

**MISSION STATEMENT: TO PROVIDE A SAFE, HEALTHFUL AND SOUND ECONOMIC ENVIRONMENT,
PROGRESSIVELY ENHANCING OUR QUALITY OF LIFE**



**COUNCIL MEETING AGENDA
CITY COUNCIL - CITY OF ONTARIO, OREGON
MONDAY, OCTOBER 10, 2016, 7:00 P.M., M.T.**

Pursuant to the Public Meetings Laws and Rules within the Oregon Revised Statutes, the City Council has the authority, ability, and standing to take action on any item on the Agenda, or add items to the Agenda, during the Study Session or Regular Meeting, as long as all public meeting requirements have been met.

1) CALL TO ORDER

Roll Call: Norm Crume _____ Tessa Winebarger _____ Charlotte Fugate _____ Marty Justus _____
Larry Tuttle _____ Betty Carter _____ Mayor Ron Verini _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on Friday, October 7, 2016. Copies of the Agenda are available at City Hall and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) PUBLIC COMMENTS: Citizens may address the Council; however, Council may not be able to provide an immediate answer or response. Out of respect to the Council and others in attendance, please limit your comment to three (3) minutes. Please state your name and city of residence for the record.

5) CONSENT AGENDA: MOTION ACTION APPROVING CONSENT AGENDA ITEMS

- A) Minutes of Regular Meeting of 09/19/2016 1-4
- B) Proposed Meeting Schedule: November, 2016 5-7
- C) Approval of the Bills 8

6) PRESENTATION: [PowerPoint] Transportation Package - Representative Cliff Bentz 9

7) NEW BUSINESS

- A) Bid Award for Special Inspections [Materials Testing & Inspection (MTI)] and Services During Construction [Murray, Smith & Associates (MSA)]: Water Treatment Plant Construction Services 10-22

8) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

9) ADJOURN

The City Council may recess/adjourn to Executive Session under ORS 192.660(2) as follows: (a) Employment of Public Officers, Employees, or Agents; (b) Discipline of Public Officers, Employees, and Agents; (c) Labor Negotiations; (d) Real Property Transactions; (e) Exempt Public Records; (f) Trade Negotiations; (g) Litigation [Current or Potential]/Consult with Legal Counsel; (h) Performance Evaluation of Public Officers and Employees; (i) Trade Negotiations; and/or (l) Labor Negotiations.



CITY COUNCIL MEETING MINUTES September 19, 2016

The regular meeting of the Ontario City Council was called to order by Mayor Ronald Verini at 7:00 p.m. on Monday, September 19, 2016, in the Council Chambers of City Hall. Council members present were Ronald Verini, Norm Crume, Betty Carter, Marty Justus, Larry Tuttle, and Charlotte Fugate. Tessa Winebarger was excused.

Members of staff present were Adam Brown, Marcy Siriwardene, Cal Kunz, Kari Ott, Dan Cummings, Betsy Roberts, and Larry Sullivan.

The meeting was recorded and copies are available at City Hall.

Councilor Fugate led everyone in the Pledge of Allegiance.

AGENDA

Following the work session of September 15th, the Agenda was modified:

6) Department Head Update:

- (A) Fire Department Quarterly Report/Al Higinbotham: Removed; Completed at w/s
- (B) Public Works Annual Report/Cliff Leeper: Removed; Completed at w/s

9) Hand Outs/Discussion Items:

- (A) - (F) - Removed/Completed at w/s

The agenda order had been renumbered to reflect changes.

Charlotte Fugate moved, seconded by Betty Carter, to adopt the Agenda as amended. Roll call vote: Crume-yes; Winebarger-out; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 6/0/1.

PUBLIC COMMENT

Casey Walker, Adrian, spoke on his running as a write-in for the position of Malheur County Sheriff. He determined four years ago that this would be the time to move on it. There were some things that he had wanted to change for a while. Previously, there had been lawsuits between the two other candidates, and he didn't want to be involved in that, so he had not run. Since then, some things had happened that he didn't agree with, and he felt it was time now, so he decided to do a write-in campaign. He was on an 18-year career term, with seven years until he was eligible for retirement. With some of the things going on, he believed it was worth the risk of everything to get some things changed. There were some things that he believed were important. Number one, he wanted to get to a 24-hour coverage, and they could do that with the manpower they currently had on staff. Currently, there was no coverage between 3:00-7:00 a.m., and he wanted to get that covered. He also wanted to get involved with the schools and the kids, as they were the future, so there would be a big push for that. He wanted to work closely with the local agencies, such as Ontario, Nyssa, the State Police, and he had a lot of those guys in his corner. He was excited for that, and there was definitely a need for it. This was not an agency or an area that could be self-sustaining as one agency, so it was mandatory that they work together. They were not working together right now. He wanted that to change. He had a good relationship with the guys and some of the gals that worked in law enforcement, so it would definitely be a positive thing. He reiterated that this was a write-in campaign, so people had to literally write his name down on the ballot. This was a major risk

for him, but it was worth it. He was excited to be getting flyers and banners out in the community. He had just wanted to share with the Council what had been going on. He encouraged the Council to ask him questions, any time.

Councilor Fugate asked what the challenges were that he was talking about.

Mr. Walker explained a few big things going down in his office, he felt, were that the citizens were held accountable for what they did, and there wasn't a lot of accountability in his office. That was a big challenge. It didn't matter who you were, or what you represented, there had to be accountability. People in his office screwed up, too, and it just seemed like there were times when things were swept under the rug. He was not there to grind an axe, and he really enjoyed his career, but he thought there could be some positive changes. He was coaching a new person right now, and he saw where he had questions, and he wondered about some of the answers. That was one of the biggest challenges. There were also some things that happened, that shouldn't have happened, and he wanted to change that.

CONSENT AGENDA

Norm Crume moved, seconded by Charlotte Fugate, to adopt Consent Agenda items A) Minutes of Regular Meeting of September 6, 2016; and Item B) Approval of the Bills.

Councilor Fugate asked if the changes she had asked about at the Study Session had been addressed.

Adam Brown, City Manager, stated the minutes had been updated and would reflect her requested changes on the permanent record.

Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 6/0/1.

OLD BUSINESS

Meeting Schedule

Adam Brown, City Manager, indicated there were no changes.

Betty Carter moved, seconded by Larry Tuttle, to approve the new meeting schedule proposed by the City Manager. Roll call vote: Crume-yes; Winebarger-out; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 6/0/1.

NEW BUSINESS

NPDES Permit – Phase 2

Betsy Roberts, City Engineer, presented. She indicated she had made some requested changes to the report following the Study Session. On Page 1, she had removed the word "implementing" a sample plan, and changed it to "developing" a sample plan. Other changes included a more enhanced description of different elements of the project.

The City of Ontario's National Pollutant Discharge Elimination System Permit (NPDES) Permit was extended administratively beginning in 2009 by the Oregon Department of Environmental Quality (DEQ). The City was now ready to enter into Phase 2 of the permit negotiation process. Those negotiations included extending the efforts of Paul Woods of the Woods Consulting Group and additional CH2M staff to springboard off the efforts of the Phase 1 work and begin Phase 2.

