the results from the water supply versus demand calculations, the need for additional future supply may be required. Specific recommendations will be developed as part of this subtask

Task Deliverables

1. A document summarizing the City's water rights and water supply versus demand will be provided as part of the overall System Analysis section.

Assumptions

1. General water rights and supply needs will be identified as part of this task.
2. It is assumed that the largest producing well will be out of service when calculating adequacy of supply

5.3 Hydraulic Evaluations

Murraysmith will utilize the model to conduct steady-state evaluations under average day demand (ADD), MDD, PHD, and MDD plus fire flow for existing, 5- and 20-year scenarios to identify hydraulic deficiencies based on the design criteria. The Innovyze Infowater software will continue to be used, as it has been on previous work.

Task Deliverables

1. The hydraulic evaluations will be included in the overall System Analysis section.

Assumptions

1. The City will provide guidance on the fire flow requirements to be used at different locations in the system. It is assumed that fire flows will be run at all demand locations, as actual hydrants are not included in the model.
2. Model will be analyzed under steady-state conditions
3. No onsite meetings are included.

5.4 Pipe Replacement

Murraysmith will utilize available pipe age, material and leak information to develop a recommended ongoing replacement program. Murraysmith and the City will agree upon an overall pipeline replacement schedule (e.g. 100, 150 years, etc.) to be used as the basis for calculating replacement rates. Murraysmith will provide yearly investment rates and include recommendations in the Plan for implementation.

Task Deliverables

1. A recommended pipe replacement program will be included in the overall System Analysis section.
2. A pipe replacement map will be included.

Assumptions

1. Murraysmith will utilize pipe age and material information available in the GIS.
2. The City will mark up a system map showing areas of pipe breaks, leakage, or other known problems.

5.5 System Deficiency Workshop

Murraysmith will host a workshop onsite to review the potential deficiencies that have been identified through the previous tasks and discuss any operational or maintenance related deficiencies identified by the City, to confirm all items to be included in the final capital plan.

Task Deliverables

1. Agenda will be provided.
2. Findings from the System Deficiency Workshop will be summarized within each of the appropriate WMP sections.

Assumptions

1. A two to three-hour workshop with Project Manager Carissa Shelley and one other Murraysmith staff is included.
2. Murraysmith is not evaluating the condition of any facilities as part of this WMP. And condition-based deficiency information will be provided by the City for including in the workshop and subsequent CIP.

5.6 Document System Analysis

The system analysis section will constitute a large and important chapter in the final Plan. A report section will be produced allowing City review prior to the delivery of the draft Plan. The documentation will include; design standards, model network development, model demands, model calibration, model analysis and findings from the System Deficiency Workshop.

Task Deliverables

1. A System Analysis Report Section will be delivered to the City via email as a PDF.

Assumptions

1. Murraysmith will incorporate the results of this task into the final WMP.

Task 6 – Capital Improvement Plans

This task will develop a capital improvement program (CIP) for the next 20 years with interim plans for 5 and 10-year horizons. There are two primary pieces to this task: the development of the unit costs applied to each of the identified project, and the CIP prioritization workshop.

6.1 Development of Unit and Project Costs

A list of proposed projects based on pipe, pump, storage and supply deficiencies will be generated. Unit costs for pipelines, wells, pump stations and reservoirs will be developed for generating project specific order of magnitude costs. Each project will be described in terms of the reason for the improvement, the location, its size and extent, as well as the total project cost including engineering and construction. A corresponding figure will be generated showing the improvement along with a unique identifier that will also be populated in the hydraulic model.

Task Deliverables

1. A draft CIP table and figure will be developed as part of this subtask.

Assumptions

1. The City will provide bid tabs for any water projects constructed over the past 10 years.

2. The City will provide the existing water system capital project list.
3. City will provide cost information on any “condition” based improvement that should be included in the CIP.
4. Murraysmith will utilize cost estimating conducted for other Oregon and northwest utilities cost estimate references (e.g., RS Means) and the current Engineering News Record (ENR) indices.
5. Order of magnitude cost estimates in 2020 dollars are accurate to within +50 percent and -30 percent.

