



AGENDA
STAYTON CITY COUNCIL
Tuesday, January 16, 2024
 Stayton Community Center
 400 W. Virginia Street
 Stayton, Oregon 97383

HYBRID MEETING

The Stayton City Council will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also be live streamed on the City of Stayton's YouTube account. Please use the following option to view the meeting:

- 7:00 p.m. – City Council Regular Session – <https://youtube.com/live/WiJF2Po73zl>

Public Comment and Public Hearing Testimony: Meetings allow for in-person, virtual, or written public comment. If a community member has a barrier which prevents them from participating via one of the methods below, they should contact City staff at citygovernment@staytonoregon.gov **no less than three hours prior to the meeting start time** to make arrangements to participate.

Comments and testimony are limited to three minutes. All parties interested in providing public comment or testifying as part of a public hearing shall participate using one of the following methods:

- **In-Person Comment:** Parties interested in providing in-person verbal public comment shall fill out a "Request for Recognition" form available at the meeting. Forms must be filled out and submitted to the Assistant City Manager or designee prior to the meeting start time.
- **Video or Audio Conference Call:** Parties interested in providing virtual public comment shall contact City staff at citygovernment@staytonoregon.gov **at least three hours prior to the meeting start time** with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comments.
- **Written Comment:** Written comment submitted to citygovernment@staytonoregon.gov **at least three hours prior to the meeting start time** will be provided to the public body in advance of the meeting and added to the City Council's webpage where agenda packets are posted.

1. CALL TO ORDER **7:00 PM**

2. FLAG SALUTE

3. ANNOUNCEMENTS

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

4. PUBLIC COMMENT**5. CONSENT AGENDA**

- a. December 18, 2023 City Council Work Session Minutes
- b. December 18, 2023 City Council Regular Session Minutes
- c. Resolution No. 1086, Authorizing Stormwater Master Plan Update
- d. Resolution No. 1088, Appointing Denise Busch, and Leonard Hays to the Budget Committee

6. PRESENTATIONS

- a. Community Partner –Student Representatives of North Santiam School District

7. PUBLIC HEARING**8. GENERAL BUSINESS****Discussion of ARPA Fund Request from County****INFORMATIONAL**

- a. Staff Report – Julia Hajduk
- b. Public Comment
- c. Council Discussion

9. COMMUNICATION FROM CITY STAFF**10. COMMUNICATION FROM MAYOR AND COUNCIL****11. ADJOURN**

The meeting location is accessible to people with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, contact City Hall at (503) 769-3425.

CALENDAR OF EVENTS

JANUARY 2024					
Wednesday	January 17	Library Board	6:00 p.m.	Stayton Public Library	
Monday	January 29	Planning Commission	7:00 p.m.	Stayton Community Center	
FEBRUARY 2024					
Monday	February 5	City Council	7:00 p.m.	https://youtube.com/live/DvYbtXp_qlM	
Tuesday	February 6	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	February 19	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS' DAY HOLIDAY			
Tuesday	February 20	City Council	7:00 p.m.	https://youtube.com/live/QDm_gpht6k	
Wednesday	February 21	Library Board	6:00 p.m.	Stayton Public Library	
Monday	February 26	Planning Commission	7:00 p.m.	Stayton Community Center	
MARCH 2024					
Monday	March 4	City Council	7:00 p.m.	https://youtube.com/live/SlrzRPKDPw8	
Tuesday	March 5	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	March 18	City Council	7:00 p.m.	https://youtube.com/live/7u1U0wpt_JU	
Wednesday	March 20	Library Board	6:00 p.m.	Stayton Public Library	
Monday	March 25	Planning Commission	7:00 p.m.	Stayton Community Center	
APRIL 2024					
Monday	April 1	City Council	7:00 p.m.	https://youtube.com/live/oaTNEJWBvfs	
Tuesday	April 2	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	April 15	City Council	7:00 p.m.	https://youtube.com/live/A_FXgnnKhlg	
Wednesday	April 17	Library Board	6:00 p.m.	Stayton Public Library	
Monday	April 29	Planning Commission	7:00 p.m.	Stayton Community Center	
MAY 2024					
Monday	May 6	City Council	7:00 p.m.	https://youtube.com/live/Pi87xJhIfGE	
Tuesday	May 7	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	May 13	Budget Committee			
Tuesday	May 14	Budget Committee			
Wednesday	May 15	Budget Committee			
Wednesday	May 15	Library Board	6:00 p.m.	Stayton Public Library	
Monday	May 20	City Council	7:00 p.m.	https://youtube.com/live/bhYOUjWYS58	
Monday	May 27	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY			
Tuesday	May 28	Planning Commission	7:00 p.m.	Stayton Community Center	
JUNE 2024					
Monday	June 3	City Council	7:00 p.m.	https://youtube.com/live/gAhI3Aa0qQk	
Tuesday	June 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	June 17	City Council	7:00 p.m.	https://youtube.com/live/CbxRQKofXts	
Wednesday	June 19	Library Board	6:00 p.m.	Stayton Public Library	
Monday	June 24	Planning Commission	7:00 p.m.	Stayton Community Center	