Phase 2 efforts generally included: a) Implementing a sampling plan; b) Engaging in the Facility Plan; c) Beginning investigation into steps for a Variance; d) Initiating dialogue on the Intake Credit system; e) Engaging with the

DEQ regarding their recently proposed modified schedule; and f) Forming a plan for political support.

At the July 18, 2016, City Council meeting, the Council approved Phase 1, including hiring Paul Woods of Woods Consulting Group and additional CH2M staff to begin the process of assisting the City in negotiations with the DEQ.

Historical information regarding Phase 1 stated that because the city discharged its treated effluent from the Wastewater Treatment Plant (WWTP) to the Snake River through the fall and winter, the city was required to have an NPDES permit. Administrative extension of the permit was very common and was a means for the DEQ to extend an existing permit under its current requirements until the DEQ had time to renegotiate a new permit. Typically, over time, new effluent quality standards would become more restrictive. Those new limits were what the DEQ wished to incorporate into the city's new permit.

In Ontario's case, there were several increased restrictions or limitations on wastewater quality. The most significant limitation was the lowering of the allowable inorganic arsenic level in the effluent stream. This was especially difficult for Ontario and other communities in the area because of the high background levels of inorganic arsenic that occurred naturally. For example, the background level of inorganic arsenic in the Snake River at the city's Water Treatment Plant (WTP) intake was approximately 4 ug/l, but the new allowable limit for discharge was 2.1 ug/l.

Recognizing these challenges, the DEQ developed a White Paper specifically for Ontario that described the process the city would take if interested in attaining a Variance for the city's permit from the current constituent limits.

The task orders included the effort to review the validity of the process described, understand the pros, cons, and potential pitfalls, and to develop a path forward acceptable to both the city and the DEQ.

With regard to the current Phase 2 issue, some city staff, along with Paul Woods and CH2M staff, met with the DEQ as part of Phase 1 and were now prepared to move into Phase 2. Phase 1 included an initial meeting with DEQ to develop a working relationship with the DEQ team and to discuss expectations and next steps. Following the meeting, the city team developed a list of activities necessary for completion in order to draft a comprehensive permit. That plan and schedule were shared with the DEQ and an initial response was received from the DEQ. Phase 2 activities included engaging in the identified activities generally over the next six months.

The City Council approved a \$150,000 budget for this current fiscal year to conduct NPDES permit negotiations. This activity would fall under that budget. Costs for both Phase 1 and Phase 2 of the project were identified in the below chart.

Activity	Budget
Council NPDES Budget	\$ 150,000
Less - Phase 1 Permit Activities	\$ 7,315
Less - Phase 2 Permit Activities	\$ 40,000
Less - Sampling Plan	TBD
Remaining Budget	\$ 102,685

Norm Crume moved, seconded by Marty Justus, that the City Council authorize CH2M and Woods Group Consulting to conduct Phase 2 of the City of Ontario NPDES Permit process. **No vote.**

Councilor Tuttle asked when Adam Brown had received the corrected hand out.

Mr. Brown stated he had received the first draft on Sunday. He made some revisions that morning, and Ms. Roberts had gotten it back to him quickly. Ms. Roberts had included even more detail after that, and he had forwarded the document to Council right after that.

Councilor Tuttle stated it would have been nice to be able to read the document before they sat down in the meeting and had it handed to them.

Mr. Brown agreed. That was one of the difficult things about the turn-around time between Thursday and Monday. Ms. Roberts had worked on it over the week-end, and it was wrapped up just that morning.

[Retyped Motion]

Norm Crume moved, seconded by Marty Justus, that the City Council authorize CH2M and Woods Group Consulting to conduct Phase 2 of the City of Ontario NPDES Permit process. Roll call vote: Crume-yes; Councilor Winebarger-out; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 6/0/1.

CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

Councilor Crume informed the Council that he had written a letter concerning the NPDES permit and that he had a copy of it if anyone would want to see it.

ADJOURN

Norm Crume moved, seconded by Betty Carter, that the meeting be adjourned. Roll call vote: Crume-yes; Winebarger-out; Carter-yes; Justus-yes; Tuttle-yes; Fugate-yes; Verini-yes. Motion carried 6/0/1.

APPROVED:

ATTEST:

Ronald Verini, Mayor

Tori Barnett, MMC, City Recorder



AGENDA REPORT
October 10, 2016

TO: Mayor and City Council

FROM: Adam J. Brown, City Manager

SUBJECT: **PROPOSED COUNCIL MEETING SCHEDULE: NOVEMBER, 2016**

DATE: October 3, 2016

SUMMARY:

Attached is the following document:

- Proposed November Calendar: Council Meetings

Action is needed to approve the proposed City Council meeting schedule for November, 2016.

PREVIOUS COUNCIL ACTION:

09/19/2016 The City Council was presented with changes to the October meetings list for the Council, as proposed by the City Manager, and approved the new schedule for October, 2016.

BACKGROUND:

In an effort to become more streamlined and efficient, the City Manager has proposed a modified meetings list for Council meetings. The new schedule would also modify the timeframe for submitting reports for inclusion in the packet.

CURRENT SITUATION:

The City Council currently meets the first and third Monday of each month, with a study session for each meeting conducted on the preceding Thursday. Any comments, suggestions, or corrections to information or documentation provided at the study session should be dealt with for the following Monday evening meeting. This rapid turn-around does not give staff time to sufficiently, correctly, and thoroughly, reply to any changes, in order to remit to Council in a timely fashion.

The Council approved the modified calendar for October, 2016, which reflects the elimination of one study session, and moved the Council meetings to the 2nd and 3rd Monday of the month. The second Council meeting [October 17] will only be conducted should there be time-sensitive material involved, or carry forward from the first Council meeting, which needs to be completed. Regardless, no second study session will be held.

The proposed schedule *[attached]* reflects one study session on Thursday, November 3rd, with the Council meeting on Monday, November 7th, and a second Council meeting, if necessary, on November 14th. We recommend approving a schedule month to month until the new Council is seated in January.

RECOMMENDATION:

The City Manager recommends the Council approve the proposed November meetings calendar for the City Council.

