



CITY OF
JOHN DAY

CITY COUNCIL MEETING AGENDA
Tuesday March 25, 2025
REGULAR MEETING: 6:30 pm
John Day Fire Station
316 S Canyon Blvd, John Day, OR 97845
(541)575-0028 www.cityofjohnday.com

This meeting is open to the public. This agenda includes a list of the principal subjects anticipated to be considered at the meeting. However, the agenda does not limit the ability of the Council to consider additional subjects. Meetings may be canceled without notice. Zoom Meeting participants should use the "raise your hand" feature during these times to alert the moderator that they would like to speak.

Join Zoom Meeting

City of John Day is inviting you to a scheduled Zoom meeting.

<https://zoom.us/j/95867942253?pwd=dHE5c3djSEx4OFBuZndPQU5HMGN3QT09>

Meeting ID: 958 6794 2253

Passcode: 776959

Call to Order: Regular John Day Council Meeting 6:30 pm.

1. Call John Day City Council Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Amend or Accept Regular Agenda

5. Public Comments (*Please Limit to 3 Minutes*)

Public Comments are an opportunity to present information or speak on an issue that is not on the agenda. Comments are limited to 3 minutes for each person. Visitors may state their comments and should not expect the council to engage in back and forth dialogue regarding the comment, council may either choose to add it to a follow up meeting or direct City Manager to follow up with the speaker.

- a. Letter from Katy Nelson

6. Consent Agenda

All matters listed within the Consent Agenda have been distributed to every member of the City Council for reading and study, are considered routine, and will be enacted by one motion of the Council. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- a. AP through 3-13-25
- b. Minutes of 3-11-25 (will be available 4/8/25 mtg)

7. Resolution 25-01: A resolution of the City of John Day approving the sale and transfer of certain city owned industrial property under Ordinance No. 21-192-03.
8. Discussion and/or approval of a Strategic Planning Firm
9. Financial update – Rob Gaslin, CPA
10. Wastewater Plant Presentation
11. Approve award of Pre-Purchase Package #1 UV Disinfection System Equipment to Xylem Water Solutions Inc.
12. Approve award of Pre-Purchase Package #2 Headworks Screen Equipment to Kusters Water.
13. City Manager Comments:
14. Mayor and Council Comments
15. Adjournment: Next Regular Meeting **April 8, 2025**

**Dear City Council People,
Should you desire to form an
arts commission I would like to
apply to serve. I am on the
Board of Directors of Juniper
Arts and I volunteer for Painted
Sky.**

**Thanks for your consideration
of the attached document. I
regret that I am unable to
attend your meeting.**

**Sincerely yours,
Katy Nelson**

Sent



'The Promised Land' statue is objectionable due to its portrayal of white settlers excluding other groups, and is insensitive to indigenous history. The depiction of the settlers is an inaccurate portrayal of the history of Oregon. It overlooks the history and contributions of other racial, ethnic and religious groups who have called Oregon home. This land was not promised to white settlers. It was stolen from people who were deeply connected to it and to the spirits resonating within. It does not align with the City or the County's anti-racist values.

Katy Nelson, M. A., M. S.



Report Criteria:

Report type: Invoice detail
Check.Type = {<-> "Adjustment"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ACS - ADVANCED CONTROL SYSTEMS							
03/13/2025	760082	1013	ACS - ADVANCED CONTROL SYSTEM	40045	03-000-63450	415.00	415.00
Total 760082:							415.00
AMAZON CAPITAL SERVICES, INC.							
03/13/2025	760083	1026	AMAZON CAPITAL SERVICES, INC.	16TY-FT6V-61	01-000-63800	39.98	39.98
03/13/2025	760083	1026	AMAZON CAPITAL SERVICES, INC.	1H67-GKDD-4	01-000-63800	98.97	98.97
03/13/2025	760083	1026	AMAZON CAPITAL SERVICES, INC.	1RTT-1JQV-4	01-000-63800	46.99	46.99
Total 760083:							185.94
AMERIFORMS							
03/13/2025	760084	1029	AMERIFORMS	62689	06-000-63800	585.24	585.24
Total 760084:							585.24
BADGER METER INC.							
03/13/2025	760085	1041	BADGER METER INC.	80186185	02-000-66306	1,914.17	1,914.17
Total 760085:							1,914.17
BRYANT, LOVLIE, & JARVIS, PC.							
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21279	10-000-63450	50.00	50.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21602	10-000-63450	50.00	50.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21603	06-000-63450	119.98	119.98
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21604	07-000-63450	250.00	250.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21605	07-000-63450	75.00	75.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21606	01-000-63450	1,175.00	1,175.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21607	34-000-63450	25.00	25.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21608	10-000-63450	1,200.00	1,200.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21609	01-000-63450	1,925.00	1,925.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21610	06-000-63450	425.00	425.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21611	01-000-63450	1,795.00	1,795.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21612	06-000-63450	3,562.25	3,562.25
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21613	06-000-63450	1,344.50	1,344.50
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21614	06-000-63450	1,520.00	1,520.00
03/13/2025	760086	1067	BRYANT, LOVLIE, & JARVIS, PC.	21615	06-000-63450	125.00	125.00
Total 760086:							13,641.73
CASELLE, INC							
03/13/2025	760087	1083	CASELLE, INC	139678	26-000-64000	1,130.00	1,130.00
Total 760087:							1,130.00
CITY OF SENECA							
03/13/2025	760088	1106	CITY OF SENECA	1092R1-0225	07-000-64798	146.43	146.43
Total 760088:							146.43
CLARK'S DISPOSAL							
03/13/2025	760089	1109	CLARK'S DISPOSAL	1144-022625	01-050-64798	145.13	145.13

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760089:							145.13
DUCOTE CONSULTING, LLC							
03/13/2025	760090	1163	DUCOTE CONSULTING, LLC	2402	03-000-66230	2,593.75	2,593.75
03/13/2025	760090	1163	DUCOTE CONSULTING, LLC	2409	07-000-63825	1,875.00	1,875.00
Total 760090:							4,468.75
ED STAUB & SONS PROPANE							
03/13/2025	760091	1168	ED STAUB & SONS PROPANE	12162212	26-000-64798	1,054.50	1,054.50
03/13/2025	760091	1168	ED STAUB & SONS PROPANE	12164105	01-050-64798	689.85	689.85
03/13/2025	760091	1168	ED STAUB & SONS PROPANE	CL345991	26-050-63100	331.10	331.10
Total 760091:							2,075.45
GASLIN ACCOUNTING CPAS PC							
03/13/2025	760092	1191	GASLIN ACCOUNTING CPAS PC	01113	06-000-63825	2,811.00	2,811.00
Total 760092:							2,811.00
GIBCO							
03/13/2025	760093	1203	GIBCO	33	01-000-63550	14.50	14.50
Total 760093:							14.50
GRANT COUNTY TREASURER							
03/13/2025	760094	1218	GRANT COUNTY TREASURER	FEB25 PATRO	01-000-62450	8,333.33	8,333.33
Total 760094:							8,333.33
HACH COMPANY							
03/13/2025	760095	1227	HACH COMPANY	14384470	03-000-63400	196.70	196.70
Total 760095:							196.70
IRON TRIANGLE L.L.C.							
03/13/2025	760096	1251	IRON TRIANGLE L.L.C.	21878	02-000-63800	39.75	39.75
Total 760096:							39.75
JOHN DAY FIREFIGHTERS ASSOC							
03/13/2025	760097	1276	JOHN DAY FIREFIGHTERS ASSOC	JDFF FEB25	01-050-62950	490.00	490.00
Total 760097:							490.00
JOHN DAY TRUE VALUE HARDWARE							
03/13/2025	760098	1280	JOHN DAY TRUE VALUE HARDWARE	621991	03-000-62500	170.00	170.00
03/13/2025	760098	1280	JOHN DAY TRUE VALUE HARDWARE	622135	01-050-62900	156.35	156.35
03/13/2025	760098	1280	JOHN DAY TRUE VALUE HARDWARE	622140	06-000-63800	24.99	24.99
03/13/2025	760098	1280	JOHN DAY TRUE VALUE HARDWARE	622160	26-000-63800	52.99	52.99
03/13/2025	760098	1280	JOHN DAY TRUE VALUE HARDWARE	622236	06-000-63877	54.98	54.98
03/13/2025	760098	1280	JOHN DAY TRUE VALUE HARDWARE	622353	03-000-63400	42.97	42.97
03/13/2025	760098	1280	JOHN DAY TRUE VALUE HARDWARE	622388	03-000-63400	7.99	7.99
03/13/2025	760098	1280	JOHN DAY TRUE VALUE HARDWARE	622456	03-000-63400	1,070.00	1,070.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760098:							1,580.27
KJDY							
03/13/2025	760099	1305	KJDY	CC-125011414	06-000-62100	349.00	349.00
03/13/2025	760099	1305	KJDY	CC-12502144	06-000-62100	349.00	349.00
Total 760099:							698.00
LAND TITLE CO.							
03/13/2025	760100	1313	LAND TITLE CO.	1453	01-000-63460	300.00	300.00
Total 760100:							300.00
LANE COUNCIL OF GOVERNMENTS							
03/13/2025	760101	1314	LANE COUNCIL OF GOVERNMENTS	97126	10-000-63825	1,909.00	1,909.00
Total 760101:							1,909.00
LES SCHWAB TIRES							
03/13/2025	760102	1323	LES SCHWAB TIRES	1400448708	26-000-64700	463.98	463.98
Total 760102:							463.98
MILLS BUILDING SUPPLY							
03/13/2025	760103	1360	MILLS BUILDING SUPPLY	271097	06-000-64300	333.90	333.90
Total 760103:							333.90
PECK RUBANOFF & HATFIELD PC							
03/13/2025	760104	1418	PECK RUBANOFF & HATFIELD PC	10426	06-000-63450	1,332.50	1,332.50
Total 760104:							1,332.50
RYMER SOLUTIONS							
03/13/2025	760105	1727	RYMER SOLUTIONS	25-01	06-000-63500	2,850.00	2,850.00
Total 760105:							2,850.00
SCOTT MOORE							
03/13/2025	760106	1465	SCOTT MOORE	REIMB031025	03-000-63200	10.81	10.81
Total 760106:							10.81
TEC COPIER SYSTEMS LLC							
03/13/2025	760107	1500	TEC COPIER SYSTEMS LLC	219609	06-000-62900	40.54	40.54
03/13/2025	760107	1500	TEC COPIER SYSTEMS LLC	219610	06-000-62900	79.34	79.34
Total 760107:							119.88
TRIANGLE OIL							
03/13/2025	760108	1524	TRIANGLE OIL	127487	03-000-63400	706.99	706.99
Total 760108:							706.99
US POSTMASTER							
03/13/2025	760109	1533	US POSTMASTER	MARCH2025	03-000-63460	1,000.00	1,000.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760109:							1,000.00
USA BLUEBOOK							
03/13/2025	760110	1534	USA BLUEBOOK	INV00634406	03-000-63400	60.00	60.00
Total 760110:							60.00
Grand Totals:							47,958.45

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-20000	.00	20,167.77-	20,167.77-
01-000-62450	8,333.33	.00	8,333.33
01-000-62490	209.40	.00	209.40
01-000-62900	35.96	.00	35.96
01-000-63450	7,296.26	.00	7,296.26
01-000-63460	300.00	.00	300.00
01-000-63500	855.00	.00	855.00
01-000-63550	14.50	.00	14.50
01-000-63800	332.25	.00	332.25
01-000-63825	843.30	.00	843.30
01-000-63950	200.00	.00	200.00
01-000-64000	316.40	.00	316.40
01-000-64798	36.28	.00	36.28
01-050-62900	156.35	.00	156.35
01-050-62950	490.00	.00	490.00
01-050-64000	22.60	.00	22.60
01-050-64798	726.14	.00	726.14
02-000-20000	.00	7,809.22-	7,809.22-
02-000-62100	209.40	.00	209.40
02-000-62900	147.26	.00	147.26
02-000-63450	2,401.26	.00	2,401.26
02-000-63500	855.00	.00	855.00
02-000-63800	186.06	.00	186.06
02-000-63825	1,050.80	.00	1,050.80
02-000-63950	400.00	.00	400.00
02-000-64000	327.70	.00	327.70
02-000-64260	17.66	.00	17.66
02-000-64798	299.91	.00	299.91
02-000-66306	1,914.17	.00	1,914.17
03-000-20000	.00	12,439.51-	12,439.51-
03-000-62100	209.40	.00	209.40
03-000-62500	317.26	.00	317.26
03-000-62850	2,401.26	.00	2,401.26
03-000-63200	865.81	.00	865.81
03-000-63400	2,248.62	.00	2,248.62
03-000-63450	2,775.80	.00	2,775.80
03-000-63460	400.00	.00	400.00
03-000-63500	327.70	.00	327.70
03-000-64301	299.91	.00	299.91
03-000-66230	2,593.75	.00	2,593.75
06-000-20000	.00	2,587.56-	2,587.56-

RESOLUTION NO. 25-01

A RESOLUTION OF CITY OF JOHN DAY APPROVING THE SALE AND TRANSFER OF CERTAIN CITY-OWNED INDUSTRIAL PROPERTY UNDER ORDINANCE NO. 21-192-03.

WHEREAS, City of John Day ("City") has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, pursuant to ORS 221.727, City adopted Ordinance No. 21-192-03 (the "Ordinance") establishing alternative procedures and exemptions for the sale, transfer, and conveyance of certain "classes" of City-owned real property; and

WHEREAS, Section 7 of the Ordinance permits the council to adopt a resolution establishing a procedure for the sale of individual parcels of certain "classes" of City-owned real property; and

WHEREAS, City owns certain industrial property located on Industrial Park Road consisting of approximately 41 acres commonly known as Grant County Tax Lot No. 133127D-2900 (the "Land"); and

WHEREAS, Chuck Skupa desires to purchase a to-be determined portion of the Land (the "Property") for the development, construction, ownership, occupancy, use, and/or operation of a meat processing facility (the "Project") for a purchase price of \$7,806.00 per acre; and

WHEREAS, by adoption of this Resolution No. 25-01 (this "Resolution"), City desires to exempt the sale, transfer, and/or conveyance of the Property to Mr. Skupa for the Project.

NOW, THEREFORE, City of John Day resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 25-01 (this "Resolution") are hereby adopted.