**Stayton City Council
Work Session
December 18, 2023**

LOCATION: STAYTON PUBLIC LIBRARY, 515 N. FIRST AVENUE, STAYTON

Time Start: 6:00 P.M.

Time End: 6:26 P.M.

MEETING ATTENDANCE LOG

	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager
Councilor Ben McDonald	James Brand, Finance Director
Councilor Jordan Ohrt (excused)	Gwen Johns, Police Chief
Councilor David Patty	Lance Ludwick, Public Works Director (excused)
Councilor Steve Sims	Janna Moser, Library Director (excused)
	Jennifer Siciliano, Community & Economic Development (excused)
	Melanie Raba, Office Specialist (excused)

AGENDA	ACTIONS
Discuss Community Public Safety Commission Reboot	Chief Johns shared the history of the Public Safety Commission and what other jurisdictions do. Council discussion of what they hope to see from the commission and other options outside of a commission.

APPROVED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF JANUARY 2024, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Brian Quigley, Mayor

Date: _____

Attest: _____
Julia Hajduk, City Manager

**City of Stayton
City Council Minutes
December 18, 2023**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:00 P.M. **Time End:** 8:02 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager
Councilor Ben McDonald	Lance Ludwick, Public Works Director
Councilor Jordan Ohrt	Gwen Johns, Police Chief
Councilor David Patty	Janna Moser, Library Director
Councilor Stephen Sims	James Brand, Finance Director
	Jennifer Siciliano, Community & Economic Development Director
	Melanie Raba, Office Specialist

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Public Comment	None.
Consent Agenda	
a. December 4, 2023 City Council Work Session Minutes	Motion from Councilor Giglio, seconded by Councilor Patty, to approve the Consent Agenda as presented. Motion passed 4:0.
b. December 4, 2023 City Council Regular Session Minutes	
Presentations	
a. Small Municipalities Advocacy Coalition	Sean Tate with the Small Municipalities Advocacy Coalition provided a presentation to the Council regarding the work the group is doing for small municipalities.
Public Hearing	None.
General Business	
Resolution No. 1084, Adopting the City of Stayton Addendum to the Marion County Multi-Jurisdictional Hazard Mitigation Plan	
a. Staff Report – Alissa Angelo	Ms. Angelo reviewed the staff report.
b. Public Comment	None.
c. Council Discussion	None.
d. Council Decision	Motion from Councilor Patty, seconded by Councilor Giglio,

Resolution No. 1082, Delegating Authority to the Mayor to Advocate on Behalf of the City to Elected Officials

- a. Staff Report – Julia Hajduk
- b. Public Comment
- c. Council Discussion
- d. Council Decision

to approve Resolution No. 1084, adopting the City of Stayton Addendum to the Marion County Jurisdictional Hazard Mitigation Plan as amended. **Motion passed 4:0.**

Ms. Hajduk reviewed the staff report.

None.

Council discussion on results of this delegation to the Mayor over the past year.

Motion from Councilor McDonald, seconded by Councilor Giglio, to approve Resolution No. 1082, delegating authority to the Mayor to advocate on behalf of the City to elected officials, as presented. **Motion passed 4:0.**

Resolution No. 1083, Formalizing a Commercial Use Conversion SDC Policy

- a. Staff Report – Julia Hajduk
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Ms. Hajduk reviewed the staff report.

None.

Council question regarding SDC calculations. Ms. Hajduk responded.

Motion from Councilor Patty, seconded by Councilor McDonald, to approve Resolution No. 1083, formalizing a commercial use conversion SDC policy, as presented. **Motion passed 4:0.**

Resolution No. 1085, Authorizing Submittal of Loan Application for Sewer Upgrades

- a. Staff Report – James Brand
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Mr. Brand reviewed his staff report.

None.

Council discussion on loans, loan amount, and loan forgiveness.

Motion from Councilor Patty, seconded by Councilor Sims, to approve Resolution No. 1085, authorizing submittal of a loan application for sewer upgrades. **Motion passes 4:0.**

Resolution No. 1087, Adopting an Amendment to the 2023-24 Fiscal Year Water Rates

- a. Staff Report – James Brand
- b. Public Comment
- c. Council Discussion

Mr. Brand reviewed the staff report.