10/06/2016



Proposed November

	1	2	3	4	5
6	8	9	10	11	12
	7 Council Meeting				
13	15	16	17	18	19
	14 Council Meeting <i>If Necessary</i>				
20	22	23	24	25	26
	21				
27	29	30			
	28				

Proposed November Meeting Schedule

BILLS FOR PAYMENT

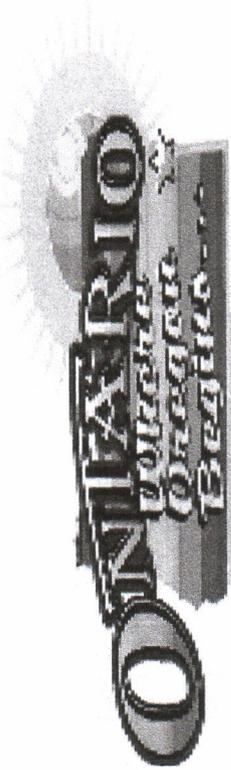
City Council Meeting
September 6, 2016

Accounts Payable

Computer Check Proof List by Vendor

User: kellie.schmidt
 Printed: 09/29/2016 - 11:20AM
 Batch: 00800.10.2016

Full 15-16



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 032180	ANYTIME SEPTIC SERVICES, LLC				ACH Enabled: False
19269	PO 54605 - PORTABLE RENTAL *OPTIMIST	85.00	10/04/2016	001-025-613500	Check Sequence: 1
	Check Total:	85.00			
	Total for Check Run:	85.00			
	Total of Number of Checks:	1			

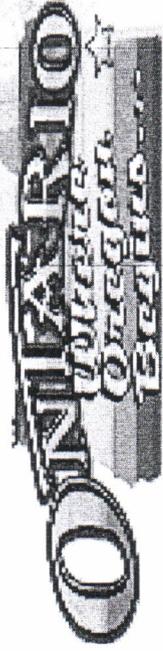
Accounts Payable

Computer Check Proof List by Vendor

User: kellie.schmidt

Printed: 10/03/2016 - 5:25PM

Batch: 00801.10.2016



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 005000	A-1 KEY & LOCK SERVICE			Check Sequence: 1	ACH Enabled: False
24850	PO - % LOCK RE KEY	12.50	10/06/2016	001-024-613500	
24850A	PO - % OND KEYS	31.50	10/06/2016	001-024-613500	
24850B	PO - % OND KEYS-LOCK RE KEY / LABOR	55.00	10/06/2016	001-024-613500	
24850C	PO - % OND KEYS-LOCK RE KEY / SRV CAI	50.00	10/06/2016	001-024-613500	
	Check Total:	149.00			
Vendor: 005800	ACTION MEDICAL, INC.			Check Sequence: 2	ACH Enabled: False
7938	(09/16) ANNUAL FIRST AID SUPPLIES	87.70	10/04/2016	001-024-613500	
	Check Total:	87.70			
Vendor: &525	AMERICAN STAFFING, INC.			Check Sequence: 3	ACH Enabled: False
51146	(09/05-11/16) PART TIME STAFF *REC*	286.14	10/04/2016	001-025-615551	
51147	(09/05-11/16) PART TIME STAFF *AIRPORT*	479.20	10/04/2016	120-006-615551	
51288	(09/12-18/16) PART TIME STAFF *REC*	384.50	10/04/2016	001-025-615551	
51289	(09/12-18/16) PART TIME STAFF *AIRPORT*	479.20	10/04/2016	120-006-615551	
51563	(09/19-25/16) PART TIME STAFF *REC*	510.00	10/06/2016	001-025-615551	
51564	(09/19-25/16) PART TIME STAFF *AIRPORT*	479.20	10/06/2016	120-006-615551	
	Check Total:	2,618.24			
Vendor: 032002	ANI-CARE ANIMAL SHELTER, LLC			Check Sequence: 4	ACH Enabled: False
169160	(09/16) SHELTER CONTRACT *LODGING*	1,370.08	10/04/2016	001-021-612200	
	Check Total:	1,370.08			
Vendor: 130624	B & W CAR WASH			Check Sequence: 5	ACH Enabled: False
0001577-68	CAR WASH - POLICE VEHICLE #68	3.00	10/04/2016	001-024-618300	
001318-70	CAR WASH - POLICE VEHICLE #70	3.00	10/04/2016	001-024-618300	
001379-60	CAR WASH - POLICE VEHICLE #60	3.00	10/04/2016	001-024-618300	
001385-62	CAR WASH - POLICE VEHICLE #62	3.00	10/04/2016	001-024-618300	
001398-75	CAR WASH - POLICE VEHICLE #75	3.00	10/04/2016	001-024-618300	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
001427-71	CAR WASH - POLICE VEHICLE #71	3.00	10/04/2016	001-024-618300	
001450-68	CAR WASH - POLICE VEHICLE #68	3.00	10/04/2016	001-024-618300	
001468-60	CAR WASH - POLICE VEHICLE #60	3.00	10/04/2016	001-024-618300	
001490-62	CAR WASH - POLICE VEHICLE #62	3.00	10/04/2016	001-024-618300	
001496-61	CAR WASH - POLICE VEHICLE #61	3.00	10/04/2016	001-024-618300	
001497-70	CAR WASH - POLICE VEHICLE #70	3.00	10/04/2016	001-024-618300	
001498-62	CAR WASH - POLICE VEHICLE #62	3.00	10/04/2016	001-024-618300	
001499-75	CAR WASH - POLICE VEHICLE #75	3.00	10/04/2016	001-024-618300	
001501-61	CAR WASH - POLICE VEHICLE #61	3.00	10/04/2016	001-024-618300	
001504-71	CAR WASH - POLICE VEHICLE #71	3.00	10/04/2016	001-024-618300	
001550-66	CAR WASH - POLICE VEHICLE #66	3.00	10/04/2016	001-024-618300	
001564-67	CAR WASH - POLICE VEHICLE #67	3.00	10/04/2016	001-024-618300	
001599-69	CAR WASH - POLICE VEHICLE #69	3.00	10/04/2016	001-024-618300	
001603-72	CAR WASH - POLICE VEHICLE #72	3.00	10/04/2016	001-024-618300	
001627-62	CAR WASH - POLICE VEHICLE #62	3.00	10/04/2016	001-024-618300	
001663-E238575	CAR WASH - POLICE VEHICLE #TRAVEL C.	3.00	10/04/2016	001-024-618300	
001669-66	CAR WASH - POLICE VEHICLE #66	3.00	10/04/2016	001-024-618300	
001699-75	CAR WASH - POLICE VEHICLE #75	3.00	10/04/2016	001-024-618300	
001779-68	CAR WASH - POLICE VEHICLE #68	3.00	10/04/2016	001-024-618300	
001789-71	CAR WASH - POLICE VEHICLE #71	3.00	10/04/2016	001-024-618300	
001790-74	CAR WASH - POLICE VEHICLE #74	3.00	10/04/2016	001-024-618300	
001792-61	CAR WASH - POLICE VEHICLE #61	3.00	10/04/2016	001-024-618300	
001797-75	CAR WASH - POLICE VEHICLE #75	3.00	10/04/2016	001-024-618300	
001803-66	CAR WASH - POLICE VEHICLE #66	3.00	10/04/2016	001-024-618300	
001848-62	CAR WASH - POLICE VEHICLE #62	3.00	10/04/2016	001-024-618300	
Check Total:		90.00			
Vendor: 626400	CAMPO & POOLE DISTRIBUTING, LLC			Check Sequence: 6	ACH Enabled: False
0740372	(09/01-15/16) % CARD LOCK FUEL *POLICE	840.88	10/04/2016	001-024-615100	
0740372A	(09/01-15/16) % CARD LOCK FUEL *CEM*	155.40	10/04/2016	001-000-110600	
0740372B	(09/01-15/16) % CARD LOCK FUEL *PARKS*	181.51	10/04/2016	001-000-110600	
0740372C	(09/01-15/16) % CARD LOCK FUEL *WTP*	268.67	10/04/2016	001-000-110600	
0740372D	(09/01-15/16) % CARD LOCK FUEL *STREET	445.59	10/04/2016	001-000-110600	
0740372E	(09/01-15/16) % CARD LOCK FUEL *FIRE*	239.71	10/04/2016	001-016-615100	
0740372F	(09/01-15/16) % CARD LOCK FUEL *UTL M/	568.66	10/04/2016	001-000-110600	
0740372G	(09/01-15/16) % CARD LOCK FUEL *PW AD/	86.95	10/04/2016	001-000-110600	
0740372H	(09/01-15/16) % CARD LOCK FUEL *WWTP*	152.47	10/04/2016	001-000-110600	
0740372I	(09/01-15/16) % CARD LOCK FUEL *AIRPOF	39.20	10/04/2016	120-006-615100	
0740372J	(09/01-15/16) % CARD LOCK FUEL *FAC M/	25.63	10/04/2016	001-000-110600	
0740372K	(09/01-15/16) % CARD LOCK FUEL *ABATE/	154.57	10/04/2016	001-000-110600	
0740372L	(09/01-15/16) % CARD LOCK FUEL *CODE*	33.07	10/04/2016	001-021-615100	
61131	CH2M - CHEV DELO 400 LE 15-40 55/A	659.84	10/04/2016	001-000-110600	