2. Sale Approved. Subject to the terms and conditions contained in this Resolution, the council approves and authorizes the sale of the Property to Mr. Skupa for a purchase price of \$7,806.00 per acre. The city manager is authorized to sell, transfer, and/or convey the Property pursuant to the terms and conditions of a purchase and sale agreement (and all other related transaction documents and instruments) between City and Mr. Skupa substantially in the form attached hereto as Exhibit A. Notwithstanding anything contained in this Resolution to the contrary, the purchase and sale agreement (and all other related transaction documents and instruments, as applicable) will (a) contain such terms and conditions the city manager and/or city attorney determine necessary and/or appropriate, including, without limitation, that the Property is transferred AS IS, WITH ALL FAULTS AND DEFECTS, and subject to all encumbrances of record, and (b) be subject to the review and approval of the city manager and city attorney. The city manager is authorized to sign the purchase and sale agreement (and all other related transaction documents and instruments) for and on behalf of City.

3. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the council to cure editorial and/or clerical errors. This Resolution will be in full force and effect from and after its approval and adoption.

PASSED AND ADOPTED by the City Council of the City of John Day, Oregon and signed by the mayor on this ____ day of March, 2025.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Vacancies: _____

Sherrie Rininger, Mayor

ATTEST:

Melissa Bethel, City Manager

Exhibit A
Sale Agreement

[attached]



Strategic Planning Cohort – Statement of Work

Submitted to: City of John Day

Submitted by Coraggio Group | March 17, 2025 | coraggiogroup.com

Melissa Bethel, City Manager
City of John Day

Proposed Statement of Work – City of John Day Strategic Planning Cohort

Below you will find a proposed statement of work to meet current strategic planning needs as discussed with you on March 12, 2025. Pages that follow introduce Coraggio and key team members on this project. Our team is available to answer any questions you may have to clarify any part of this proposed work.

Strategic Planning Retreat

Phase One: **Get Clear**

Task 1: Project Kickoff Meeting

To begin the project with a firm understanding of your expectations and align on inputs to the process, we will schedule a 60-minute virtual planning meeting to finalize our approach and identify background information that will help provide context to the project and retreat.

Task 2: Constituent Engagement

A simple, but effective online survey will be created for the City of John Day to distribute to staff, council members, community partners, and residents. Additionally, the consulting team will conduct up to 8 interviews of key individuals via zoom. Finally, Coraggio will lead an in-person public town hall to gather input from residents and community stakeholders for the strategic plan. In this interactive town hall sessions, community members will engage in dialogue and will have ample opportunity to share their perspectives and insights. Constituent Engagement findings will give us insight into the current challenges and opportunities, potential areas of focus, and key initiatives.

Task 3: Insight Report

Coraggio will prepare an Insight Report that will summarize the findings of the survey, interviews and public workshop. The Insight Report will provide a clear picture of the strengths, weaknesses, opportunities and threats facing the city of John Day. That data will also be used to inform the Planning Sessions in the Get Focused phase.

Task 4: Planning Sessions Design and Preparation

Based on the findings of the Constituent Engagement and guidance from the City Manager, the Coraggio team will design an approach to the Planning Sessions. This will also include developing starter strategic plan content for the Planning Team to review, react to, and refine at in the sessions.

Phase Two: Get Focused

Task 5: Planning Session 1 Facilitation

In this in-person session, we will spend time reviewing the findings from the Constituent Engagement and work on updating the Strategic Clarity elements of your Strategic Plan:

- **Vision:** What is the ideal future state we will strive to create? What is the City of John Day committed to make happen?
- **Mission:** What will the City of John Day do to help achieve the vision? What is the focus of our work?
- **Values:** What underlying beliefs shape how we work together and serve our community to carry out our Mission?

Task 6: Planning Session 2 Facilitation

At the second in-person session, with the Strategic Clarity elements in hand, we will work with you to identify the Strategic Action components of your Plan:

- **Imperatives:** In broad categories, what must the City of John Day accomplish in the next two years? What are our overarching areas of focus?
- **Objectives:** What measurable results will we focus on over the planning horizon? What specific metrics and milestones will we seek to achieve, and by when?
- **Initiatives:** What significant strategies or actions will best deliver on our Imperatives? What work will the City of John Day prioritize to meet our Objectives?

Note: We are proposing the planning sessions be completed over two consecutive days in 4-hour sessions.

Phase Three: Get Moving

Task 7: Strategic Plan

Once we complete the planning sessions, we will collect everything into a branded one-page document that outlines the City's Vision, Mission, Values, Imperatives, Objectives and Initiatives.

Take 8: Debrief and Close

In this final close out meeting, our team will walk through the final plan with the City Manager to finalize it. We'll debrief on the process and ensure we've passed off all the planning process information and materials to the City.

Project Management

Our Coraggio Consultant will meet with the John Day City Manager (and any other key individuals she would like to include) several times throughout the project to prepare for and carry out each step of the process in close collaboration.

Timeline

Phase	Task	Apr-25	May-25	Jun-25
Get Clear	Project Management			
	Kickoff Meeting			
	Constituent Engagement			
	Insight Report			
	Planning Sessions Design and Preparation			
Get Focused	Project Management			
	Session 1: Facilitation			
	Session 2: Facilitation			
Get Moving	Project Management			
	Strategic Plan			
	Debrief and Close			

Proposed Investment

Our proposed project fee for consulting services is \$29,000.

Phase	Task	Cost
Get Clear	Project Management	\$17,025
	Kickoff Meeting	
	Constituent Engagement	
	Insight Report	
	Planning Sessions Design and Preparation	
Get Focused	Project Management	\$8,250
	Session 1: Facilitation	
	Session 2: Facilitation	
Get Moving	Project Management	\$3,725
	Strategic Plan	
	Debrief and Close	
Total:		\$29,000

Note: The total cost includes time and travel for three in-person sessions.

Terms

All activities are invoiced monthly and are due net 30. Should the scope of the project change we will not incur additional consulting costs without prior approval.

About Coraggio

Since 2005, Coraggio Group has established itself as a leader in strategic consulting, dedicated to guiding organizations in crafting visionary plans that shape the future of their organizations and communities. Our team of esteemed consultants with expertise in strategic planning, organizational effectiveness, and community engagement help organizations and communities thrive in today's ever-evolving landscape. We empower our clients to gain deep insights into their evolving environments, address intricate challenges with confidence, and strategically position themselves to capitalize on emerging opportunities.

We aren't just any consultants— we are advocates for change.

We take pride in helping leaders create exciting visions and build bold strategies to make those visions a reality.

Awards & Affiliations

For two years in a row, we were honored to be recognized by our peers statewide as one of **Oregon's Top 10 Most Admired Companies** for 2022 & 2023 in the business consulting category.



As a proud member of **Partners in Diversity** and a leader in community prosperity, we understand the importance of including minority- and women-owned business enterprises. We encourage employees to refer individuals from underserved communities for open positions and subcontracting opportunities, and we are committed to continuing this work.



By the Numbers

400+	Strategic Plans completed
300+	Facilitated workshops and meetings of all sizes, some exceeding 300+ participants
200+	Clients served collectively with our parent company: Miles Partnership
2	Years we've been recognized as Oregon's top 10 Most Admired Companies
20	Years in business

Key Team Members



Sarah Lechner

Principal Consultant

Proposed Role: Advisor and In-Person Facilitator

Responsibilities: Sarah is responsible for the success of this project. Given her deep experience in strategic planning consulting, she will provide oversight on all aspects of the project, advise on internal and external communications, and ensure deliverables meet a high standard.

Sarah is a strategic and systemic thinker with an eye for patterns, leverage points, and possibility. Sarah has been with Coraggio Group for nine years and leads our Community Prosperity practice area which unites our work with government agencies and community-based organizations in support of prosperous communities for all. Prior to joining Coraggio, Sarah spent 13 years developing and managing organizational effectiveness programs in education, workforce development, healthcare, and social justice focused community-based organizations. Since joining Coraggio Group, Sarah has worked with state agencies, post-secondary education institutions, and community-based organizations to set strategies that advance not only their organizations but the communities they serve.

Sarah's early community organizing roots shape how Sarah approaches her consulting work. She emphasizes the importance of broad partner engagement and draws on the power of healthy relationships, effective partnerships, and informal leadership to create change. A skillful consultant and trusted advisor, Sarah partners with organizations and engages leaders in the development of transformational strategies, and the design of organizational development, quality improvement, and change initiatives that effectively advance capability and culture at the leader, team, and organizational levels.

Education and Certifications

- M.A., Leadership & Organizational Development, Saybrook University
- B.A., Environmental Studies, Denison University
- Certified in PROSCI® Change Management

Select Relevant Experience

- Business Oregon
Strategic Planning
- Oregon State University
Extension and Engagement
Strategic Planning
- Oregon Department of
Human Services
Strategic Planning
- Oregon Higher Education
Coordinating Commission
Strategic Planning
- Oregon School Boards
Association
*Value Driver Assessment and
Roadmap*
- Oregon Health Authority
HPCDP *Prevention Partners
Engagement and Assessment,
Community Policy Leadership
Institute, Tobacco Training
and Technical Assistance,
Leadership Team
Development*
- Pierce County Library System
Strategic Planning
- Salem Public Library
Strategic Planning
- Josephine Community Library
District
*Strategic Planning and
Change Management*
- Clackamas Community
College
*Strategic Planning, Bond
Development Workgroup and
Budget Advisory Group
Facilitation*
- Clatsop Community College
Strategic Planning
- Mt. Hood Community College
*Bond Development
Facilitation*



David Naczycz

Senior Associate Principal

Proposed Role: Strategy Lead

Responsibilities: David will guide the team in client engagement success and orchestrate the team in the strategic planning process. He will lead the facilitation of constituent engagement and planning sessions.

David brings 25 years of experience in organization development and the travel industry and a passion for sustainability, urban development, social justice, inclusion and economic development. His experience with whole systems change informs our work and includes approaches like process consultation, Appreciative Inquiry, leadership development, team building and organizational design. Additionally, David’s background as an entrepreneur and business owner means he knows what it takes to lead an organization, manage budgets and staff, and he brings hands-on, real-world experience to each engagement.

Prior to his time at Coraggio, David launched 4 businesses in both the for-profit & non-profit world and consulted with senior leaders in multiple sectors and industries on strategy and change. He is driven by a passion to make the world better by helping people, places, and organizations dismantle oppression (both organizational and societal), operate sustainably, and transcend entrenched obstacles to growth and change. His ventures include founding a tour company in NYC that he then scaled to 10 cities nationwide serving 75,000 guests per year. He also created a nonprofit in his hometown of Detroit, MI, called Detroit Synergy, focused on engaging everyday citizens in the revitalization of Detroit. David also built a consulting practice working with civic leaders, foundations, and others. Most recently, he helped launch a new nonprofit innovation center for the state of New Jersey focused on creating jobs and investment in Financial Technology and Online Gaming.

David currently serves on the Board of Directors for Travel Unity, an organization dedicated to making travel more welcoming and inclusive for all. He is also an active member and advisor of White Men for Racial Justice.

Education and Certifications

- MSOD, Pepperdine University
- B.A., University of Michigan
- Certified Diversity Travel Professional (CDTP), Travel Unity
- Certificate in Organization Design, Cornell University

Select Relevant Experience

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Lincoln City, OR
<i>Strategic Plan</i> • Pennsylvania Tourism Office
<i>Strategic Plan</i> • Oregon Department of Human Services
<i>Strategic Plan Implementation, Vision Advisory Committee Charter Development</i> • Pierce County Library System
<i>Strategic Planning</i> | <ul style="list-style-type: none"> • Josephine Community Library District
<i>Patron Survey</i> • Clatsop Community College
<i>Strategic Planning</i> • Community Foundation of Flint, MI
<i>Whole System Transformation</i> • Visit Detroit
<i>Whole System Transformation</i> • New Amsterdam Market
<i>Visioning and Planning</i> | <ul style="list-style-type: none"> • WeVenture
<i>Mission, Vision, Values & Strategic Planning</i> • New Jersey Economic Development Authority
<i>Workforce Development Planning</i> • Travel Unity
<i>Strategic Planning & Implementation</i> • Intrepid Group
<i>Strategic Planning & Stakeholder Engagement</i> |
|--|--|--|



City Council Goal Setting and Strategic Plan Proposal

Prepared for:

The City of John Day

March 2025

By:

JENSEN STRATEGIES



February 22, 2025

Melissa Bethel
City Manager
City Hall
City of John Day
450 E Main St
John Day, OR 97845

Re: City of John Day City Council Goal Setting Facilitation

Dear Ms. Bethel:

It is our pleasure to submit a proposal to provide the City of John Day with City Council Goal Setting and Strategic Planning services.

We bring unique skills and experience in City Council goal setting and strategic planning, trainings on effective Councils and City teams, and community engagement notably:

- Facilitation of numerous City Council goal setting and team building retreats for Oregon communities.
- Our team brings over 30 years' of experience facilitating public meetings, special task forces, strategic planning committees, boards, commissions, and elected bodies.
- We also work closely with former public administrators who are exclusively contracted with our firm and have direct experience in the field and understand the benefits of goal setting and long-term planning for local government.
- We have a track record designing and conducting planning processes that include a framework for sustained, accountable, and tangible implementation.
- Erik Jensen is a regular instructor for the League of Oregon Cities (LOC) and a periodic conference presenter on effective City Councils, Council and staff roles and responsibilities, strategic planning, and community visioning.
- We are familiar with rural communities. We regularly work with cities between 1,000 - 2,500 in population and are well versed in the unique opportunities and challenges that presents.
- We work with our clients to conduct goal setting efforts that are organized, inclusive, and rooted in city management best practices.

- Our team takes pride in working closely with City staff throughout the project to create a product that meets City needs while being responsive to available City resources and capacity.

In short, our team offers a comprehensive set of skills and experience for this important City Council goal setting and team building process. The facilitator for the John Day Council goal setting and team building session(s) is anticipated to be Amelia Wallace, Senior Associate with Jensen Strategies. Other Jensen Strategies' team members will be involved in supporting the goal setting session as well as logistics.

Our proposal terms are effective for 90 days. We are an Oregon-certified Emerging Small Business (ESB), #9880.

Please feel free to contact me or Amelia Wallace with any questions or requests for additional information.