None.

Council question on proposed correction. Staff responded.

d. Council Decision	Motion from Councilor Giglio, seconded by Councilor McDonald, to adopt Resolution No. 1087, adopting an amendment to the 2023-24 fiscal year fee schedule related to water rates. Motion passed 4:0.
Communications from City Staff a. Street Sweeper Presentation – Lance Ludwick	Mr. Ludwick reviewed his presentation with the Council. Ms. Hajduk shared the new pool tokens provided to Council for a free swim at the Pool.
Communications from Mayor and Council	Council requested discussion of the Small Municipalities Advocacy Coalition at an upcoming meeting. Brief discussion of school government representatives attending an upcoming meeting. Mayor Quigley spoke about the “If I Were Mayor” contest.

APPROVED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF JANUARY 2024, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Mayor

Date: _____

Attest: _____

Julia Hajduk, City Manager



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Brian Quigley and the Stayton City Council
FROM: Lance S. Ludwick, P.E., Director of Public Works
DATE: January 16, 2024
SUBJECT: Resolution 1086 - Award of Contract for Storm Water Master Plan Update

ISSUE

Should the Stayton City Council approve Resolution 1086 and award a consultant contract for the Storm Water Master Plan Update to Keller Associates in the amount of \$ 414,578.00?

ENCLOSURE(S)

- City of Stayton Request for Proposals
- Keller Associates Proposal
- Resolution No. 1086

BACKGROUND INFORMATION

The existing Storm Water Master Plan (SWMP) was adopted by the City Council in May 2009.

The existing SWMP estimated a continued growth rate of 3.35%. Buildout of the Urban Growth Boundary (UGB) was projected to occur sometime around 2032. The growth rate slowed considerably and has never met the 3.35% growth rate projections. As such, the size and scope of the Capital Projects identified in the SWMP are in question and includes recommendations that no longer seem necessary or feasible for construction within a 20-year planning horizon.

The City updated its Comprehensive Plan in 2013, with a revised Comprehensive Plan Map adopted at that time. The assumptions for development patterns included within the 2009 SWMP are no longer in compliance with the Comprehensive Plan Map.

Updating the City's Master Plans has been a City Council Goal since 2015-2016 and was reaffirmed during the March 11th, 2023, City Council Goal Setting session. Objective 1.7; Complete Infrastructure Master Plans was established during the 2023 goal setting session.

The Storm Water Master Plan Update Request for Proposals (RFP) was advertised in the Daily Journal of Commerce (DJC) on July 21, 2023. The City of Stayton received one (1) sealed proposal from Keller Associates of Salem, Oregon by the closing deadline of August 22nd, 2023.

City staff formed a committee to review and score the proposal independently. The scoring criterion was outlined in the RFP and is shown below:

CONTENT AND EVALUATION CRITERIA	MAXIMUM SCORE
1. Introductory letter	5
2. Key personnel qualifications	40
3. Project scope and understanding	40
4. Project schedule (11" x 17" allowed)	10
5. Additional supporting information	5
TOTALS	100

Below is a compilation of the six (6) reviewer scores combined into one overall score.

Stormwater Master Plan Proposal Scoring Matrix Worksheet

**Keller Associates Proposal
October 2, 2023**

Reviewer **1** **2** **3** **4** **5** **6**

	Content and Evaluation Criteria	Maximum Possible Score	Score	Score	Score	Score	Score	Score	
1	Introductory Letter / Narrative	5	5	5	4	5	5	5	
2	Key Personnel Qualifications	40	36	40	34	30	35	38	
3	Project Scope and Understanding of the Work	40	36	40	36	30	35	38	
4	Project Schedule (11"x17" allowed)	10	7	10	9	8	10	9	
5	Additional Supporting Information	5	4	5	5	5	3	5	
6	Total Score	100	88	95	88	73	85	95	524 Total

87 Ave.

After reviewing the scores and discussing the proposal in detail, the group recommended the City move forward with negotiating a contract with Keller Associates to perform the Storm Water Master Plan Update. Staff met with Keller Associates to discuss the scope of work and negotiated financial compensation for the work.

FINANCIAL IMPACT

The estimated cost to complete the Storm Water Master Plan Update is up to \$414,578.00. Task 11 of the Scope of Work includes installing piezometers at 10 locations throughout the City. This will allow us to measure and track groundwater which will help make key decisions on where to construct Stormwater Management Facilities. This is a \$112, 819.00 task item and can be reduced by reducing the number of piezometers installed. City staff and the consultants will work through this issue and determine the best practice for the City.