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237538	CHIEF SUPPLY CORPORATION, INC			Check Sequence: 7	ACH Enabled: False
237539	PO 54673 - % UNIFORM SHIRT	85.00	10/06/2016	001-024-618200	
241126	PO 54686 - % NIK TEST K DRUG TEST	99.96	10/06/2016	001-024-613550	
243257	PO 54686 - % NIK TEST L DRUG TEST	74.97	10/06/2016	001-024-613550	
243257A	PO 54673 - % COLDBLACK SHORT SLEEVE	84.00	10/04/2016	001-024-618200	
243257A	PO 54673 - % PHANTOM LT POLY COTTON	294.00	10/04/2016	001-024-618200	
Vendor: 364000	Check Total:	637.93			
32416805	CLARION INN			Check Sequence: 8	ACH Enabled: False
	(09/19/16) CHAMBER LUNCHES *ADAM*	8.50	10/04/2016	001-002-611100	
Vendor: 216000	Check Total:	8.50			
898573	D & B SUPPLY CO., INC.			Check Sequence: 9	ACH Enabled: False
898574	PO 54735 - %WEED SPRAY/APP SUPPLIES *	114.97	10/06/2016	001-016-610600	
	PO 54735 - %WEED SPRAY/APP SUPPLIES *	2.79	10/06/2016	001-016-610600	
Vendor: 232058	Check Total:	117.76			
ARQ16214	DEPARTMENT OF ADMINISTRATIVE SERV.			Check Sequence: 10	ACH Enabled: False
	FY16-17 ORCPP MEMBERSHIP	1,000.00	10/06/2016	001-004-618000	
Vendor: 246800	Check Total:	1,000.00			
91604	DOMINICKS QUICK PRINT CORP.			Check Sequence: 11	ACH Enabled: False
	PO 54289 - FY 16-17 BUDGET BOOKS	731.25	10/04/2016	001-014-615300	
Vendor: 270285	Check Total:	731.25			
53541	ENHANCED TELECOMMUNICATIONS & D,			Check Sequence: 12	ACH Enabled: False
53541A	(10/16) % FY16-17 MAINT CONTRACT *CJT	360.36	10/06/2016	001-004-614800	
53541B	(10/16) % FY16-17 MAINT CONTRACT *STI	21.75	10/06/2016	045-090-614800	
53541C	(10/16) % FY16-17 MAINT CONTRACT *WT	10.66	10/06/2016	105-160-614800	
53541D	(10/16) % FY16-17 MAINT CONTRACT *W	10.66	10/06/2016	110-165-614800	
	(10/16) % FY16-17 MAINT CONTRACT *ST	0.43	10/06/2016	115-170-614800	
Vendor: 879019	Check Total:	403.86			
287	FOUR RIVERS LAWN & GARDEN			Check Sequence: 13	ACH Enabled: False
288	(08/05/16) ABATEMENTS *1ST PL & SUNSE	97.50	10/06/2016	001-021-612000	
	(08/08/16) ABATEMENTS*469 SW 1ST ST*	412.10	10/06/2016	001-021-612000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 324000	GEM STATE COMMUNICATIONS INC	509.60			
140276	(10/16) RADIO EQUIPMENT MAINTENANC	470.00	10/04/2016	Check Sequence: 14 001-024-615600	ACH Enabled: False
Vendor: 333890	GRAPHIX WEAR	470.00			
2849	SOCCER JERSEYS - FALL 2016	2,140.00	10/04/2016	Check Sequence: 15 001-025-613525	ACH Enabled: False
2850	PO 54870 - % SOCCER JERSEYS - FALL 2016	280.00	10/04/2016	001-025-613525	
2864	PO 54870 - % SOCCER JERSEYS - FALL 2016	100.00	10/04/2016	001-025-613525	
Vendor: 338160	Check Total:	2,520.00			
34	HHDET	187.50	10/06/2016	Check Sequence: 16 001-024-618000	ACH Enabled: False
Vendor: 879125	PO 54765 - CRIME STOPPERS ANNUAL DUI	187.50			
4548	JOHN'S AUTO BODY	250.00	10/06/2016	Check Sequence: 17 001-024-618680	ACH Enabled: False
Vendor: 441140	Check Total:	250.00			
1832	LOOKS NU, INC	14.00	10/06/2016	Check Sequence: 18 001-002-618300	ACH Enabled: False
4129-1620	PO 55006 - SUPERIOR EXTERIOR WASH *C	8.00	10/04/2016	001-024-618300	
4129-1621	POLICE VEHICLE #69 INSIDE/OUTSIDE W	5.00	10/04/2016	001-024-618300	
4129-1644	POLICE VEHICLE #74 PRO EXTERIOR WA	5.00	10/04/2016	001-024-618300	
4129-1676	POLICE VEHICLE #76 PRO EXTERIOR WA	5.00	10/04/2016	001-024-618300	
Vendor: 879113	Check Total:	37.00			
IN1051476	MUNICIPAL EMERGENCY SERVICES	10.00	10/06/2016	Check Sequence: 19 001-024-613555	ACH Enabled: False
IN1051476A	PO 54679 - % BLK/WHIT NAME TAG *J CUTI	10.00	10/06/2016	001-024-613555	
IN1051476B	PO 54679 - % BLK/WHIT NAME TAG *C KUN	672.00	10/04/2016	001-024-613555	
IN1064883	PO 54230 - BODY ARMOR W/ CARRIER	182.00	10/04/2016	001-024-613555	
IN1064883A	PO 54230 - EXTERNAL CARRIER	8.92	10/04/2016	001-024-613555	
IN1064883B	PO 54230 - BODY ARMOR-CARRIER/ SHP	892.92			
Vendor: 879126	Check Total:	892.92			
	CHARLES OAKES			Check Sequence: 20	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
MARRIOTT	PO 54920 - FIREARM TRAINING HOTEL RE:	474.94	10/06/2016	001-024-618000	
	Check Total:	474.94			
Vendor: 582200	OREGON ASSOCIATION CHIEFS OF POLICI			Check Sequence: 21	ACH Enabled: False
201609004	PO 54919 - STANARD & ASSOC POST TEST:	195.00	10/06/2016	001-024-617510	
201609004A	PO 54919 - STANARD & ASSOC POST TEST:	7.00	10/06/2016	001-024-617510	
	Check Total:	202.00			
Vendor: 583450	STATE OF OREGON DEPARTMENT OF COR			Check Sequence: 22	ACH Enabled: False
AR020286	(08/16) INMATE WORK CREW *CEM*	2,160.00	10/04/2016	001-000-110600	
	Check Total:	2,160.00			
Vendor: 516494	OREGON DEPARTMENT OF TRANSPORTAI			Check Sequence: 23	ACH Enabled: False
BI7633-01	(08/16) SIGNAL MAINT *IDAHO AVE/SE 2NI	233.00	10/04/2016	001-000-110600	
	Check Total:	233.00			
Vendor: 528405	OSTER PROFESSIONAL GROUP, LLP			Check Sequence: 24	ACH Enabled: False