Best,



Erik Jensen
Principal
Jensen Strategies, LLC
1750 S. Harbor Way, Suite 350
Portland, OR 97201
(503) 477-8312
erik@jensenstrategies.com

2025 CITY COUNCIL RETREAT

ATTACHMENT A

PROJECT UNDERSTANDING

Desired outcome: Provide a process to establish planning tools to support the City Council's ability to serve as responsible stewards of the City and be responsive to community requests. This outcome will be accomplished via two in person facilitated sessions and an online community input process. The first full-day session with City Council will establish goals and policy direction for the City for 2025-26. A second half-day session will be held with City staff to support the development of an operational strategic plan that reflects Council goals. To inform Council's future policymaking, a community engagement tool and process will be developed and implemented that is responsive to Council's desired input as established in the goal setting process.

It is understood that no current goals exist to form a preliminary basis and that the consultant will facilitate and assist in developing a complete draft set of goals based on Council input.

Objectives:

- Perform an environmental scan to establish shared goal setting desired outcomes, needs for a successful retreat, and preliminary suggestions for goals and objectives.
- Provide a Council driven update of the Council Goals for 2025-26 that is inclusive of staff input.
- Conduct a community engagement process to seek input on community needs and priorities. Summarize key input themes in a report and virtual presentation to Council
- Work closely and collaboratively with staff to develop an operational strategic plan aligned with final Council goals, priorities, and available city resources.

PROJECT APPROACH AND SCOPE

Jensen Strategies' experience and approach to conducting City Council goal setting and team building is based on providing a discussion environment where participants have the information they need to make informed decisions, maximize everyone's time through advance planning and a facilitation strategy, keeping discussions within the parameters of the subject matter and group's purview (e.g., policy level), striving for consensus, and accurate follow-up documentation.

The following tasks delineate our proposed scope:

Task 1: Project Start-up

To begin the project, the consultant will meet with the City Manager (and other key staff if desired) by Zoom to refine the scope of work and timeline, discuss expectations, and obtain any necessary background information for review. This meeting will also include a discussion of the list of people to interview and preliminary meeting logistics. If needed, the consultant will provide the client with an amended scope of work and timeline.

***Deliverables:** Zoom meeting to review and refine the scope and timeline of the project, review of relevant materials, list of interviewees, final scope of work, and timeline.*

Task 2: City Council and City Staff Zoom Interviews

In preparation for the goal-setting retreat, the consultant will conduct individual interviews with the 2025 City Council members, City Manager, and other designated upper-level staff. The interviews will solicit interviewees' perspectives on current City issues, long-term and short-term City goals, and Council policy development opportunities and challenges. City Council will also be asked about goal setting retreat expectations and information needs for a productive discussion. City Staff interviews will solicit key operational information to inform Council goal setting and preliminary preparation of strategic plan materials. All interviews will be conducted by Zoom and will be confidential. No written or verbal reports or other communications will attribute statements/findings to any one individual. The consultant will be responsible for scheduling the interviews.

***Deliverables:** Up to 12 confidential Zoom interviews with the Mayor, City Councilors, City Manager, and other designated staff. Virtual meeting with City Manager to discuss format and agenda.*

Task 3: Retreat Work Products and Agenda Development

The consultant will analyze and produce an input summary gathered from the interviews and reviewed information. The consultant will meet with the City Manager, and/or designee(s) by Zoom to discuss a recommended approach and finalize the format and agenda for the retreat based on the input from the interviews and the expectations of Council and staff.

***Deliverables:** City Council goal setting agenda and materials.*

Task 4: City Council Goal Setting Retreat

The consultant will facilitate a one-day City Council retreat (up to six hours, excluding a 30 minute lunch break) in person.

Topics for the retreat may include, but are not limited to:

- Staff led progress report on City major projects/initiatives
- Orientation for City Council on goal setting best practices
- Development and finalization of Council goals for 2025-26
- Community engagement goals and topics
- Other topics of interest to the Council/City Manager

During the retreat, the consultant will utilize various tools to aid in the discussion including handouts, PowerPoint presentation, flip charts, and small group discussions (if appropriate). Printed materials will be prepared and provided by the consultant unless otherwise requested.

Deliverables: *Facilitation of a one-day Council retreat (up to eight hours) in person. Consultant will provide meeting materials (including coordination of food or beverage) in coordination with the City Manager and/or designated City staff.*

Task 5: Community Input Survey

Based on direction from the Council provided during the goal setting process, the consultant will prepare an online community survey. The online survey is assumed to be focused on community satisfaction, identifying a focused list of topic areas and designed for community members to complete in a reasonable amount of time. The consultant will provide collection tool (Survey Monkey) content, a graphic, and recommendations to effectively promote participation in the survey. Posting and advertisement of the survey will be the responsibility of the City. Results received will be qualitatively summarized by the consultant and not intended to create a representative or scientific result. A more comprehensive or representative survey may be negotiated for an additional expense and may include recommended engagement of specialized consultant partners.

Deliverables: *Development of online community survey; preparation of promotional materials to be distributed by the City; summarization of key feedback themes; preparation and delivery of a final report or presentation to City Council virtually (in person negotiable for additional travel expense).*

Task 6: Staff Strategic/Work Planning Session

To incorporate finalized Council goals into City operations, the consultant will facilitate a half-day in person strategic/work planning session with staff. The strategic plan is anticipated to include development or documentation and prioritization of specific actions to support implementation of Council goals, responsive to available City resources. A final format for this

product will be determined in coordination with the City Manager and in alignment with the goal setting product.

Deliverables: *Facilitation of a half-day Staff retreat (up to four hours) in person. Consultant will provide meeting materials (including coordination of food or beverage) in coordination the City Manager and/or designated City staff.*

Task 7: Preparation of Final Products

The consultant will prepare final versions of all products developed during the retreat, strategic planning session, and community engagement results in agreed upon formats.

Deliverables: *A written summary of all agreed upon products provided in a PDF format.*

PROJECT BUDGET

The total budget for two in person trips to facilitate sessions and an online community satisfaction survey for professional fees and direct expenses is not to exceed **\$24,500**. This includes mileage, travel time billed at half the team member's rate, lodging at \$200/night/person, per diem \$60/day/person, retreat materials, food and/or beverage up to \$300, and printing.

Jensen Strategies will submit invoices to the city on a monthly basis for services rendered, with payment due within 30 days. Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

Hourly Rates:

Erik Jensen	Principal	\$ 225
Amelia Wallace	Senior Associate	\$ 160
Emily Rehder	Operations Manager	\$ 85
Savannah Cline	Project Associate	\$ 75
Sia Lindstom	Senior Consultant	\$150
Dave Waffle	Senior Consultant	\$150

Professional Liability Insurance

Jensen Strategies carries a professional liability insurance policy through The Hanover Insurance Group in the amount of \$2 million.

PRELIMINARY PROJECT SCHEDULE

A final schedule for all activities will be confirmed with the City Manager.

Council Goal Setting

A preliminary proposed schedule is outlined below.

Week of	Actions
Week 1	Start-up Meeting
Weeks 2-3	Schedule and conduct City Council and Staff Interviews
Week 4	Interview summary and agenda development
Week 5	Zoom meeting with City Manager re: interview results and draft agenda
Week 6	Final materials preparation
Week 7	Retreat facilitation
TBD	Retreat summarization/follow up Final product delivered to City Manager

Community Survey

The planning and input collection for the community survey is anticipated to occur over a two-month period.

Staff Strategic Work Plan Session

The date and preparation for this session will be coordinated and finalized with the City Manager.

RELEVANT EXPERIENCE

City Council Goal Setting and Team Building

Jensen Strategies has facilitated comprehensive goal setting and team building retreats for numerous local government elected boards in Oregon in recent years, including the cities of Albany, Carlton, Dayton Corvallis, Dallas, Hood River, McMinnville, St. Helens, Tigard, West Linn, Wilsonville, Woodburn, and Clatsop County. In each process, preliminary interviews were conducted with all participants (Mayor, Councilors, Commissioners, and executive staff) to identify issues for discussion and clarify expectations for the retreat. Each retreat featured a streamlined, facilitated process that incorporated productive and forward-looking discussion, resulting in tangible goals and/or outcomes for each City Council and/or Commission. Final written reports, summaries, and/or other products were provided to each jurisdiction summarizing the meeting and outcomes.

City of Umatilla Rock the Locks Community Engagement

Since January of 2024 Amelia Wallace has served as project manager for the City of Umatilla community engagement initiative to support the communication, operational refinement, and policy decision making related to a new major City led event known as Rock the Locks. The 3-day music festival, intended to promote economic development and community activity, has required careful community engagement to identify appropriate mitigations for negative sound impacts on nearby neighbors, facilitate an inclusive community process to determine the future of the festival, and promote effective communication and trust between the City and community. This engagement has been prepared and conducted in coordination with City staff in alignment with engagement best practices and through utilization of a variety of engagement tools. These approaches include but are not limited to facilitation of a single or a series of meetings or town halls, informational sessions, targeted and open online surveys, and direct communication with engaged neighbors.

LOC Community Visioning and Strategic Planning Class

Erik Jensen currently serves as a contract instructor for the League of Oregon Cities' (LOC) training program where he teaches a one-day courses on effective city teams, community visioning, and strategic planning. The effective city teams course covers the roles and responsibilities of elected officials and staff, the 10 habits of effective city councils, and best practices for Council/staff coordination and collaboration. The community visioning and strategic planning course covers the benefits, development processes, inter-relationships, and implementation structures for these two long-term multi-disciplinary planning tools.

Tualatin Soil & Water Conservation District Strategic Plan

Jensen Strategies is presently working with the Tualatin Soil and Water Conservation District (TSWCD) to develop a five-year strategic plan. The project includes facilitating a strategic planning committee comprised of TSWCD Board members and managers to develop organizational goals, an action plan, and an implementation process. The process has been informed by 24 stakeholder interviews with Board members, organizational management, and

organizational partners as well. In addition, four all-staff online surveys were conducted at key intervals in the plan's development.

Medford 2040

Jensen Strategies was the primary consultant facilitating a comprehensive community visioning process to develop a preferred 30-year vision and action plan for Medford, Oregon. The process included a City Council appointed citizen Task Force charged with recommending a preferred 30-year vision and an action plan to implement it. A parallel, but integrated, multi-faceted public input process informed the Task Force's work to develop the projects. Jensen Strategies was managing the project including facilitating the Task Force and working in collaboration with public involvement and community development subconsultants. The outcome of this project was a community vision and action plan that is based on community input with a tangible framework and actions to implement it.

Additional information about the firm's other relevant experience is available upon request.

REFERENCES

Jensen Strategies has the honor of being recommended by:

Dave Stockdale, City Manager
City of Umatilla
P.O. Box 130
Umatilla, OR 97882
509-303-1051
david.stockdale@umatilla.gov

Annette Frank, Mayor
City of Dayton
416 Ferry Street
Dayton, OR 97114
971-275-4470
annettefrank@dayton.gov

Shannon Beaucaire, City Manager
City of Carlton
945 W. Grant Street
Carlton, OR 97111
503-852-7575
sbeaucaire@ci.carlton.or.us

TEAM PROFILES

Erik Jensen, Principal

Erik Jensen is the Principal and Founder of Jensen Strategies, LLC. He established the firm in 2012 after serving over 20 years as a public administrator, project manager, and public affairs consultant in Oregon and Washington. Erik has led numerous processes helping Northwest organizations navigate future policy and operational planning as well as recruiting upper-level public managers.



Erik has assisted local governments and public policy organizations to set strategic courses of action for current and future decision-making. As a seasoned facilitator, strategic planner, recruiter, and organizational and public policy development expert, he has led significant initiatives for numerous entities including cities, counties, and professional organizations. These projects have included upper-level recruitments, city council retreats, strategic planning processes, community vision action planning, organizational assessments, committee facilitation, and public policy feasibility studies.

As an experienced facilitator and trained mediator, Erik has helped clients build partnerships and reach consensus among diverse interests. Erik believes the best policy and organizational development initiatives are objective, inclusive, well informed, and lead to tangible outcomes. He emphasizes the importance of balancing community and organizational interests, involving key stakeholders, and ensuring the process is well informed to build sustainable results.

Before forming Jensen Strategies, Erik was the Administration Department Director for the City of Hillsboro overseeing several organization-wide functions including city-wide projects (e.g., visioning, strategic planning, sustainability), legislative relations, community and media relations, and franchise management. Earlier, as a senior project manager for the same department, he led external and internal policy initiatives such as development and implementation of the international award-winning Hillsboro 2020 Vision. He led the process to develop the City's first operational strategic plan. Prior to the City of Hillsboro, Erik was a public affairs consultant with another firm where he facilitated public engagement processes for large, high-profile projects such as Portland CSO Program, and Oregon Arena Project (now Moda Center). He has also held staff positions at the Oregon Legislature and political campaigns.

Erik has a Bachelor of Arts degree in Political Science from Lewis and Clark College and a Master of Public Administration degree from the University of Washington. He is a member of the International City/County Management Association (ICMA) and the Oregon City/County Management Association (OCCMA). Erik currently serves on the Alumni Board of Lewis and Clark College.

Amelia Wallace, Senior Associate

Amelia Wallace, Senior Associate, has been with Jensen Strategies since 2020 providing project leadership, recruitment support, facilitation, policy analysis, and product development for clients. She earned her Master of Public Administration (MPA) from the University of Washington Evans School of Public Policy & Governance in Seattle with a concentration on public financial management, local government service, and policy analysis.

As an experienced project manager, facilitator, and researcher, she has led or served as project assistant on a variety of projects for cities, ports, nonprofits, and other professional organizations. These projects have included upper-level recruitment, city council retreats and goal setting, strategic planning processes, community visioning, work group facilitation, and public policy feasibility studies.

Amelia is from the Tennessee Valley and earned her Bachelor's in Politics with Honors from Oberlin College in Ohio. She started her career with three cycles of campaign organizing for local and statewide elections. While happily retired from campaigns, her experience organizing and training maintains her passion for civic engagement and community development. She also served as an AmeriCorps member building partnerships and running youth biking safety and Safe Routes to School programs.