6.2 CIP Prioritization

Murraysmith will conduct a prioritization workshop based on the draft CIP. Murraysmith will work with the City to develop general criteria for the prioritization based on several factors, including whether it is an existing deficiency or not, the extent of the deficiency, number of customers impacted, type of customer impacted, whether it addresses both a hydraulic and condition deficiency, and others. Projects implemented in the first five years will be identified first, followed by those in the 5- to 10-year range, and finally those between ten and twenty years. The CIP documentation will be updated at the conclusion of this subtask.

Task Deliverables

1. A Capital Improvement Plan Report Section will be delivered to the City via email as a PDF.

Assumptions

1. Project priority information will be provided by the City.
2. The City will provide initial guidance on yearly budget thresholds that will be refined as part of the rate analysis.

Task 7 – Report Preparation

As previously described, Murraysmith will develop a Water Master Plan with the sections in this scope and ultimately obtain City adoption. Each major task will produce a technical memorandum that will become a section in the overall Plan. This provides the City two opportunities to review and endeavors to minimize significant changes once the draft Plan is submitted. This task is intended to take the work products and findings from the previous tasks and consolidate them into a single document. The Plan is anticipated to include the following chapters:

1. Executive Summary
2. System Description
3. Demand Projections

4. System Analysis
5. Capital Improvement Plan for 5, 10 and 20 years
6. Appendix as needed

An executive summary that highlights the major points identified in each section will be created. The City will provide review and comment on the draft prior to developing the final Plan. What is included in the appendix for supporting documentation will be agreed upon by Murraysmith and the City.

A meeting will be held to present the Plan summary to the City Council is included.

A final document that incorporates all City staff, Council, and public comments will be prepared and submitted to the City.

Task Deliverables

1. Draft and final hardcopy versions of the document will be delivered to the City. Both a draft and final PDF version of the document will also be delivered to the City via email.
2. PowerPoint presentation and handouts for City Council will be provided.

Assumptions

1. City staff will identify substantive changes when reviewing each individual task technical memorandum. Draft Plan comments will focus primarily on formatting and editorial issues.
2. No more than five (5) final hardcopy Plans will be delivered to the City
3. A final PDF version of the Plan will be provided for posting on the City's website.
4. Review period for the draft submittal by the City has been scheduled to take no more than 20 workdays.
5. No regulatory review is included in the budget.

Budget

The overall \$92,263 not to exceed budget estimate for this work is shown in Table 1. The work provided in this Task Order will be billed on a time and expense basis using Murraysmith's current standard Schedule of Charges in effect the time is work is performed. (2020 schedule attached)

Task	Total Fee
Task 1 – Project Management	\$9,732
Task 2 – Data Collection	\$1,644
Task 3 – System Description	\$6,824
Task 4 – Demand Projections	\$8,612
Task 5 – System Analysis	\$30,638
Task 6 – Capital Improvement Plans	\$12,168
Task 7 – Report Preparation	\$22,645
TOTAL	\$92,263

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

Project Schedule

The WMP will be complete 10 months after Notice to Proceed is given. Murrysmith will make every effort to complete the work in a timely manner; however it is agreed that Murrysmith cannot be responsible for delays occasioned by factors beyond its control, nor by factors that could not be reasonably have need foreseen at the time this scope was executed.

An updated and detailed schedule will be provided to the City at the kick-off meeting and modified as required as the work progresses.

CITY OF REDMOND BUDGET COMMITTEE APPLICATION

Please type or print answers to the following questions and submit to the City Recorder at City Hall, 411 SW 9th St, Redmond, OR 97756. If you have any questions, please feel free to contact the City Recorder at 541-923-7751. Thank you for your time and interest in the City of Redmond. Attach additional sheets if necessary.

I, Aubrey Ostlund, respectfully request to be considered as an applicant for a position on the City of Redmond Budget Committee.
(Please print first and last name)

[Redacted], Redmond, OR, 97756
(Address)

N/A, use cell [Redacted]
(Home phone) (Cell phone)

[Redacted]
(E-mail)
Construction Contracts Billing Administrator [Redacted]
(Occupation) (Place of Employment)

A qualified applicant must reside within the Redmond City Limits, be 18 years of age or older, and a registered voter.