14269-AUG	(08/16) % FISCAL SERVICES *FINANCE*	17,365.00	10/04/2016	001-014-615550	
14269-AUG-A	(08/16) % FISCAL SERVICES *WTP*	2,760.00	10/04/2016	105-160-615550	
14269-AUG-B	(08/16) % FISCAL SERVICES *WWTP*	2,760.00	10/04/2016	110-165-615550	
14269-AUG-C	(08/16) % FISCAL SERVICES *STORM*	115.00	10/04/2016	115-170-615550	
14269-SEP	(09/16) % FISCAL SERVICES *FINANCE*	17,365.00	10/04/2016	001-014-615550	
14269-SEP-A	(09/16) % FISCAL SERVICES *WTP*	2,760.00	10/04/2016	105-160-615550	
14269-SEP-B	(09/16) % FISCAL SERVICES *WWTP*	2,760.00	10/04/2016	110-165-615550	
14269-SEP-C	(09/16) % FISCAL SERVICES *STORM*	115.00	10/04/2016	115-170-615550	
	Check Total:	46,000.00			
Vendor: 368050	ROBB ENTERPRISES, INC			Check Sequence: 25	ACH Enabled: False
02-187223	PO 54740 - CLEANING SUPPLIES	91.57	10/04/2016	001-016-613500	
	Check Total:	91.57			
Vendor: 646085	RODDA PAINT CO			Check Sequence: 26	ACH Enabled: False
78010339	PO 54874 - REPAIR PAINTER	213.85	10/04/2016	001-025-613500	
	Check Total:	213.85			
Vendor: 461697	SHRED-IT USA, INC			Check Sequence: 27	ACH Enabled: False
8120860521	(09/16) DOCUMENT SHRED CONTRACT *C	30.00	10/04/2016	001-004-613500	
8120860521A	(09/16) DOCUMENT SHRED CONTRACT *C	30.00	10/04/2016	001-024-613500	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	60.00			
Vendor: 125060	SIEMENS INDUSTRY INC			Check Sequence: 28	ACH Enabled: False
5601174739	WELL 17 INSTALL *PARTS*	2,100.00	10/06/2016	030-087-719150	
5601174739A	WELL 17 INSTALL *PARTS-ADDITIONAL C	22.70	10/06/2016	030-087-719150	
5601174739B	WELL 17 INSTALL *PARTS-* / SHIP	45.74	10/06/2016	030-087-719150	
	Check Total:	2,168.44			
Vendor: 516825	SMITH'S PACK & SHIP, LLC			Check Sequence: 29	ACH Enabled: False
186458	PO 54914 - STANARD TEST RETURN TO OR	21.07	10/04/2016	001-024-615200	
	Check Total:	21.07			
Vendor: 879127	ST LUKE'S HEALTH SYSTEM			Check Sequence: 30	ACH Enabled: False
79289-415833187	PO 54918 - EAR MOLD *S. BRIGHT*	80.00	10/06/2016	001-024-613550	
	Check Total:	80.00			
Vendor: 702100	STAPLES CREDIT PLAN			Check Sequence: 31	ACH Enabled: False
18849	PO 54909 - % HP933XL - MAG	17.99	10/04/2016	001-024-611900	
18849A	PO 54909 - % HP933XL - YLW	17.99	10/04/2016	001-024-611900	
18849B	PO 54909 - % HP933XL - CYAN	17.99	10/04/2016	001-024-611900	
18849C	PO 54909 - % HP933 & 932 FULL PK	67.99	10/04/2016	001-024-611900	
42994	PO 54759 - % VISITOR CHAIRS	79.98	10/04/2016	001-024-613500	
42994A	PO 54759 - % PHONE MSG MACHINE	34.99	10/04/2016	001-024-613500	
42994B	PO 54759 - % OFFICE SUPPLY ORGANIZER	50.55	10/04/2016	001-024-613500	
	Check Total:	287.48			
Vendor: 878980	SUNSET LAWN & GARDEN			Check Sequence: 32	ACH Enabled: False
15	(08/16/16) ABATEMENTS *NW 8TH AVE/NW	275.00	10/06/2061	001-021-612000	
15A	(08/27/16) % ABATEMENTS *717 NW 3RD S	550.00	10/06/2061	001-021-612000	
15B	(08/27/16) % DUMP CHARGE *717 NW 3RD S	90.00	10/06/2061	001-021-612000	
15C	(08/27/16) % DUMP MILEAGE *717 NW 3RD	130.00	10/06/2061	001-021-612000	
	Check Total:	1,045.00			
Vendor: 794950	TREASURE VALLEY WINDSHIELD			Check Sequence: 33	ACH Enabled: False
10506	PO 54762 - WINDSHIELD *OPD #78*	250.00	10/06/2016	001-024-618300	
	Check Total:	250.00			
Vendor: 879122	ULINE			Check Sequence: 34	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
79482983	PO 54908 - YELLOW SHELF BIN 9/CT	40.50	10/04/2016	001-024-613550	
79482983A	PO 54908 - YELLOW SHELF BIN 9/CT / SHP	15.05	10/04/2016	001-024-613550	
	Check Total:	55.55			
Vendor: 831837	VALLEY OFFICE SYSTEMS			Check Sequence: 35	ACH Enabled: False
AR481860	(09/16) LEASE- CANON IR1025IF B950 (upst	25.00	10/04/2016	001-004-614800	
	Check Total:	25.00			
Vendor: 878957	VALLI INFORMATION SYSTEMS, INC.			Check Sequence: 36	ACH Enabled: False
37454	(09/16) % UB BILL/DISCNCT MAT/PRCS *W	31.80	10/04/2016	105-160-615250	
37454A	(MO/YR) % UB BILL/DISCNCT MAT/PRCS *	31.80	10/04/2016	110-165-615250	
37454B	(09/16) % UB BILL/DISCNCT MAT/PRCS *ST	1.29	10/04/2016	115-170-615250	
37454C	(09/16) % UB BILL/DISCNCT POSTAGE *WT	58.50	10/04/2016	105-160-615200	
37454D	(09/16) % UB BILL/DISCNCT POSTAGE *WV	58.50	10/04/2016	110-165-615200	
37454E	(09/16) % UB BILL/DISCNCT POSTAGE *STI	2.38	10/04/2016	115-170-615200	
	Check Total:	184.27			
Vendor: 288897	VERIZON WIRELESS			Check Sequence: 37	ACH Enabled: False
9772090124	(08/16-09/15/16) CELL PHONE *C.M.*	62.56	10/04/2016	001-002-610850	
9772090124A	(08/16-09/15/16) CELL PHONE *FIRE*	146.30	10/04/2016	001-016-610850	
9772090124B	(08/16-09/15/16) CELL PHONE *POLICE*	681.02	10/04/2016	001-024-610850	
9772090125	(08/16-09/15/16) IPADS *POLICE*	533.32	10/04/2016	001-024-610850	
	Check Total:	1,423.20			
	Total for Check Run:	70,908.86			
	Total of Number of Checks:	37			