While in Seattle, Amelia immersed herself in a variety of professional and academic activities. In her work, she served as the graduate intern for the City of Seattle Department of Transportation Curbside Management team providing parking policy research, supporting COVID-19 business relief efforts, and coordinating neighborhood engagement and communication about new Link light rail stations. In her final consulting project for her degree, she worked with the Seattle Office of Civil Rights to develop qualitative analysis data as part of the City's Race and Social Justice Initiative. Outside of class, she led the local University of Washington International City/County Management Association (ICMA) student chapter which offers an assortment of professional development events and networking opportunities including conferences and paid fellowship opportunities to support students' work with small cities across Washington state.



Emily Rehder, Operations Manager

Emily Rehder is the Operations Manager joining the team in the spring of 2021. She manages office operations, directs project support, coordinates marketing efforts, leads graphic design work, and oversees the firm's online presence including the website and social media.

Emily is responsible for candidate management during our recruitment process. Her attention to detail and understanding of timeliness to the customer and candidates is remarkable. She works with our associates in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client.

Emily's experience as a manager stems from running a successful supplemental education center for 11 years. Emily holds a Bachelor's degree in American Studies with an emphasis on Minorities in Education from UC Berkeley.

Originating from Garden Grove, CA, Emily moved to Oregon over a decade ago and enjoys the seasons and the beauty that the Pacific Northwest offers. She enjoys spending time with her family and dog, Lucy, traveling, reading, hiking, swimming, and wine tasting at all the amazing Oregon wineries.



Sia Lindstrom, Consultant

Sia Lindstrom is a collaborative leader with over two decades of local government and nonprofit management experience. Sia has deep experience in strategic planning, facilitation, policy development, partnership development, program management and evaluation, organizational change, budgeting/fiscal management, and human resources.

Sia was deputy county administrator with Washington County (Oregon) for thirteen years and is currently serving in an interim executive leadership role with City of Beaverton. She received the *Donald W. Mason Distinguished Service Award* for leadership in public service in June 2021. She previously held executive director positions with two nonprofit social service organizations in the Portland metropolitan area and served as chair of several nonprofit boards of directors. She is a seasoned leader in both local government and nonprofit administration and governance.

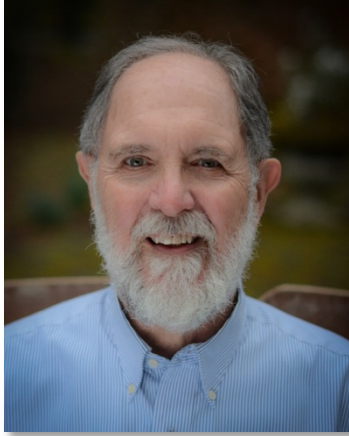


Sia is a strong strategic planner and facilitator with deep roots in public administration and the council-manager form of government. Her particular strength is her collaborative leadership style, where she is known for her calm approach, positive attitude, open communication style, strong project management skills, effective dispute resolution and problem-solving skills, and commitment to centering equity, diversity, and inclusion.

Sia has a bachelor's degree in Anthropology from the University of Illinois at Urbana-Champaign and a master's degree in Public Health from the University of Michigan.

Sia lives with her partner Bob in Hillsboro, Oregon. She is an avid road cyclist, a sometimes triathlete, and an amateur cellist. She enjoys anything outdoors in this amazing Pacific Northwest that she feels fortunate to call her home.

Dave Waffle, Consultant



Dave Waffle is a retired City Manager with more than 45 years of municipal management experience. His most recent positions include Interim Assistant City Manager and Assistant Finance Director for the City of Beaverton, Oregon. Prior to joining Beaverton, Dave served as city manager for six Oregon and Wisconsin cities. In retirement, he serves as a volunteer Senior Advisor to the Oregon City/County Management Association (OCCMA), providing support for local government managers and administrators.

He is known for his collaborative approach to intergovernmental relations, community development activities, community engagement best-practices, government ethics and public finance knowledge. He led many regional committees (e.g., solid waste, libraries & broadband services), several statewide advisory committees (e.g., finance, small cell telecommunications) and local government professional organizations in Wisconsin and Oregon. He now serves Cornelius as the chair of their Planning Commission. He holds a master's degree in Public Affairs from the University of Oregon and a bachelor's degree from Michigan State University. He is a Life Member of ICMA and OCCMA.

Scope of Work

City of John Day Strategic Plan

March 2025

Background

The freshly seated John Day City Council is interested in developing an updated strategic direction for the City. The City reached out to the Institute for Policy Research and Engagement to assist in developing a new 5-year strategic plan. This proposal outlines a work program to develop such a plan for the City of John Day.

PROJECT APPROACH

We advocate using an **integrated, community- and asset-based approach** to strategic planning. This Scope of Work (SOW) describes how the University of Oregon's Institute for Policy Research and Engagement (IPRE) will work with John Day to develop a new Strategic Plan. It outlines the methodology, schedule options, and budget needed to complete the project. We propose to use the following concepts to guide our work:

- Appreciative Inquiry – draw on the assets, strengths, and successes in the community's shared history as a starting point for change.
- Participation – engage the community through active participation to generate the buy-in necessary for success.
- Networks – focus on what can be achievable by linking and leveraging existing public, private, and community-based systems.

PROPOSED WORK PROGRAM

The IPRE team will work under the direction of Amanda Ferguson, IPRE Planning Policy and Practice Lead, with the assistance of Josh Bruce, IPRE Associate Director for Applied Research. The IPRE faculty team will engage one or more student interns from the School of Planning, Public Policy, and Management at the University of Oregon.

Phase I – Project Organization and Initial Information Gathering

TASK I: REFINE WORK PROGRAM AND PROJECT KICKOFF

After execution of a service agreement, IPRE will meet virtually with the Client to clarify the goals and objectives of the project. We will review the sequence of activities, the timeline, and budget, required for the completion of the work. This task includes the identification of a Project Steering Committee.

As the first step of the project, we will conduct a work session with the John Day City Council. This work session will be in-person and will help define the goals of the strategic planning process and refine the public outreach plan.

Following the work session, we will conduct between 8-15 interviews with key stakeholders identified by the Client. We will seek to interview stakeholders with both local and regional perspectives, including community residents and members of the local business community. We will work with city staff and members of City Council to identify persons to interview. The interviews will focus on what strategic opportunities exist for John Day over the next five- to ten-year period.

Schedule: April-August 2025

Product(s): Meeting notes summarizing any changes to the work program, Work Session Agenda and minutes, Interview Findings

TASK 2: LITERATURE AND DATA REVIEW

The IPRE team will review and summarize relevant literature to provide background on local demographic and growth trends. We will review relevant city documents as well as any regional plans and strategies that include John Day.

Schedule: July-September, 2025

Product(s): Annotated Strategic Plan Outline, Plan Background Section

TASK 3: FACILITATE PROJECT STEERING COMMITTEE MEETINGS

The IPRE team will facilitate three strategic planning meetings with the Project Steering Committee. The purpose of this task is to facilitate committee input into various elements of the strategic plan. These meetings will occur in person unless the committee determines that virtual is more appropriate for the expected content.

Schedule: July – December 2025

Product(s): Three steering committee meetings; meeting minutes

Phase 2 – Assess Staff and Community Attitudes and Opportunities

TASK 4: SURVEY COMMUNITY MEMBERS

To obtain a broader representation of public opinion, the IPRE team will work with the city to administer an on-line survey to community members. We will administer the survey using [Qualtrics](#), an on-line survey platform. The survey will address questions pertaining to the strategic direction of the city. The primary focus of the survey will be to identify key perceptions and issues that are of importance to community members. The IPRE team and Project Steering Committee will use the results of the survey to inform development of the Strategic Plan.

IPRE will have the survey translated into Spanish. We will utilize a third-party translation service (e.g., [Bilingva](#)) to complete the translation.

The IPRE team will work with the City Manager, Steering Committee, and key city staff to determine specific questions for the survey. Once a draft survey is developed, we will pre-test the survey instrument on 5-10 people. The pre-test is an important step that assists in identify ambiguous or unclear questions. We will modify the survey to address any issues identified during the pre-test.

We will begin survey administration by posting a link on the city webpage and announcing the survey through the City's social media accounts. In addition, we will work with city staff to post flyers throughout the city (e.g., City Hall, Post Office, Post Offices, etc.) announcing the survey and providing a

QR Code (Quick Response Code) link to the survey. We will work with the Project Steering Committee to identify other forums to solicit survey responses (e.g., social media, listservs, etc.).

IPRE will tabulate and analyze the survey using Qualtrics or Excel as applicable.

Schedule: July-September 2025

Product(s): Public Opinion Survey, Summary Memo

TASK 5: FACILITATE PUBLIC WORKSHOP

To identify community member attitudes and opportunities, and assist in survey development, IPRE and the City of John Day will hold an in-person public workshop/open house. The purpose of the workshop will be to identify attitudes and perceptions of John Day and where people see strategic opportunities for community improvement. IPRE will work with the Project Steering Committee to develop the process and agenda for the public workshop. The workshop(s) will last 90-120 minutes.

Schedule: August 2025

Product(s): Public meeting, summary memo

Phase 3 – Develop Action Plan Strategies and Plan

TASK 6: DEVELOP PLAN ELEMENTS

IPRE will use information collected during Phases 1 and 2 to inform the content of the strategic plan. The plan should address the following elements:

- Core Values – Characteristics, ideals, and behaviors for the organization.
- Mission – The purpose of organization.
- Vision – The overall outcome of the organization’s improvements and changes.
- Goals – Bridge the gap between current capabilities and future vision.
- Strategy – General approach or method for achieving a goal.
- Tactics – Specific, measurable, achievable, realistic, and time bounded actions that implement the plan.

We will work closely with the Project Steering Committee to develop core values, mission, and vision statements for John Day. Once these are in final draft form, we will work with the Project Steering Committee to develop appropriate goals, strategy and tactics as needed. In our experience, limiting the number of goals, strategies, and tactics to an achievable number is the single best determinant of plan implementation. As such, the IPRE team will work with the city to prioritize strategic activities where appropriate.

Schedule: September – November 2025

Product(s): Draft Plan Elements

TASK 7: COMPLETE STRATEGIC PLAN

The IPRE Team will prepare a Draft Strategic Plan document based on the research, findings, and process steps completed in Tasks 1 through 6. We will work with the City Manager to develop plan structure and organization that meets the administrative and management needs of John Day. All relevant data collected during the research process will be included in an appendix to the plan. We will submit the

Draft Strategic Plan to be distributed to stakeholders for a one-week review and comment period. The IPRE Team will collect comments and prepare a Final City of John Day Strategic Plan.

Schedule: November -- December 2025

Product(s): Draft and Final Strategic Plan

Schedule and Budget

IPRE will provide electronic copies of the Plan and supporting data. The City of John Day will be responsible for all hard copy document production and printing costs.

IPRE proposes to complete the work program for a fixed fee of **\$25,000**.

This work program represents roughly 200 hours of effort: 160 hours for faculty, and roughly 40 hours of student research effort. It also includes four overnight trips to John Day and survey translation fees.

John Day Sewer & Oregon Pine Improvements March 2025 Progress Report for City Council

John Day’s Sewer Improvements Project has six primary tracks that are the focus of our efforts:

1. Section 7/NEPA Environmental Compliance
2. Project Funding
3. DEQ Permitting
4. Preliminary Site Preparation for Companion Projects
5. Engineering Design and Equipment Procurement
6. Community Engagement and Outreach

This memo provides a progress summary for all six tracks over January – February 2025. Our top priority currently is Task 2) Project Funding and Task 5) Engineering Design.

High Notes:

- Task 2: Construction funding applications with the state (\$5,000,000), federal government (\$10,000,000), and DEQ-CWSRF (\$30,000,000) were applied for in February 2025.
- Task 5: First few months of Final Design Engineering completed – 20%.
- Task 6: Rate Study work is completed. Rate Resolutions adopted by Canyon City and John Day.

Task %	Task
100%	WWTF Complete!
90%	Construct the WWTF
80%	Bid the WWTF Construction
70%	Package Plant Procurement
60%	Construction Funding Secured
50%	Final Design Engineering
40%	Environmental Clearance
30%	Preliminary Engineering
20%	Procuring Engineers and
10%	Securing Final Design Funding

1. SECTION 7/NEPA ENVIRONMENTAL COMPLIANCE (TASK 1)

Environmental is finished.

2. PROJECT FUNDING (TASK 2)

City of John Day has the following funding for **Final Design & Equipment Procurements** –

- \$2,500,000 – 100% grant
 - Housing and Urban Development’s Community Development Block Grant (CDBG)
 - Expires August 1st
- \$2,500,000 – \$750,000 principal forgiveness (\$750,000 grant, \$1,500,000 loan)
 - Oregon Water/Wastewater Financing Program



Current WWTF Project Budget Status			
<i>Funding</i>	<i>Number</i>	<i>Amount Awarded</i>	<i>Balance</i>
Community Development Block Grant	P18011	\$2,500,000	\$ 1,405,767
Water/Wastewater Financing Program	Y21006	\$2,500,000	\$ 2,196,299
HB-5006/DAS ARPA Funds	8154	\$1,500,000	\$ -
TOTALS		\$6,500,000	\$ 3,602,066

The City of John Day has also applied for a variety of grants and loans for its construction project. The base project will be accomplished, at the bare minimum with a \$28,000,000 ~1.25% loan from the DEQ-Clean Water State Revolving Fund (CWSRF). That loan also comes with a \$2,000,000 grant. To chip away at that amount of debt the City will have to take on, the City has also applied for a number of legislative earmarks from the state and federal government. Described below:

Fiscal Year/Agency	Request Date	Request Amount	Timeframe for Decision
2025/US Congress	January 2024	\$1,000,000	When federal budget is passed (as is)
2026/US Congress	January 2025	\$5,000,000	When next federal budget is passed, if included
2026/OR Legislature	January 2025	\$10,000,000	When state budget is passed

3. DEQ PERMITTING (TASK 3)

The Department of Environmental Quality (DEQ) issued a new wastewater pollution control facility (WPCF) permit effective on May 1, 2022 (Permit Number: 103281; File Number: 127619). The permit is good for ten years and expires December 31, 2032.

Status:

- CwM-H2O waiting on DEQ approval for the final well location.

4. PRELIMINARY AREA PREPARATION FOR COMPANION PROJECTS (TASK 4)

All Task 4 projects closed out. Waiting on final funding completion for SW 4th Ave/Airport Rd. Project.