Are you 18 years of age or older?	Yes ☒	No ☐
Do you reside within the Redmond city limits?	Yes ☒	No ☐
How long have you been a resident?	Years: <u>0</u>	Months: <u>8</u>
Are you a registered voter in Deschutes County?	Yes ☒	No ☐

Education / Activities:

Please list academic background: HS graduate, some college coursework

Please list any current or prior Civic or Professional organizations / activities: N/A

Related Experience:

What prior work or volunteer experience have you had that would be helpful if you were appointed to this position?

I have participated in budget planning for several companies before, as part of my job. I have no municipal budgeting experience, and this would be my first volunteer experience.

What other special skills, interested, hobbies, or training do you have that would bring special value to your ability to serve on this committee? I am detail-oriented, organized, and strive for

maximum efficiency in everything I do.

How did you hear about this position? Researching ways to get involved online

Have you ever attended a budget committee meeting before? no

Are you available to attend special meetings, in addition to the regularly scheduled meetings? yes

Why are you applying for this position? I want to be involved in and understand the workings of our city. Budgets provide valuable insight into priorities.

What community topics concern you that relate to this committee? Housing, parks and recreation, library, and educational opportunity.

What specific contributions do you hope to make? I would like to help reduce/eliminate the hurdles to affordable housing and thus reduce the homelessness and panhandling in the area.

If you were elected to the Budget Committee, how would you determine service priorities for the City of

Redmond? With the opinions of others, I would work to make sure everyone's concerns are heard, validated, and prioritized.

Emergency items and readiness are first, then all things that keep the city running daily, followed by new requests/changes.

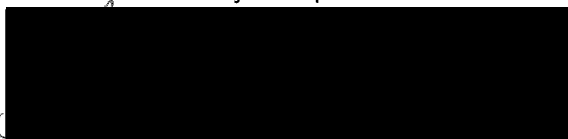
How do you think these service priorities should be financed (i.e. user charges, property taxes, fees, special

licenses, taxes)? This is item-specific, and would vary based on service.

Tax increases should be avoided unless absolutely necessary. Reallocation of current funds/income should be assessed first.

Do you have experience in group processes and decision making? Please describe: I've been part of many meetings in the workforce, and run a household. Both of these require coming to a group consensus.

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentations of facts are cause for removal from any advisory committee, board or commission I may be appointed to. I also understand that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the Mayor and Council. All information and documentation related to service on this commission is subject to public records disclosure.



2/24/2020
(Date)

HLC

CITY OF REDMOND PARKS COMMITTEE APPLICATION

Please type or print answers to the following questions and submit to the City Recorder at City Hall, 411 SW 9th St, Redmond, OR 97756. If you have any questions, please feel free to contact the City Recorder at 541-923-7751. Thank you for your time and interest in the City of Redmond. Attach additional sheets if necessary.

I, Aubrey Oslund, respectfully request to be considered
(Please print first and last name)
as an applicant for a position on the Redmond Parks Committee.

[REDACTED]
(Address)

Redmond, OR 97756

[REDACTED]
(Phone)

[REDACTED]
(Email)

Qualified Committee applicant shall reside within the Redmond School District 2J.

How long have you been a resident, owned property or operated a business? Years: 0 Months: 8

What reasons do you have for wanting to be a member of this committee? I am new to the area (relocated from Michigan) and want to be involved in the community. My family enjoys spending time outdoors and appreciates preserved open spaces, so I think it's a great fit.

Brief outline of experience and occupations. I have been in administrative and accounting positions for most of my adult life. Currently I am a Construction Contracts Billing Administrator for [REDACTED] here in Redmond.

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentations of facts are cause for removal from any advisory committee, board or commission I may be appointed to. I also understand that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the Mayor and Council. All information and documentation related to service on this committee is subject to public records disclosure.

[REDACTED]
(Date)

2/24/2020