PRESENTATION

Transportation Package

Representative Cliff Bentz

October 10, 2016



AGENDA REPORT

~~October 6, 2016~~ October 10, 2016

TO: Mayor and City Council

FROM: Betsy Roberts, City Engineer
Cliff Leeper, Public Works Director

THROUGH: Adam Brown, City Manager

SUBJECT: WATER TREATMENT PLANT CONSTRUCTION SERVICES: BID AWARD FOR SPECIAL INSPECTIONS AND SERVICES DURING CONSTRUCTION (SDC)

DATE: ~~September 28, 2016~~ October 7, 2016

SUMMARY:

Attached are the following documents:

- Special Inspections
 - Bid from Materials Testing & Inspection (MTI)
- Services During Construction
 - Murray, Smith, & Associates (MSA) and Control Engineers scope of work/estimate
 - CH2M scope of work and estimate

The City of Ontario's 2016 Water Treatment Plant Chemical Feed Improvements Project has been awarded and will be under construction by early October. The proposed effort described in this Staff Report covers Special Inspections and Services During Construction (SDC) necessary to complete the construction.

Special Inspections are those inspections or tests required by the Building Code to be conducted by a third party contracted to the Owner or the Owner's Representative. For this project, those include:

1. Soils testing
2. Concrete – including rebar and concrete
3. Epoxy Bolting/Doweling
4. Masonry

SDC generally includes:

1. Resident Project Representative (RPR)
2. Submittal Review
3. Request for Information (RFI) Review
4. Site Visits and Observations
5. System Integration
6. Record Drawings

PREVIOUS COUNCIL ACTION:

03/2/2016 Council approved Final Design for the Water Treatment Plant Design by MSA.

10/06/2016 Council discussed the proposal and requested updated and additional information for the Monday night Council meeting.

BACKGROUND:

Services During Construction

The Water Treatment Plant construction project is generally scheduled to run from October through March, 2017. During that time, the staff on duty will be running the Plant as normally as possible. The RPR is an additional staff person who will be on-site approximately 50% of the time. The RPR is the main point of contact, and it's the RPR's job to coordinate with the contractor, attend progress observe construction, testing, etc., and to allow the rest of the "regular" staff to continue with their work. The RPR will act as a liaison between the Contractor and the WTP Manager to help coordinate shut offs, reconnections, etc. The RPR is the person who will respond to emergencies or be on-site to review changed conditions and initiate Work Orders or Change Orders.

In addition to the RPR, there is a team of engineers, architects, and technicians that were part of the design team supporting the project. These staff make occasional site visits, but are mostly engaged remotely, reviewing submittals and supporting the RPR technically as needed. The exception to this will be the Control Engineers staff who will physically provide the system integration. This will be done on-site.

The City Engineer's role in the project will be to act as project manager for the city. The RPR will provide updates to the City Engineer, and advise when site visits may be required.

FINANCIAL IMPLICATIONS:

This project effort falls under the Capital Projects for the Water Fund. The table below shows the fund status:

<i>Activity</i>	<i>Budget</i>
WTP Project Budget	\$ 1,800,000
Less – Construction Bid (RSCI)	- \$ 1,650,520
Less – Services During Construction	- \$ 123,661
Less – Special Inspections	\$ 4,095
Remaining Budget	\$ 21,724

Typically, a contingency of 10% is recommended for construction. Additionally, a 10% fee for SDC's is a standard of the industry. For the bid on Special Inspections, three firms were contacted – MTI, Strata, Inc. and Terracon - but only MTI responded.

RECOMMENDATION:

Staff recommends the City Council approve the Services During Construction bid from MSA, and award the bid for Special Inspections to Materials Testing & Inspection.

PROPOSED MOTION:

I move that the City Council award the bid for Special Inspections to Material Testing and Inspection (MTI) and approve the Services During Construction (SDC) budgets for Murry, Smith & Associates (MSA) and CH2M, and authorize work to begin on the Water Treatment Plant Construction project.

**BETSY ROBERTS
CITY OF ONTARIO
444 Southwest 4th Street
Ontario, OR 97914**

**PHONE: (541) 889-7684
FAX: (541) 889-7121
E-MAIL: betsy.roberts@ch2m.com**

Re: Testing and Inspection Services for the
Proposed Project: **2016 Water Treatment Plant Chemical Feed Improvements, Ontario, OR**

The enclosed cost proposal has been prepared for your review and evaluation. Materials Testing & Inspection, Inc. (MTI) appreciates the opportunity to submit this estimate to provide materials testing and inspection services on the above referenced project.

The estimate is based on our review of plans, specifications, *Addendum's #1-#3*, similar projects, and 2012 IBC requirements. Due to a construction schedule not being available at the time of this estimate being prepared, the estimate is based on a presumed construction schedule. If the construction schedule does not follow MTI's estimated production rates and schedule, the quantities and number of trips required will vary. Please review the number of trips and quantities to insure that each item follows your construction schedule/production rates. Variances from our estimate and your schedule/production rates will be billed at the indicated unit rates. The result may be a decrease or increase in the total testing and inspection costs. Scope of services for the project has been outlined below:

~980 SF CMU Structure and Associated Site Work - The Scope of Services includes; 1) soils testing and inspection, 2) concrete testing and inspection, 3) epoxy bolt/dowel inspection, and 4) masonry testing and inspection. The scope may be adjusted based on the actual special inspection requirements. Costs will be dependent on the actual number of trips/time for testing and inspections.