5. ENGINEERING DESIGN, SERVICES PROCUREMENT, AND PACKAGE PLANT PROCUREMENT (TASK 5)

City has hired a Final Design Engineering team, Rate Study Consultant, and Well Driller.

Updates:

- Rate Study – Donovan Enterprises
 - Rate Study has been completed. Rate resolutions were adopted by Canyon City and John Day.
- Sewer Plant Final Design Engineering
 - Preliminary Engineering Report was completed.
 - Equipment procurements for the WWTF have been released, bids received.

- Team working on 30% design set; currently at 20% of total Final Design progress.
- Well Drilling – Yellow Jacket Drilling
 - Waiting for project engineering team to finalize a few details prior to drilling the monitoring wells.
- Equipment Procurements
 - Project engineering team will provide an overview of the equipment the City has gone out to bid for.

6. COMMUNITY ENGAGEMENT AND OUTREACH (TASK 6)

Status:

- On-going and consistent Council updates from Ducote Consulting
- City Manager Melissa Bethal gives monthly updates on Coffee Time via KJDY 1400 AM.
- City Staff and consultants team held a Town Hall at the Senior Center on January 23, 2024.
- City Staff and consultants team held another Open House at the Fire Station on March 25, 2025.
- City Staff is working through creation of a Canyon City rate methodology, including working with Mayor Fischer and Canyon City Staff regarding their flow meter and overall flow into the City of JD's system.



REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED:			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
Date Prepared: 3-21-25		Dept.: City Manager's Office	
SUBJECT: Approval of WWTP Pre-purchase Package #1 – UV Disinfection System Equipment		Contact Person for this Item: Melissa Bethel, City Manager, bethelm@grantcounty-org.gov 541 575 0028 ex 4224	

SUBJECT: Approval of WWTP Pre-purchase Package #1 – UV Disinfection System Equipment

BACKGROUND:

On February 21, 2025, Kennedy/Jenks Consultants (KJ) advertised a Request for Proposals (RFP) for Ultraviolet (UV) Disinfection System Equipment as part of the equipment pre-purchase packages for the John Day Wastewater Treatment Facility Improvements Project. The RFP was publicly advertised to UV Disinfection System manufacturers, and one manufacturer (Xylem) submitted proposals. Two other manufacturers indicated they would not submit on the RFP due to not having competitive products compared to Xylem. As part of the evaluation process a scoring matrix was developed to evaluate the proposal package based on lifecycle cost, minimum flow requirements, maintenance reliability, project experience, location of nearest service representative, and equipment warranty. The scoring matrix is attached to this document.

Xylem's proposal demonstrated an understanding of the project's design criteria and a well-developed RFP submittal. The selected equipment package will become the basis of the design and will be assigned to the General Contractor for installation as part of the overall treatment plant project.

Based on the scoring matrix results, KJ recommends awarding the contract to **Xylem Water Solutions Inc.** for pre-purchase of the UV Disinfection Equipment. If approved, KJ will proceed with contract negotiations and a formal agreement will be executed.

FINANCIAL IMPACT:

The Total Proposal Price for the UV Disinfection System Equipment is \$503,727.00. The equipment will be purchased using Community Development Block Grant (CDBG) with funding already secured and required to be expended by August of 2025.

ATTACHMENTS:

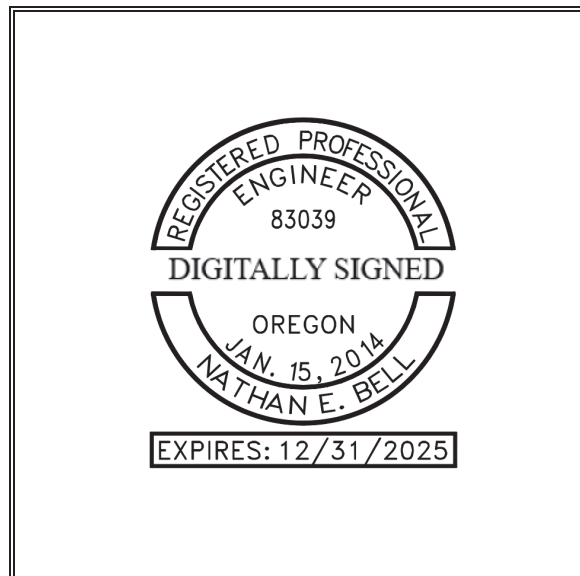
- a. RFP Section 00 11 16 - Request for Proposals
- b. Xylem Proposal Form
- c. UV Proposal Scoring Matrix

**REQUEST FOR PROPOSAL
FOR
ULTRAVIOLET DISINFECTION SYSTEM EQUIPMENT**

**JOHN DAY WASTEWATER TREATMENT FACILITY
IMPROVEMENTS PROJECT**

City of John Day, OR
Project No. WWTP-001

February 2025



KENNEDY/JENKS CONSULTANTS, INC.
1500 NE Irving St, Suite 200
Portland, OR 97232

JOB NO. 2476017.00

SECTION 00 11 16

REQUEST FOR PROPOSAL

1. Notice is hereby given that the Owner, City of John Day, 450 E Main Street, John Day, OR 97845, will receive proposals for the

Ultraviolet (UV) Disinfection System Equipment Procurement

according to the Contract Documents, Drawings, and Specifications prepared by Kennedy/Jenks Consultants, Inc., adopted by the Owner and described in general as:

This UV Disinfection System Equipment Procurement is part of the City of John Day's (Owner's) John Day Wastewater System Improvements Project.

The UV Disinfection System Equipment Procurement (Project) consists of the following two stages, which are sometimes referred to, herein, collectively as the "Work":

Stage 1: Provision of UV disinfection process equipment (Equipment) design information, product data and shop drawing submittals.

Stage 2: Fabrication and delivery of the Equipment in accordance with the Owner's approved Stage 1 submittals. Provision of assistance for Equipment installation by the construction contractor (Contractor), and for Equipment testing, startup and training.

The Owner intends to issue a separate notice to proceed (NTP) for each Stage of the Project. The Owner will contract with an equipment supplier (Equipment Supplier) for Stage 1. The City intends to assign Stage 2 (including the contract therefor) to the Contractor. The Equipment Supplier shall accept such assignment of the agreement to the Contractor for the Stage 2 Work, with the terms and conditions set forth in these Contract Documents.

2. All questions and communications shall be submitted by e-mail to the e-mail address and attention listed below and shall specifically reference this UV System Equipment Procurement and the project number.

Lauren Tetzloff
Kennedy/Jenks Consultants
laurentetzloff@kennedyjenks.com

3. An electronic copy of the Proposal shall be emailed to laurentetzloff@kennedyjenks.com as a combined PDF by the following date and time for receiving proposals.

Proposals will be received until: **Wednesday, 19 March 2025 at 3:00 PM local time.**

The original copy of the Proposal with wet signatures shall be delivered to the address below so that it arrives by Friday, 21 March 2025:

**City of John Day
ATTN: Melissa Bethel
450 E Main Street
John Day, OR 97845**

Proposals received after this time will not be accepted. Proposals will be reviewed and scored in accordance with the best value selection criteria in the Proposal form. Selection of a best value Proposer will be made approximately two (2) weeks after receipt of Proposals.

4. Proposers may download an electronic copy of the Request for Proposal (RFP) Documents from the QuestCDN website.

It is the responsibility of each prospective Proposer to obtain the RFP Documents for review and to verify the completeness of said documents before submitting a Proposal. Any Addenda will be sent to each prospective Proposer via e-mail at the address provided by the Proposer.

5. Proposal security made payable to the Owner is required to accompany each Proposal. Proposal security shall be in the form of a cashier's or certified check or a Proposal Bond as required by the Proposal Security Document found in Section 00 43 13 following the Proposal Form in Section 00 41 00.
6. The Owner intends to award the Project to the best value Proposer. Best value will be determined by the Owner and in accordance with the best value selection criteria in the Contract Documents. The best value selection criteria includes, but is not limited to, experience, price, life cycle factors (guaranteed chemical and energy use, guaranteed parts replacement costs, etc.), and guaranteed product performance.

The Owner reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposal or in the request for proposal process.

7. Project Funding.

The Owner anticipates wholly or partially funding the Project using a variety of funding sources including Community Development Block Grant, USDA, and/or DEQ-CWSRF Program. Each Proposer is responsible for familiarizing themselves with the requirements of the various funding programs, and for understanding and complying with all applicable state and federal requirements.

The Project will be subject to the requirements of the American Iron and Steel (AIS) Act. Proposer shall comply with AIS and provide AIS documentation as required by the specifications.

8. Requirements for Oregon Public Works Contracts.

Oregon Public Contracting Laws.

Proposers are required to comply with applicable bidding and contracting procedures and all applicable State of Oregon Public Works contracting rules and regulations. Each proposer must identify whether the proposer is a "resident proposer" as defined in ORS 279A.120. No offer will be received or considered by the Owner unless the offer contains a statement by the proposer as a part of its offer that "Contractor agrees to be bound by and will comply

with the provisions of 279C.838, 279C.840 or 40 U.S.C. 3141 to 3148. The Owner will not receive or consider an offer for a Public Improvement Contract unless the offeror is registered with the Construction Contractors Board. The proposer "may not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

9. No proposer may withdraw its Proposal for a period of forty-five (45) calendar days after the time fixed for the opening of the proposals, within which time an award will be made.

The Owner reserves the right to reject any and all proposals or to waive any irregularities or informalities in any Proposal.

10. Time Constraints:

- 1 Requests for information received less than 7 calendar days prior to Proposal opening may not be answered.
- 2 Addenda will be issued no later than 5 calendar days prior to Proposal opening.
- 3 Proposals shall remain in effect and subject to acceptance for 45 calendar days after the date of Proposal opening. If a contract is awarded, it will be awarded within the period that Proposals are subject to acceptance (Section 00 21 13, Paragraphs 15 and 16.6).
- 4 The successful Proposer shall sign the required number of counterparts of the Agreement and deliver them together with the required bonds to the Owner within 5 business days after the date of the Notice of Award.
- 5 The Owner will sign the Agreement and deliver a fully-signed counterpart to the Equipment Supplier within 5 business days after receipt of the required signed counterparts of the Agreement and Satisfactory Bonds from the Equipment Supplier (Section 00 21 13, Paragraph 19).
- 6 The Owner may issue NTP at any time between the time the Agreement is fully signed by all parties and 5 business days thereafter.
- 7 The Contract Time shall begin to run on the date stated in the NTP.
- 8 The Work shall be fully completed within the Contract Time which is stated in the Agreement.
- 9 Progress payments shall be made monthly and shall cover work performed up to the Application for Payment Date which shall be the last day of each month.

Date Issued: 21 February 2025

END OF REQUEST FOR PROPOSAL



John Day WWTF Improvements Project WEDECO Bid Package

For:
City of John Day
ATTN: Melissa Bethel
450 E Main Street
John Day, OR 97845

Submitted by: Xylem Water Solutions Inc., USA
4828 Parkway Plaza Blvd. Suite 200
Charlotte, NC 28217

WEDECO
a xylem brand

Xylem Water Solutions USA, Inc.
4828 Parkway Plaza Blvd Suite 200
Charlotte, NC 28217

March 19, 2025

City of John Day
Melissa Bethel

Project Name: John Day WWTF Improvements Project
Project Number: J24111387786
Revision Number: 0

We are pleased to submit the following proposal for the John Day WWTF Improvements Project UV opportunity based on the information provided within your RFP and addendum 1.

The LBX series is a closed vessel system specifically designed for water and wastewater applications. We have highlighted below the major benefits of the LBX vessels that can improve the performance of the system and increase the lifespan of the equipment:

- Our system includes our latest low-pressure, high-intensity Ecoray lamps which have a guaranteed life of 14,000 hours and are a more efficient lamp with a lower power consumption requirement. In addition, from a maintenance standpoint, the Ecoray lamps are more robust and easy to remove and replace.
- Latest sensor technology – germicidal UV sensor of reference sensor quality (ÖNORM approved) providing the highest accuracy in UV system monitoring and control.
- Automatic wiping system that prevents fouling of the quartz sleeve with easy replacement of wipers.
- WEDECO's established and proven TotalCare Program provides our customers with proactive services all designed to minimize the cost of ownership to operate and maintain a UV system. TotalCare services can provide our customers with system health checks, efficiency audits, training and preventative maintenance contracts.

Please refer to our local representative Eric Hunter of Beaver Equipment, 801.803.2082 or us if you have any questions. We look forward to working with you on this exciting project.

Sincerely,

Luigi Tiberi - Western
Territory Manager
385-227-9864

Odelia Ryan
Applications Engineer

SECTION 00 41 10

PROPOSAL FORM

Project Identification: **Ultraviolet (UV) Disinfection System Equipment Procurement**

This UV Disinfection System Equipment Procurement is part of the City of John Day's (the "Owner's") John Day Wastewater System Improvements Project. The Project will be constructed through a Design-Bid-Build (DBB) project delivery approach.

Project Number: WWTP-001

This Proposal is Submitted to the City of John Day.

The Owner's Representative is Kennedy/Jenks Consultants, Inc.

Article 1

The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with the Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.

Article 2

Proposer accepts all of the terms and conditions of the Request for Proposal and Instructions to Proposers, including without limitation those dealing with the disposition of Proposal Security. Proposer will sign and submit the Agreement with the Bonds and other documents required by the Proposal Requirements within 5 business days after the date of the Owner's Notice of Award.

Article 3

In submitting this Proposal, Proposer represents, as more fully set forth in the Agreement, that:

- (a) Proposer has examined copies of all the Proposal Documents.
- (b) Proposer has examined copies of the following Addenda (receipt of which is hereby acknowledged):

<u>Date</u>	<u>Number</u>
3/14/25	1
_____	_____
_____	_____
_____	_____

- (c) Proposer has familiarized itself with the nature and extent of the Contract Documents, Work, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

- (d) Proposer has given the Owner and Owner's Representative written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by the Owner and Owner's Representative is acceptable to Proposer.
- (e) Proposer has read, studied and understands the entire set of Proposal Documents including the Specifications, Drawings, and Agreement and finds them fit and sufficient for the purpose of preparing its Proposal and constructing the Work required.
- (f) Proposer represents that its Proposal is based on providing all of the material, labor, equipment and services necessary to complete the Work in full compliance with the Contract Documents without exception.

Article 4

Requirements for Oregon Public Works Contracts.

- (a) **NONCOLLUSION AFFIDAVIT.** Proposers are required to execute and submit with their Proposal Document Number 00 45 19 "Noncollusion Affidavit."
- (b) **USE OF PROPOSAL DEPOSITORIES.** The Proposer declares that it has not used subcontractors' Proposals from a Proposal depository that in any way attempts to restrict, control, influence or regulate free open price competition among subcontractors in the submission of their Proposals to prime Proposers.
- (c) **SECURITY FOR COMPENSATION CERTIFICATE.** Proposers are required to execute and submit with their Proposal Document Number 00 48 02 "Security for Compensation Certificate."
- (d) **ADDITIONAL FEDERAL AND STATE REQUIREMENTS.** Proposers shall review and comply with the Federal and State Requirements for the Project, described in Section 00 52 30, Exhibit C to the Agreement.

Article 5

PROPOSAL SCHEDULE

The Proposer shall fill out the Lump Sum and Stage 1 and Stage 2 Proposal Prices and information for the work in the Proposal tables below. In the event that a Proposer has two (2) UV products, copies of the below Proposal tables shall be completed for each UV product.

Total Proposal Price – Includes Stage 1 and Stage 2

Total Proposal Price: \$ 503,727.00 (Please refer to Section 8 for additional information regarding the price)

Total Lump Sum Proposal Amount (Words):

Five hundred three thousand seven hundred twenty seven

Stage 1 Work Proposal Price (Item 1.1): The Stage 1 Proposal includes equipment shop drawing submittals and working with the Owner and Owner's Representative during the equipment shop drawing submittal and approval process to develop approved shop drawings. The Stage 1 Proposal Price shall be 10% of the Total Proposal Price.

Item 1.1 Proposal Price: \$ 50,372.00

Item 1.1 Proposal Amount (Words):

Fifty thousand three hundred seventy-two

Stage 2 Work Proposal Price (Item 2.1): The Stage 2 Proposal price includes fabrication and delivery of the Equipment in accordance with Owner approved shop drawings, assistance to the Project Contractor with Equipment installation, start-up testing, training, commissioning, and other work as detailed in the Proposal and Contract Documents. The Stage 2 Work (including the Agreement therefor) will be assigned by the Owner to the Contractor. The Owner will pre-pay a minimum of \$125,000 for the Stage 2 work prior to Stage 2 NTP, which will reduce the balance owed for Stage 2 work and the basis for the amount of escalation owed (if any). The Owner may elect to pre-pay an amount greater than the minimum at their discretion. Pre-payments shall be refunded at the Owner's request if Stage 2 work is not authorized.

The Stage 2 Price shall be guaranteed through the expected Stage 2 NTP date provided in the Agreement. For Owner delays that require an extension of Equipment delivery or startup and commissioning, the Stage 2 Work price shall be adjusted monthly by the US Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the West Region – All Items.

Item 2.1 Proposal Price: \$ 453,355.00

Item 2.1 Proposal Amount (Words):

Four hundred fifty-three thousand three hundred fifty-five

C. Equipment Information and Warranty Period

The Proposer shall fill out the information on the Equipment below.

UVSS Reactor Product Name: LBXe

UVSS Lamp Product Name: Ecoray

300W
UVSS Lamp Wattage: _____

UVSS Ballast Card Product Name: TDS30

UVSS Lamp February 2025 Price: \$ 245.0 (price may increase per the Consumer Price Index for West Region – All Items).

UVSS Ballast Card July 2025 Price: \$ 875.0 (price may increase per the Consumer Price Index for West Region – All Items).

The Owner shall be able to purchase UVSS lamps and ballast cards at the stated guaranteed price and adjusted monthly by the Consumer Price Index for West Region – All Items, for a period of 5 years after Acceptance of the Project, as defined in Section 7.1 of the Agreement.

Minimum Flow Rate per Reactor (MGD): 35 gpm

Maximum Flow Rate per Reactor (MGD): 2.36 MGD

Warranty Cliff Period for Lamps (Hours): 9,000

Pro-rated Warranty Period for Lamps (Hours): 9,000

Total Warranty Period for Lamps (Hours): 14,000

Warranty Cliff Period for Ballast Cards (Years): 1

Pro-rated Warranty Period for Ballast Cards (Years): 1

Total Warranty Period for Ballast Cards (Hours): 10

Total Warranty Period for all Other UVSS Equipment (Years): Sleeves (20 years, Sensor (10 years), Wipers (6.85 years))

Article 6

- A. **Guaranteed Energy Use:** The Proposer shall fill in the guaranteed energy use rates below. See Section 00 45 20, Technical Information Required with the Proposal, and Section 46 66 00, UV Disinfection Equipment, for more discussion of these guaranteed parameters. The guaranteed maximum energy use shall be used to determine the life cycle costs. Refer to Section 46 66 00 for additional information.

GUARANTEED ENERGY USE FOR INITIAL PHASE FLOWS

Guaranteed Maximum	Unit	Value
Total Number of UV Lamps	No.	96
Energy Use at ADAF and design UVT	kWh/day	147.4
Energy Use at EPHF and design UVT	kWh/day	516.0

Article 7

BEST VALUE SELECTION

The Owner intends to award the Project to the best value Proposer. Best value will be determined by the Owner, as described below in the Proposal Form, in its review of Proposer responsiveness, Proposal price, life cycle costs (guaranteed energy use, guaranteed lamp and ballast card replacement costs, etc.), experience, warranty terms, guaranteed product performance, comprehensiveness of the Proposer's scope of supply, and the extent to which the Proposer's response meets the requirements of the Contract Documents.

Proposer shall fill out the Proposer Qualifications, Section 00 45 13, to provide information for the best value selection process.

The best value selection will be made based on the following criteria and associated weighting factors.

Best Value Selection Criteria	Weighting Factor Percentage
Life-Cycle Cost (Present Worth Value)	35%
Minimum Flow Requirements	20%
Maintenance Reliability	15%
Project Experience	15%
Location of Nearest Service Representative	10%
Warranty	5%

1. **Life-Cycle Cost:** The life-cycle cost (LCC) criteria will be the sum of the UV Disinfection System Total Proposal Price plus the calculated 20-year net present value (NPV) of the UV Disinfection System operating costs (energy costs and lamp and ballast card replacement costs). The 20-year NPV operating costs will be calculated using an interest rate of 4% and discount rate of 2% as follows:
 - a. The energy costs will be calculated using the guaranteed energy usage rate for Energy Use at average annual flow (AAF) and design ultraviolet transmittance (UVT), provided in the Proposal Form, and an energy cost of \$0.12 per KWhr.
 - b. The lamp replacement costs will be calculated using the UVSS guaranteed lamp life and the guaranteed 2025 UVSS lamp cost, provided in the Proposal Form.
 - c. The ballast card replacement costs will be calculated using the UVSS guaranteed ballast card life and the guaranteed 2025 UVSS ballast card cost, provided in the Proposal Form.

The UV Disinfection System with the lowest LCC will receive three points. The UV Disinfection Systems with higher LCCs will receive a lower amount of points that is proportional to the ratio of the lowest LCC and the proposer's UV Disinfection System LCC.

2. Minimum Flow Requirements:

- a. Proposer will receive 3 points for UV System minimum flow requirement of 0.05 MGD or less.
- b. Proposer will receive 2 points for UV System minimum flow requirement between 0.05 and 0.10 MGD.
- c. Proposer will receive 1 point for UV System minimum flow requirement greater than 0.10 MGD.

3. Maintenance Reliability: The maintenance reliability of the Equipment is directly related to the number of lamps, sleeves, and related components, and guaranteed bulb life. The Proposer shall state the proposed lamp product name, wattage per lamp, and total number of lamps in the Proposal Form.

- a. Proposer with Equipment that produces the lowest value when dividing the total number of bulbs by guaranteed bulb life will receive 3 points.
- b. Proposer with Equipment that produces a value between the lowest and highest value when dividing the total number of bulbs by guaranteed bulb life will receive 2 points.
- c. Proposer with Equipment that produces the highest value when dividing the total number of bulbs by guaranteed bulb life will receive 1 point.

4. Project Experience: The UV reactor and lamp project experience, as well as the number of operational facilities, with similar size to the John Day WWTF, is an important factor to the success of the project. The proposer shall provide the UV reactor and lamp project experience in the proposal qualifications, Section 00 45 13.

- a. Proposer will receive 3 points for: 3 or more operating facilities in OR, WA, and/or ID using the proposed UV reactor and lamp, with a peak day flow (PDF) of greater than 1 MGD that have been in service for at least one year.
- b. Proposer will receive 2 points for: 2 or more operating facilities in OR, WA, and/or ID, using the proposed UV reactor and lamp, with a peak day flow (PDF) of greater than 1 MGD that have been in service for at least one year.
- c. Proposer will receive 1 point for: 1 or more operating facilities in OR, WA, and/or ID, using the proposed UV reactor and lamp with a peak day flow (PDF) of greater than 1 MGD that have been in service for at least one year.

5. Location of Nearest Service Representative:

- a. Proposer will receive 3 points for nearest service representative within 500 miles of John Day, Oregon.

- b. Proposer will receive 2 points for nearest service representative between 500 and 700 miles of John Day, Oregon.
- c. Proposer will receive 1 point for nearest service representative greater than 700 miles of John Day, Oregon.

6. Warranty:

- a. Proposer will receive 3 points for UV System warranty greater than or equal to 36 months from date of overall Project Final Acceptance.
- b. Proposer will receive 2 points for UV System warranty between 24 and 35 months from overall Project Final Acceptance.
- c. Proposer will receive 1 point for UV System warranty between 12 and 23 months from overall Project Final Acceptance.

7. Best Value Selection:

The best value selection will be made based on the following scoring equations. The Proposer with the highest best value score will be the Successful Proposer.

Best Value Selection Criteria	Weighting Factor Percentage	Best Value Score
Life-Cycle Cost (Present Worth Value)	35%	$3 \times (0.35) \times (\text{Lowest LCC/LCC})$
Minimum Flow Requirements	20%	$(\text{Criteria Points}) \times (0.20)$
Maintenance Reliability	15%	$(\text{Criteria Points}) \times (0.15)$
Project Experience	15%	$(\text{Criteria Points}) \times (0.15)$
Location of Nearest Service Representative	10%	$(\text{Criteria Points}) \times (0.10)$
Warranty	5%	$(\text{Criteria Points}) \times (0.05)$
		Sum of Best Value Criteria Scores

Article 8

- (a) Proposer agrees that the Work will be completed and ready for acceptance and final payment in accordance with the dates or within the number of calendar days indicated in the Agreement.
- (b) Proposer accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work on time.

Article 9

The following documents are attached to and made a condition of this Proposal:

<u>Document Number</u>	<u>Title</u>
00 41 10	Proposal Form
00 43 11	Proposal Security
00 44 00	Designation of Subcontractor or Equipment Manufacturer
00 44 02	Security for Compensation Certificate
00 45 13	Proposer's Qualifications
00 45 19	Noncollusion Affidavit
00 45 20	Technical Information Required with the Proposal
00 62 13	Performance Bond

Article 10

The terms used in this Proposal are defined in the Agreement included as part of the Contract Documents.

Proposer declares that it does possess or will possess a business license of the required classification, valid in the appropriate jurisdiction at the time of contract award.

The undersigned acknowledges that the representations made herein are made under penalty of perjury.

By: Xylem Water Solutions USA, Inc.
(Business' Name)

Delaware
(State of Incorporation)

By: J. Stewart Nix
(Name of Person Authorized to Sign)


(Signature)

Vice President
(Title)

Business Address: 4828 Parkway Plaza Blvd. Suite 200
Charlotte, NC 28217

Telephone No.: (704) 409-9700

END OF PROPOSAL FORM

UV Disinfection System Equipment Scoring Matrix

		Manufacturer 1 - Xylem (Wedeco)	
Scoring Criteria	Weight	Score	Description
Lifecycle Cost	35%	3.0	Total Capital Cost: \$503,727 20-year Present Worth Annual Power Cost: \$105,566.81 20-year Present Worth Annual Lamp Cost: \$240,640.77 20-year Present Worth Annual Ballast Card Cost: \$68,676.02 20-year Net Present Value = \$918,610.61
Minimum Flow Requirements	20%	3.0	35 gpm / 0.05 MGD
Maintenance Reliability	15%	3.0	96 Ecoray lamps, 300W, guaranteed 14,000 hour life
Project Experience	15%	3.0	-Coeur D'alene ID, PHF 1.008 MGD, LBX 850e, Ecoray 300W -Monroe WA, PHF 10MGD, LBX 1000, Ecoray 300W -Heyburn ID, PHF 2.83 MGD, LBX 850e, Ecoray 300W
Location of Nearest Service Rep	10%	2.0	-Tillman Willis, Salt Lake City UT, ~525 miles -Caleb Burton, College Station TX, ~1,879 miles
Warranty	5%	3.0	-Performance Guarantee: 3 years -Lamps: 14,000 hours operating time, 36 months from delivery -Ballast: 10 years -Quartz sleeve: 20 years -Sensor: 10 years
Total Score	100%	2.9	



REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED:			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: 3-21-25		Dept.: City Manager's Office	
SUBJECT: Approval of Pre-purchase Package #2 – Headworks Screen Equipment		Contact Person for this Item: Melissa Bethel, City Manager, bethelm@grantcounty-org.gov 541 575 0028 ex 4224	

SUBJECT: Approval of Pre-purchase Package #2 – Headworks Screen Equipment

BACKGROUND:

On February 21, 2025, Kennedy/Jenks Consultants (KJ) advertised a Request for Proposals (RFP) for Headworks Screen Equipment as part of the equipment pre-purchase packages for the John Day Wastewater Treatment Facility Improvements Project. The RFP was publicly advertised to headworks equipment manufacturers, and two manufacturers submitted proposals. As part of the evaluation process a scoring matrix was developed to evaluate the proposal packages based on capital cost, project experience, and equipment warranty. The scoring matrix is attached to this document.

Kusters Water received the highest overall score and demonstrated a thorough understanding of the project. Additionally, their cost proposal was competitive and within budget expectations. The selected equipment package will become the basis of the design and will be assigned to the General Contractor for installation as part of the overall treatment plant project.

Based on the scoring matrix, KJ recommends awarding the contract to **Kusters Water** for pre-purchase of the headworks screen equipment. If approved, KJ will proceed with contract negotiations and a formal agreement will be executed.