A detailed explanation of testing/inspection items for each phase of construction has been provided below:

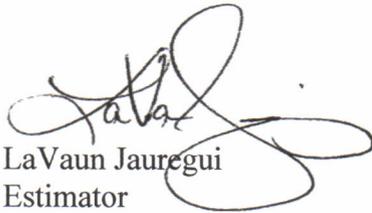
- **Soils** – Compaction testing will be performed during the 10 planned trips to the project site for this item. In addition, MTI will perform 2 geotechnical observations after stripping activities have taken place to confirm footing bearing surfaces.
- **Concrete** – “Special Inspection” of reinforcing steel and concrete is required. Inspection of reinforcing steel and testing of concrete will be performed during the 6 planned trips to the project site for placement of thickened slab, footings, stem walls, equipment pad, and exterior concrete flatwork. One set of 4 concrete cylinders will be cast for each 150 cubic yards, or fraction thereof, of each concrete mix placed each day. *Please note testing of slump, air, and temperature are included within MTI's rate for “Concrete Inspector”.*
- **Epoxy Bolting/Doweling** – Special Inspection of Epoxy Bolting/Doweling is required. Inspections will be performed on a continuous basis during the 1 planned trip to the project site for this item to verify the type of epoxy, bolts, dowels, depth of bolt/dowel holes, and the cleanliness of the drilled holes as required by the specifications of the project and the manufacture of the epoxy that will be used. Installation instructions will be confirmed and monitored during the placement of epoxy bolting/doweling.

Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

- **Masonry** – “Special Inspection” of masonry is required. Inspection will consist of inspecting cell conditions and reinforcing steel placement prior to grouting and witnessing of grouting activities during placement. Inspections will be performed on a periodic basis during the 2 planned trips to the project site for this item. Testing will include compressive strength of masonry units and grout prisms. This estimate is based on the masonry construction of the building to take place in one phase.
- **Project Management** – Project management and engineer oversight will be provided as required to manage the project and prepare formal reports. Services will generally include the following: attending project meeting, scheduling appropriate field personnel and providing oversight, processing of reports, reviewing project mix designs, reviewing construction documents, preparing invoices, and providing a communication link between project team members.

It is MTT’s intention that our services will complement your efforts towards maintaining the highest standards of quality. Please let us know if you require additional information. We thank you for considering our firm and look forward to working with you on this project.

Respectfully Submitted,
Materials Testing & Inspection, Inc.



LaVaun Jauregui
Estimator



- Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

Services & Fees

The following estimate of services is based on current MTI standard rates and estimated project quantities. Inspection and testing times are based on historical averages. They will be dependent on the contractor's schedule of activities and changes in project scope or requirements. If no cost is shown, the associated service item has not been included or will be provided by others. Work performed outside the hours of 8:00am to 5:00pm or Saturday or Sundays will be at 1.5 x billing rate. Work performed on government recognized Holidays will be at 2 x billing rate. Billing time is portal to portal. This is a time and materials quote.

CODE	ITEM	# of Trips	# of Units	UNIT	RATE	Totals
SOILS TESTING & INSPECTION						
33380	Soils Field Density Technician D2922/6938	10	20	HR	\$50	\$1,000.00
92684	Proctor D698, D1557/T99, T180		2	EA	\$160	\$320.00
92801	Sieve - Coarse & Fine C117, C136/T11, T27		2	EA	\$90	\$180.00
92063	Atterberg Limits D4318/T89, T90			EA	\$90	\$0.00
66610	Subgrade Inspector	2	4	HR	\$80	\$320.00
33340	Sample Pick Up	1	2	HR	\$50	\$100.00
					Sub-Total	\$1,920.00
CONCRETE TESTING & INSPECTION						
33040	Concrete Inspector	6	12	HR	\$50	\$600.00
33140	Epoxy Bolt/Dowel Inspector	1	2	HR	\$50	\$100.00
92243	Concrete Cylinders C39/T22		24	EA	\$15	\$360.00
33080	Cylinder Pick Up	6	6	HR	\$50	\$300.00
					Sub-Total	\$1,360.00
MASONRY TESTING & INSPECTION						
33200	Masonry Inspector	2	6	HR	\$50	\$300.00
92270	Cube Compressive Strength - Grout/Mortar/Gypsum			EA	\$15	\$0.00
92414	Grout Prisms C1019		4	EA	\$15	\$60.00
92171	CMU Compressive Strength (Prism Grouted) (Set of 3)		1	EA	\$225	\$225.00
33080	Cylinder Pick Up	1	1	HR	\$50	\$50.00
					Sub-Total	\$635.00
MISCELLANEOUS ITEMS						
88260	Project Manager		3	HR	\$60	\$180.00
91300	Mileage - No Mileage Charged			EA	\$0.68	\$0.00
81130	Summary Inspection Report			HR	\$85	\$0.00
					Sub-Total	\$180.00
Estimated Project Total:						\$4,095.00

Please See Notes on Following Page:



Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

Note

- If necessary, please dismiss any items in the estimate above that will not be considered for satisfying this projects quality control requirement.
- *MTI's rates include the use of all of our testing equipment during performance of our services.*

The individual signing below represents and warrants that he/she has full authority to enter into this Agreement on behalf of CLIENT. By signing below, CLIENT is acknowledging and agreeing to [Materials Testing and Inspection's Terms and Conditions](#) (or available upon request). If the individual below lacks such authority, he/she shall be personally responsible for payment of obligations under this Agreement. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date indicated above.

Materials Testing & Inspection, Inc.

City of Ontario

Signature: _____

Signature: _____

Print Name & Title: _____

Print Name & Title: _____

Date: _____

Date: _____

(EOE/AA/MFDV)

TASK ORDER
for
CONSTRUCTION PHASE SERVICES
CITY OF ONTARIO, OREGON

This Task Order is for professional services between Murray, Smith & Associates, Inc. (MSA) and the City of Ontario, Oregon (City) to support contract award, construction, start-up and commissioning of improvements at the water treatment plant, as described in the 2016 WTP Chemical Feed Improvements construction documents. The terms of this work shall be in accordance with the *Agreement for Professional Engineering Services for the City of Idaho Falls, Idaho* - dated November 8, 2013 (PESA).

The services provided under this task order will be the joint work product of MSA and Control Engineers (Control). Contractually, Control is a subconsultant to MSA, but this team will work collaboratively together to complete the work described.

SCOPE OF SERVICES

Project Management

Monthly invoicing, coordination with the consultant project team, and coordination with City staff.

Deliverables

- Monthly invoices to the City

Assumptions

- Twenty-four hours of man-time over 6 months

Contract Initiation Support

Provide supplemental assistance to the City from bid advertisement through contract award and execution phases. Most of the bid phase effort was covered in the design phase work (Task 6). Work included in this task order covers preparing agendas and leading both the Pre-Bid Meeting and Pre-Construction Meeting

Deliverables

- Pre-Bid Meeting Agenda
- Pre-Construction Meeting Agenda

Assumptions

- Sixteen hours of man-time and travel expenses

Submittals

MSA will review and provide comments on submittals pertaining to the portions of the construction that were designed by MSA and Control (site civil, Mixing Building mechanical, electrical, and instrumentation).

Assumptions

- Up to 25 total submittals
- Half of the submittals will require a resubmittal review
- 1.5 hours of review time (average) per submittal or resubmittal
- All submittals and responses will be in electronic format
- Submittals will be logged and status monitored by others.

RFIs

MSA will respond to Requests for Information (RFI's) from the Contractor to resolve questions and conflicts that arise as construction progresses.

Assumptions

- 20 total RFIs
- 1.5 hours of review/response time (average) per RFI
- All RFIs and responses will be in electronic format
- Submittals will be logged and status monitored by others.