FINANCIAL IMPACT:

The Total Proposal Price for the Headworks Screen Equipment is \$135,000.00. The equipment will be purchased using Community Development Block Grant (CDBG) with funding already secured and required to be expended by August of 2025.

ATTACHMENTS:

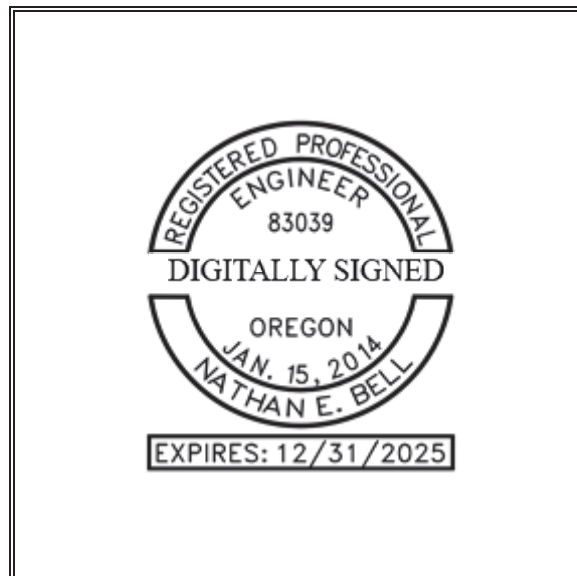
- a. RFP Section 00 11 16 - Request for Proposals
- b. Parkson Proposal Form
- c. Kusters Water Proposal Form
- d. Headworks Proposal Scoring Matrix

**REQUEST FOR PROPOSAL
FOR
HEADWORKS SCREEN EQUIPMENT**

JOHN DAY WASTEWATER TREATMENT FACILITY
IMPROVEMENTS PROJECT

City of John Day, Oregon
Project No. WWTP-002

February 2025



KENNEDY/JENKS CONSULTANTS, INC.
1500 NE Irving Street, Suite 200
Portland, Oregon 97232

JOB NO. 2476017.00

SECTION 00 11 16

REQUEST FOR PROPOSAL

1. Notice is hereby given that the Owner, City of John Day, 450 E Main Street, John Day, Oregon 97845, will receive proposals for the

Headworks Screen Equipment Procurement

according to the Contract Documents, Drawings, and Specifications prepared by Kennedy/Jenks Consultants, Inc., adopted by the Owner and described in general as:

This Headworks Screen Equipment Procurement is part of the City of John Day's (Owner's) John Day Wastewater System Improvements Project.

The Headworks Screen Equipment Procurement (Project) consists of the following two stages, which are sometimes referred to, herein, collectively as the "Work":

- Stage 1: Provision of Headworks screening equipment (Equipment) design information, product data and shop drawing submittals.
- Stage 2: Fabrication and delivery of the Equipment in accordance with the Owner's approved Stage 1 submittals. Provision of assistance for Equipment installation by the construction contractor (Contractor), and for Equipment testing, startup and training.

The Owner intends to issue a separate notice to proceed (NTP) for each Stage of the Project. The Owner will contract with an equipment supplier (Equipment Supplier) for Stage 1. The City intends to assign Stage 2 (including the contract therefor) to the Contractor. The Equipment Supplier shall accept such assignment of the agreement to the Contractor for the Stage 2 Work, with the terms and conditions set forth in these Contract Documents.

2. All questions and communications shall be submitted by e-mail to the e-mail address and attention listed below and shall specifically reference this Headworks Screen Equipment Procurement and the project number.

Lauren Tetzloff
Kennedy/Jenks Consultants, Inc.
laurentetzloff@kennedyjenks.com

3. An electronic copy of the Proposal shall be emailed to laurentetzloff@kennedyjenks.com as a combined PDF by the following date and time for receiving proposals.

Proposals will be received until: **Wednesday, 19 March 2025 at 3:00 PM local time.**

The original copy of the Proposal with wet signatures shall be delivered to the address below so that it arrives by Friday, 21 March 2025:

**City of John Day
ATTN: Melissa Bethel
450 E Main Street
John Day, OR 97845**

Proposals received after this time will not be accepted. Proposals will be reviewed and scored in accordance with the best value selection criteria in the Proposal form. Selection of a best value Proposer will be made approximately two (2) weeks after receipt of Proposals.

4. Proposers may download an electronic copy of the Request for Proposal (RFP) Documents from the QuestCDN website.

It is the responsibility of each prospective Proposer to obtain the RFP Documents for review and to verify the completeness of said documents before submitting a Proposal. Any Addenda will be sent to each prospective Proposer via e-mail at the address provided by the Proposer.

5. Proposal security made payable to the Owner is required to accompany each Proposal. Proposal security shall be in the form of a cashier's or certified check or a Proposal Bond as required by the Proposal Security Document found in Section 00 43 13 following the Proposal Form in Section 00 41 00.
6. The Owner intends to award the Project to the best value Proposer. Best value will be determined by the Owner and in accordance with the best value selection criteria in the Contract Documents. The best value selection criteria includes, but is not limited to, experience, capital cost, and warranty.

The Owner reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposal or in the request for proposal process.

7. Project Funding.

The Owner anticipates wholly or partially funding the Project using a variety of funding sources including Community Development Block Grant, USDA, and/or CWSRF Program. Each Proposer is responsible for familiarizing themselves with the requirements of the various funding programs, and for understanding and complying with all applicable state and federal requirements.

The Project will be subject to the requirements of the American Iron and Steel (AIS) Act. Proposer shall comply with AIS and provide AIS documentation as required by the specifications.

8. Requirements for Oregon Public Works Contracts.

Oregon Public Contracting Laws.

Proposers are required to comply with applicable bidding and contracting procedures and all applicable State of Oregon Public Works contracting rules and regulations. Each proposer must identify whether the proposer is a "resident proposer" as defined in ORS 279A.120. No offer will be received or considered by the Owner unless the offer contains a statement by the proposer as a part of its offer that "Contractor agrees to be bound by and will comply with the provisions of 279C.838, 279C.840 or 40 U.S.C. 3141 to 3148. The Owner will not

receive or consider an offer for a Public Improvement Contract unless the offeror is registered with the Construction Contractors Board. The proposer "may not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

9. No proposer may withdraw its Proposal for a period of forty-five (45) calendar days after the time fixed for the opening of the proposals, within which time an award will be made.

The Owner reserves the right to reject any and all proposals or to waive any irregularities or informalities in any Proposal.

10. Time Constraints:

- 1 Requests for information received less than seven (7) calendar days prior to Proposal opening may not be answered.
- 2 Addenda will be issued no later than five (5) calendar days prior to Proposal opening.
- 3 Proposals shall remain in effect and subject to acceptance for forty-five (45) calendar days after the date of Proposal opening. If a contract is awarded, it will be awarded within the period that Proposals are subject to acceptance (Section 00 21 13, Paragraphs 15 and 16.6).
- 4 The successful Proposer shall sign the required number of counterparts of the Agreement and deliver them together with the required bonds to the Owner within five (5) business days after the date of the Notice of Award.
- 5 The Owner will sign the Agreement and deliver a fully-signed counterpart to the Equipment Supplier within five (5) business days after receipt of the required signed counterparts of the Agreement and Satisfactory Bonds from the Equipment Supplier (Section 00 21 13, Paragraph 19).
- 6 The Owner may issue NTP at any time between the time the Agreement is fully signed by all parties and five (5) business days thereafter.
- 7 The Contract Time shall begin to run on the date stated in the NTP.
- 8 The Work shall be fully completed within the Contract Time which is stated in the Agreement.
- 9 Progress payments shall be made monthly and shall cover work performed up to the Application for Payment Date which shall be the last day of each month.

Date Issued: 21 February 2025

END OF REQUEST FOR PROPOSAL



562 Bunker Court
Vernon Hills IL 60061-1831

Phone 847.816.3700
Fax 847.816.3707

Page 1

March 17, 2025

John Day WWTF
John Day, OR

Re: Project No: WWTP-002

Parkson Corporation is pleased to provide a bid for our Helisieve headworks screenings unit for the above referenced Request For Quotation. In addition to the completed Bid Form, a scope of supply with drawing which fully describes our offering is included. Parkson is the leading provider of Helisieve units, and we have furnished hundreds of these units in U. S. wastewater treatment plants for over 40 years.

Thank you for your consideration of Parkson screening equipment.

Sincerely,

A handwritten signature in black ink that reads "Marty Unger". The signature is fluid and cursive.

Marty Unger
Regional Sales Manager
954.383.1757
munger@parkson.com

Fort Lauderdale ♦ Chicago ♦ Montreal ♦ Sao Paulo ♦ Dubai

www.parkson.com
technology@parkson.com

SECTION 04 41 10

PROPOSAL FORM

Project Identification: **Headworks Screen Equipment Procurement**

This Headworks Screen Equipment Procurement is part of the City of John Day's (the "Owner's") John Day Wastewater System Improvements Project. The Project will be constructed through a Design-Bid-Build (DBB) project delivery approach.

Project Number: WWTP-002

This Proposal is Submitted to the City of John Day.

The Owner's Representative is Kennedy/Jenks Consultants, Inc.

Article 1

The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with the Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.

Article 2

Proposer accepts all of the terms and conditions of the Request for Proposal and Instructions to Proposers, including without limitation those dealing with the disposition of Proposal Security. Proposer will sign and submit the Agreement with the Bonds and other documents required by the Proposal Requirements within five (5) business days after the date of the Owner's Notice of Award.

Article 3

In submitting this Proposal, Proposer represents, as more fully set forth in the Agreement, that:

- (a) Proposer has examined copies of all the Proposal Documents.
- (b) Proposer has examined copies of the following Addenda (receipt of which is hereby acknowledged):

<u>Date</u>	<u>Number</u>
March 11, 2025	1
March 14, 2025	2
March 14, 2025	3

- (c) Proposer has familiarized itself with the nature and extent of the Contract Documents, Work, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

- (d) Proposer has given the Owner and Owner's Representative written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by the Owner and Owner's Representative is acceptable to Proposer.
- (e) Proposer has read, studied and understands the entire set of Proposal Documents including the Specifications, Drawings, and Agreement and finds them fit and sufficient for the purpose of preparing its Proposal and constructing the Work required.
- (f) Proposer represents that its Proposal is based on providing all of the material, labor, equipment and services necessary to complete the Work in full compliance with the Contract Documents without exception.

Article 4

Requirements for Oregon Public Works Contracts.

- (a) **NONCOLLUSION AFFIDAVIT.** Proposers are required to execute and submit with their Proposal Document Number 00 45 19 "Noncollusion Affidavit."
- (b) **USE OF PROPOSAL DEPOSITORIES.** The Proposer declares that it has not used subcontractors' Proposals from a Proposal depository that in any way attempts to restrict, control, influence or regulate free open price competition among subcontractors in the submission of their Proposals to prime Proposers.
- (c) **SECURITY FOR COMPENSATION CERTIFICATE.** Proposers are required to execute and submit with their Proposal Document Number 00 48 02 "Security for Compensation Certificate."
- (d) **ADDITIONAL FEDERAL AND STATE REQUIREMENTS.** Proposers shall review and comply with the Federal and State Requirements for the Project, described in Section 00 52 30, Exhibit C to the Agreement.

Article 5

PROPOSAL SCHEDULE

The Proposer shall fill out the Lump Sum and Stage 1 and Stage 2 Proposal Prices and information for the work in the Proposal tables below. In the event that a Proposer has two (2) headworks screen products, copies of the below Proposal tables shall be completed for each product.

Total Proposal Price – Includes Stage 1 and Stage 2

Total Proposal Price: \$161,817.00 USD Total Lump Sum

Proposal Amount (Words):

One Hundred Sixty One Thousand Eight Hundred Seventeen

Stage 1 Work Proposal Price (Item 1.1): The Stage 1 Proposal includes equipment shop drawing submittals and working with the Owner and Owner's Representative during the equipment shop drawing submittal and approval process to develop approved shop drawings. The Stage 1 Proposal Price shall be 10 percent (%) of the Total Proposal Price.

Item 1.1 Proposal Price: \$ 16,181.70 USD

Item 1.1 Proposal Amount (Words): Sixteen Thousand One Hundred Eighty One and Seventy cents

Stage 2 Work Proposal Price (Item 2.1): The Stage 2 Proposal price includes fabrication and delivery of the Equipment in accordance with Owner approved shop drawings, assistance to the Project Contractor with Equipment installation, start-up testing, training, commissioning, and other work as detailed in the Proposal and Contract Documents. The Stage 2 Work (including the Agreement therefor) will be assigned by the Owner to the Contractor. The Owner will pre-pay a minimum of \$50,000 for the Stage 2 work prior to Stage 2 NTP, which will reduce the balance owed for Stage 2 work and the basis for the amount of escalation owed (if any). The Owner may elect to pre-pay an amount greater than the minimum at their discretion. Pre-payments shall be refunded at the Owner's request if Stage 2 work is not authorized.

Item 2.1 Proposal Price: \$ 145,635.30USD

Item 2.1 Proposal Amount (Words): One Hundred Forty Five Thousand Six Hundred Thirty Five and Thirty Cents

C. Equipment Information and Warranty Period

The Proposer shall fill out the information on the Equipment below.

Headworks Screen Product Name: Helisieve (HLS500M35)

Motor horsepower (hp): 1 (hp)

Minimum Flow Rate per Screen (MGD): 1-2 (MGD)

Maximum Flow Rate per Screen (MGD): 4 (MGD)

Maximum Upstream Water Level (ft): 2 (ft)

Washwater consumption rate (gpm): 11 (gpm) when screen is running

Required washwater pressure (psi): 40 (psi)

Total Warranty Period for Headworks Screen Equipment (Years): **1**

Article 7

BEST VALUE SELECTION

The Owner intends to award the Project to the best value Proposer. Best value will be determined by the Owner, as described below in the Proposal Form, in its review of Proposer responsiveness, Proposal price, life cycle costs (guaranteed energy use, guaranteed replacement parts costs, etc.), experience, warranty terms, guaranteed product performance, comprehensiveness of the Proposer's scope of supply, and the extent to which the Proposer's response meets the requirements of the Contract Documents.

Proposer shall fill out the Proposer Qualifications, Section 00 45 13, to provide information for the best value selection process.

The best value selection will be made based on the following criteria and associated weighting factors.

Best Value Selection Criteria	Weighting Factor Percentage
Capital Cost	50%
Project Experience	30%
Warranty	20%

1. **Capital Cost:** The capital cost criteria will be the Headworks Screen Equipment Total Proposal price, including freight to the site, operator training, and on-site services.

The Headworks Screen Equipment with the lowest capital cost will receive three points. Headworks Screen Equipment with higher capital costs will receive a lower amount of points that is proportional to the ratio of the lowest capital cost and the proposer's Headworks Screen Equipment cost. This criteria will be scored in tenths of a point between the values of 0 and 3 points.

3. **Project Experience:** The Screen Supplier's project experience is an important factor to the success of the project. The proposer shall provide the headworks screen equipment project experience in the proposal qualifications, Section 00 45 13.
 - a. Proposer will receive 3 points for: 5 or more operating facilities in Oregon, Washington, and/or Idaho using the proposed headworks screen model installed outdoors (uninsulated canopy structure or no canopy) and in service for at least one year.

- b. Proposer will receive 2 points for: between 2 and 5 operating facilities in Oregon, Washington, and/or Idaho using the proposed headworks screen model installed outdoors (uninsulated canopy structure or no canopy) and in service for at least one year.
- c. Proposer will receive 1 point for: fewer than 2 operating facilities in Oregon, Washington, and/or Idaho using the proposed headworks screen model installed outdoors (uninsulated canopy structure or no canopy) and in service for at least one year.

6. Warranty

- a. Proposer will receive 3 points for Screen Equipment warranty greater than or equal to 36 months from date of overall Project Final Acceptance.
- b. Proposer will receive 2 points for Screen Equipment warranty between 24 and 35 months from overall Project Final Acceptance.
- c. Proposer will receive 1 point for Screen Equipment warranty between 12 and 23 months from overall Project Final Acceptance.

7. Best Value Selection:

The best value selection will be made based on the following scoring equations. The Proposer with the highest best value score will be the Successful Proposer.

Best Value Selection Criteria	Weighting Factor Percentage	Best Value Score
Capital Cost	50%	$3*(0.50)*(Lowest\ Capital\ Cost/Proposer's\ Capital\ Cost)$
Project Experience	30%	$(Criteria\ Points)*(0.30)$
Warranty	20%	$(Criteria\ Points)*(0.20)$
		Sum of Best Value Criteria Scores

Article 8

- (a) Proposer agrees that the Work will be completed and ready for acceptance and final payment in accordance with the dates or within the number of calendar days indicated in the Agreement.
- (b) Proposer accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work on time.

Article 9

The following documents are attached to and made a condition of this Proposal:

<u>Document Number</u>	<u>Title</u>
04 41 10	Proposal Form
00 43 13	Proposal Security
00 44 00	Designation of Subcontractor or Equipment Manufacturer
00 44 02	Security for Compensation Certificate
00 45 13	Proposer's Qualifications
00 45 19	Noncollusion Affidavit
00 45 20	Technical Information Required with the Proposal

Article 10

The terms used in this Proposal are defined in the Agreement included as part of the Contract Documents.


Proposer declares that it does possess or will possess a business license of the required classification, valid in the appropriate jurisdiction at the time of contract award.

The undersigned acknowledges that the representations made herein are made under penalty of perjury.

By: PARKSON CORPORATION
(Business' Name)

DELAWARE
(State of Incorporation)

By: ANDREW SINGER
(Name of Person Authorized to Sign)


(Signature)

CONTRACTS MANAGER
(Title)

Business Address: 1401 West Cypress Creek road, Suite 100, Ft. lauderdale, FL 33309

Telephone No.: 954-974-6610

END OF PROPOSAL FORM

Headworks Screen Equipment Procurement

City of John Day, OR

WWTP-002

PROPOSAL



Registered to
ISO 9001

dependable, cost-effective solutions for water and wastewater treatment

Headworks • Biological • Clarification • Thickening • Biosolids

SECTION 04 41 10

PROPOSAL FORM

Project Identification: **Headworks Screen Equipment Procurement**

This Headworks Screen Equipment Procurement is part of the City of John Day's (the "Owner's") John Day Wastewater System Improvements Project. The Project will be constructed through a Design-Bid-Build (DBB) project delivery approach.

Project Number: WWTP-002

This Proposal is Submitted to the City of John Day.

The Owner's Representative is Kennedy/Jenks Consultants, Inc.

Article 1

The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with the Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.

Article 2

Proposer accepts all of the terms and conditions of the Request for Proposal and Instructions to Proposers, including without limitation those dealing with the disposition of Proposal Security. Proposer will sign and submit the Agreement with the Bonds and other documents required by the Proposal Requirements within five (5) business days after the date of the Owner's Notice of Award.

Article 3

In submitting this Proposal, Proposer represents, as more fully set forth in the Agreement, that:

- (a) Proposer has examined copies of all the Proposal Documents.
- (b) Proposer has examined copies of the following Addenda (receipt of which is hereby acknowledged):

<u>Date</u>	<u>Number</u>
<u>03/11/2025</u>	<u>01</u>
<u>03/14/2025</u>	<u>02</u>
<u>03/14/2025</u>	<u>03</u>

- (c) Proposer has familiarized itself with the nature and extent of the Contract Documents, Work, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

- (d) Proposer has given the Owner and Owner’s Representative written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by the Owner and Owner’s Representative is acceptable to Proposer.
- (e) Proposer has read, studied and understands the entire set of Proposal Documents including the Specifications, Drawings, and Agreement and finds them fit and sufficient for the purpose of preparing its Proposal and constructing the Work required.
- (f) Proposer represents that its Proposal is based on providing all of the material, labor, equipment and services necessary to complete the Work in full compliance with the Contract Documents without exception.

Article 4

Requirements for Oregon Public Works Contracts.

- (a) **NONCOLLUSION AFFIDAVIT.** Proposers are required to execute and submit with their Proposal Document Number 00 45 19 "Noncollusion Affidavit."
- (b) **USE OF PROPOSAL DEPOSITORY.** The Proposer declares that it has not used subcontractors' Proposals from a Proposal depository that in any way attempts to restrict, control, influence or regulate free open price competition among subcontractors in the submission of their Proposals to prime Proposers.
- (c) **SECURITY FOR COMPENSATION CERTIFICATE.** Proposers are required to execute and submit with their Proposal Document Number 00 48 02 "Security for Compensation Certificate."
- (d) **ADDITIONAL FEDERAL AND STATE REQUIREMENTS.** Proposers shall review and comply with the Federal and State Requirements for the Project, described in Section 00 52 30, Exhibit C to the Agreement.

Article 5

PROPOSAL SCHEDULE

The Proposer shall fill out the Lump Sum and Stage 1 and Stage 2 Proposal Prices and information for the work in the Proposal tables below. In the event that a Proposer has two (2) headworks screen products, copies of the below Proposal tables shall be completed for each product.

Total Proposal Price – Includes Stage 1 and Stage 2

Total Proposal Price: \$ **\$135,000**

Total Lump Sum Proposal Amount (Words):
 One Hundred and Thirty-Five Thousand Dollars

Stage 1 Work Proposal Price (Item 1.1): The Stage 1 Proposal includes equipment shop drawing submittals and working with the Owner and Owner’s Representative during the equipment shop drawing submittal and approval process to develop approved shop drawings. The Stage 1 Proposal Price shall be 20 percent (%) of the Total Proposal Price.

Item 1.1 Proposal Price: \$ **\$27,000**

Item 1.1 Proposal Amount (Words):

 Twenty Seven Thousand Dollars

Stage 2 Work Proposal Price (Item 2.1): The Stage 2 Proposal price includes fabrication and delivery of the Equipment in accordance with Owner approved shop drawings, assistance to the Project Contractor with Equipment installation, start-up testing, training, commissioning, and other work as detailed in the Proposal and Contract Documents. The Stage 2 Work (including the Agreement therefor) will be assigned by the Owner to the Contractor. The Owner will pre-pay a minimum of \$50,000 for the Stage 2 work prior to Stage 2 NTP, which will reduce the balance owed for Stage 2 work and the basis for the amount of escalation owed (if any). The Owner may elect to pre-pay an amount greater than the minimum at their discretion. Pre-payments shall be refunded at the Owner’s request if Stage 2 work is not authorized.

~~The Stage 2 Price shall be guaranteed through the expected Stage 2 NTP date provided in the Agreement. For Owner or Contractor delays that require an extension of Equipment delivery or startup and commissioning, the Stage 2 Work price shall be adjusted monthly by the US Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the West Region All Items.~~

Item 2.1 Proposal Price: \$ **\$108,000**

Item 2.1 Proposal Amount (Words):

 One Hundred and Eight Thousand Dollars

C. Equipment Information and Warranty Period

The Proposer shall fill out the information on the Equipment below.

Headworks Screen Product Name: **ICSS 5/6**

Motor horsepower (hp): **1**

Minimum Flow Rate per Screen (MGD): **0.05 MGD**

Maximum Flow Rate per Screen (MGD): **2.60 MGD**

Maximum Upstream Water Level (ft): **1.82 ft**

Washwater consumption rate (gpm): 20 - 25 gpm

Required washwater pressure (psi): 40 psig

Total Warranty Period for Headworks Screen Equipment (Years): 1

Article 7

BEST VALUE SELECTION

The Owner intends to award the Project to the best value Proposer. Best value will be determined by the Owner, as described below in the Proposal Form, in its review of Proposer responsiveness, Proposal price, life cycle costs (guaranteed energy use, guaranteed replacement parts costs, etc.), experience, warranty terms, guaranteed product performance, comprehensiveness of the Proposer's scope of supply, and the extent to which the Proposer's response meets the requirements of the Contract Documents.

Proposer shall fill out the Proposer Qualifications, Section 00 45 13, to provide information for the best value selection process.

The best value selection will be made based on the following criteria and associated weighting factors.

Best Value Selection Criteria	Weighting Factor Percentage
Capital Cost	50%
Project Experience	30%
Warranty	20%

1. **Capital Cost:** The capital cost criteria will be the Headworks Screen Equipment Total Proposal price, including freight to the site, operator training, and on-site services.

The Headworks Screen Equipment with the lowest capital cost will receive three points. Headworks Screen Equipment with higher capital costs will receive a lower amount of points that is proportional to the ratio of the lowest capital cost and the proposer's Headworks Screen Equipment cost. This criteria will be scored in tenths of a point between the values of 0 and 3 points.

3. **Project Experience:** The Screen Supplier's project experience is an important factor to the success of the project. The proposer shall provide the headworks screen equipment project experience in the proposal qualifications, Section 00 45 13.
 - a. Proposer will receive 3 points for: 5 or more operating facilities in Oregon, Washington, and/or Idaho using the proposed headworks screen model installed outdoors (uninsulated canopy structure or no canopy) and in service for at least one year.

- b. Proposer will receive 2 points for: between 2 and 5 operating facilities in Oregon, Washington, and/or Idaho using the proposed headworks screen model installed outdoors (uninsulated canopy structure or no canopy) and in service for at least one year.
- c. Proposer will receive 1 point for: fewer than 2 operating facilities in Oregon, Washington, and/or Idaho using the proposed headworks screen model installed outdoors (uninsulated canopy structure or no canopy) and in service for at least one year.

6. Warranty

- a. Proposer will receive 3 points for Screen Equipment warranty greater than or equal to 36 months from date of overall Project Final Acceptance.
- b. Proposer will receive 2 points for Screen Equipment warranty between 24 and 35 months from overall Project Final Acceptance.
- c. Proposer will receive 1 point for Screen Equipment warranty between 12 and 23 months from overall Project Final Acceptance.

7. Best Value Selection:

The best value selection will be made based on the following scoring equations. The Proposer with the highest best value score will be the Successful Proposer.

Best Value Selection Criteria	Weighting Factor Percentage	Best Value Score
Capital Cost	50%	$3 \times (0.50) \times (\text{Lowest Capital Cost} / \text{Proposer's Capital Cost})$
Project Experience	30%	$(\text{Criteria Points}) \times (0.30)$
Warranty	20%	$(\text{Criteria Points}) \times (0.20)$
		Sum of Best Value Criteria Scores

Article 8

- (a) Proposer agrees that the Work will be completed and ready for acceptance and final payment in accordance with the dates or within the number of calendar days indicated in the Agreement.
- (b) Proposer accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work on time.

Article 9

The following documents are attached to and made a condition of this Proposal:

<u>Document Number</u>	<u>Title</u>
00 41 10	Proposal Form
00 43 11	Proposal Security
00 44 00	Designation of Subcontractor or Equipment Manufacturer
00 44 02	Security for Compensation Certificate
00 45 13	Proposer's Qualifications
00 45 19	Noncollusion Affidavit
00 45 20	Technical Information Required with the Proposal
00 62 13	Performance Bond

Article 10

The terms used in this Proposal are defined in the Agreement included as part of the Contract Documents.

Proposer declares that it does possess or will possess a business license of the required classification, valid in the appropriate jurisdiction at the time of contract award.

The undersigned acknowledges that the representations made herein are made under penalty of perjury.

By: **Zima Corporation**

(Business' Name)

South Carolina

(State of Incorporation)

By: **Ken Kruse**

(Name of Person Authorized to Sign)

Ken Kruse

(Signature)

President / CEO

(Title)

Business Address: **101 Zima Park Rd.**

Spartanburg, SC 29301

Telephone No.: **(864) 576-0660**

END OF PROPOSAL FORM

Headworks Screen Equipment Scoring Matrix

		Manufacturer 1 - Parkson		Manufacturer 2 - Kusters	
Scoring Criteria	Weight	Score	Description	Score	Description
Capital Cost	50%	2.5	Total proposal price: \$161,817	3.0	Total proposal price: \$135,000
Project Experience	30%	3.0	Newport, OR - Model HLS500XL, PHF 15 MGD Madras, OR - Model HLS400, PHF 2.5 MGD Toledo, OR - Model HLS500, PHF 4.0 MGD	3.0	Bellingham, WA - Model ICSS 4/6, PHF 1.9 MGD Bandon, OR - Model ICSS 7/6, PHF 5.0 MGD Vader, WA - Model ICSS 5/3, PHF 1.7 MGD
Warranty	20%	1.0	1 year warranty	1.0	1 year warranty
Total Score		2.4		2.6	