Site Visits/Observations

MSA and Control staff from Boise will visit the WTP site to observe construction at key milestones and at times when designer input is needed by the Contractor.

Assumptions

- 10 total site visits
- 4 hours total time for each site visit (2 hours on site plus one hour travel each way)
- Rental car or personal vehicle mileage will be reimbursed, along with travel meal (if appropriate based on the time of the site visit)

System Integration

Control Engineers, a subconsultant to MSA, will provide the following services related to the configuration, calibration and integration of the Project equipment and SCADA system.

- Configuration and calibration check of all control panels, network systems, equipment and instruments.
- Programming and integration for new systems and alarms in existing SCADA network.

Assumptions

- The development of new screen views and programming is limited to the new facilities installed as part of this project. No revisions to existing screens or programming are assumed.
- City/CH2M will provide final system control narratives for use in program development a minimum of 30 calendar days in advance of the initiation of System Integration services

Record Drawings

MSA will produce record drawings with information from provided by the Contractor red-lines that reflect as-built conditions.

Deliverables

- An electronic copy (PDF format) of the Record Drawings

Assumptions

- MSA will rely on the information provided by the Contractor as accurate and complete.
- 1 hour per drawing for CAD time.
- 1 hour for each discipline lead to review drawings, plus 4 hours administrative time.
- CH2M will be responsible for producing their own record drawings.
- Record drawing compilation will be completed by others

Excluded Tasks

The following tasks are not included in the scope of work, but could be added to this scope of work by amendment, if requested:

- Construction manager and resident engineer services
- Review of Contractor's pay applications, schedule submittals, or change orders
- Resolution of Contractor claims or disputes
- Attendance at regular progress meetings
- Construction document management software for shared use by City, Contractor, and other consultants
- Commissioning of equipment or processes (outside of indicated site visits to demonstrate successful construction meeting the design intent of the documents)
- Development of operation and maintenance manuals
- Preparation of permits
- Code-required (IBC) special inspections

BUDGET

The work provided in this Task Order will be billed on a time and materials basis in accordance with the PESA. The overall budget estimate breakdown for this work is outlined in the table below. MSA will manage the work identified in this Task Order to the aggregate budget amount, which shall not be exceeded without prior written authorization from the City. When any budget has been increased or follow-on work contracted, MSA's excess costs expended prior to such an increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

Subtask	Level of Effort (hours)	Fee
Project Management	24	\$2,969
Contract Initiation Support	16	\$2,828
Submittals	60	\$9,995
RFIs	30	\$4,986
Site Visits/Observations	40	\$7,346
System Integration	128	\$22,264
Record Drawings	48	\$8,348
Total	346	\$58,736

SCHEDULE

MSA will begin work immediately upon receiving authorization to proceed and as requested by the City.

CITY OF ONTARIO, OREGON

MURRAY, SMITH & ASSOCIATES, INC.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Ontario WTP Improvements

CH2M Design Services during Construction

PREPARED FOR: Betsy Roberts
Cliff Leeper

PREPARED BY: Jeff Hodson

DATE: ~~October 6, 2016~~ October 7, 2016

PROJECT NUMBER: 496187

The purpose of this memo is to provide a scope of work and level of effort estimate for design team services during the construction of the Ontario Water Treatment Plant (WTP) Improvements Project. The memo also documents the assumptions made to develop the level of effort estimate.

Work Tasks

Resident Project Representative

CH2M will provide an engineer to serve as the project's Resident Project Representative (RPR). The RPR is the main point of contact for the project. This person represents both the City and the Engineer in the field. The RPR is on-site as needed to ensure that the quality of work is acceptable, to witness testing, and to respond to changed conditions. The RPR will be the lead on submittals and RFIs, logging each and forwarding it to the appropriate engineer for review. The RPR will also take lead on Work Change Directives, Field Orders, Change Orders, and Payment Requests. The RPR works closely with the Contractor to make sure the project stays on schedule. The RPR will attend all progress meetings and report back to the City Engineer.

Assumptions:

- RPR will be available on average, 24 hours per week for the duration of the project, which includes travel time to and from the site.

Submittals

CH2M design staff will review and provide comments on submittals pertaining to the portions of the construction that were designed by CH2M (architectural, structural, HVAC, and chemical feed system process mechanical).

Assumptions:

- 35 total submittals (7 architectural, 12 structural, 4 HVAC, 12 process)
- Half of the 35 submittals will require a resubmittal review
- 1.5 hours of review time (average) per submittal or resubmittal
- CH2M administrative assistant (AA) will log submittals, distribute to design team, and send back to the Contractor

RFIs

CH2M design staff will respond to Requests for Information (RFI's) from the Contractor to resolve questions and conflicts that arise as construction progresses.

Assumptions:

- 18 total RFIs (2 architectural, 5 structural, 1 HVAC, 10 process)
- 1.5 hours of review/response time (average) per RFI
- CH2M administrative assistant (AA) will log RFIs, distribute to design team, and send back to the Contractor

Site Visits/Observations

CH2M design staff from the Boise office will visit the WTP site to observe construction at key milestones and at times when designer input is needed by the Contractor. ~~CH2M staff assigned to the City of Ontario (Casey, Jerry, Betsy) may assist in making field observations and relaying information back to the design team when a site visit is not warranted or information can be easily gathered by local staff.~~

Assumptions:

- 9 total site visits (1 architectural, 3 structural, 1 HVAC, 4 process)
- 4 hours total time for each site visit (2 hours on site plus one hour travel each way)
- Rental car or personal vehicle mileage will be reimbursed, along with travel meal (if appropriate based on the time of the site visit)
- ~~8 hours each for Casey; 4 hours each for Jerry and Betsy~~

Record Drawings

CH2M will update the design drawings produced by CH2M with information provided by the Contractor based on as-built information and field information to produce a set of record drawings.

Assumptions:

- CH2M will rely on the information provided by the Contractor as accurate and complete.
- 1 hour per drawing for CAD time.
- 1 hour for each discipline lead to review drawings, plus 4 hours administrative time.
- MSA and Controls-Engineers will be responsible for producing their own record drawings.

Excluded Tasks

The following tasks are not included in the scope of work, but could be added to this scope of work by amendment, if requested:

- Construction manager and resident engineer services
- Review of Contractor's pay applications, schedule submittals, or change orders
- Resolution of Contractor claims or disputes
- Attendance at regular progress meetings
- Construction document management software for shared use by City, Contractor, and other consultants
- Commissioning of equipment or processes (outside of indicated site visits to demonstrate successful construction meeting the design intent of the documents)
- Development of operation and maintenance manuals
- Software programming or SCADA integration
- Preparation of permits
- Code-required (IBC) special inspections

Level of Effort Estimate

Based on the tasks described above, the estimated level of effort for this scope of work is outlined in the table below, based on a [2.01.84](#) raw labor multiplier.

Estimated Level of Effort

CH2M design team services during construction

Subtask	Level of Effort (hours)	Fee
RPR	480	\$48,450
Submittals	99	\$6,950
RFIs	40	\$2,830
Site Visits/Observations	52	\$3,86054,960
Record Drawings	36	\$2,835
Total	198	\$64,92566,025