STAFF RECOMMENDATION

City Staff reviewed and scored the proposals submitted by Keller Associates for the Storm Water Master Plan Update and recommends the City Council Approve Resolution 1086 and award the contract to Keller Associates at this time.

OPTIONS

- 1) Approve Resolution 1086 and Award of Contract to Keller Associates for updating the Storm Water Master Plan in the amount of; up to \$414,578.00.
- 2) Reject all bids.

MOTION

No motion necessary; consent agenda approval.

REQUEST FOR PROPOSALS

City of Stayton Stormwater Master Plan Update

Proposal Due Date:

AUGUST 22, 2023, AT 2:00 P.M. LOCAL TIME



**CITY OF STAYTON,
MARION COUNTY,
OREGON**

DATED THIS JULY 21, 2023

Table of Contents

Section 1 - General Information.....	1
1.1 – Request for Proposals.....	1
1.2 – Background and Objective.....	1
1.3 – Proposal Due Date and Issuing Office.....	3
1.4 – Questions/Clarifications	4
1.5 – Preliminary Schedule	4
1.6 – Limitations	4
1.7 – Public Records.....	5
1.8 – Proposal Withdrawal	6
1.9 – Proposal Protests	6
1.10 – Recycled Products Statement.....	6
Section 2 - Proposal Requirements.....	6
2.1 – General Information	6
2.2 – Contents of the Proposal	7
2.2.1 – Introductory Letter/Narrative	7
2.2.2 – Table of Contents.....	7
2.2.3 – Key Personnel Qualifications.....	7
2.2.4 – Project Scope and Understanding of the Work.....	8
2.2.5 – Project Schedule	8
2.2.6 – Additional Supporting Information	9
2.3 – Consultant’s Fee Schedule.....	9
2.4 – Insurance Requirements.....	9
2.5 – Local/State/Federal Requirements.....	9
Section 3 – Preliminary Scope of Work	10
3.1 – General.....	10
3.2 – Preliminary Work Tasks	10
3.2.1 – Task 1 – Project Management	10
3.2.2 – Task 2 – Existing Study Area Characteristics	11
3.2.3 – Task 3 – Stormwater System Hydrologic and Hydraulic Design Criteria	12
3.2.4 – Task 4 – Existing Stormwater System Inventory and Condition Assessment	12
3.2.5 – Task 5 – Stormwater Model Development.....	13
3.2.6 – Task 6 – Existing Stormwater System Analysis.....	13
3.2.7 – Task 7 – Future Stormwater System Analysis.....	14
3.2.8 – Task 8 – Stormwater Quality and State and Federal Regulatory Requirements.....	15
3.2.9 – Task 9 – Stormwater Operation and Maintenance Evaluation	15
3.2.10 – Task 10 – Recommendations and Capital Improvement Plan	15
3.2.11 – Task 11 – Stormwater System Financing Plan, System Development Charge Update, and Storm Drainage Monthly Utility Rate Update	16
3.2.12 – Task 12 – Install Groundwater Monitoring Wells and Perform Depth to Groundwater Investigation	17
3.2.13 – Task 13 – Public Involvement and City Presentations.....	19

3.2.14 – Task 14 – Develop Draft Policy, Code and Ordinance Revisions19

3.2.15 – Task 15 – Final Reports/Documentation20

Section 4 – Proposal Evaluation and Selection20

4.1 – Evaluation and Selection Criteria.....20

4.2 – Final Selection and Award21

4.3 – Contract Execution.....21

Appendices22

Attachment A – Sample Contract (Professional Services Agreement)

Section 1 - General Information

1.1 – Request for Proposals

The City of Stayton (City), through the Public Works Department, is requesting proposals from firms (hereinafter referred to as the "Consultant") qualified and interested in providing professional engineering services to the City for the completion of an update to the Stormwater Master Plan (SWMP) and provide services for the installation and monitoring of 10 groundwater monitoring wells throughout the City for observing groundwater levels (hereinafter referred to as the "Project").

This request for proposal (RFP) contains administrative and procedural information concerning instructions for preparation and submittal of Proposals, a preliminary schedule and scope of work, an explanation of how the Proposals will be evaluated, and conditions that will be included in any Contract which may be awarded as a result of this RFP. Special bindings, colored displays, and promotional materials, etc., are not necessary. Emphasis should be on completeness and clarity of the content.

This RFP is not all-inclusive. The City encourages Consultants to exercise their innovation, sound professional judgment, experience, and knowledge. Consultants are invited to propose alternative or additive scopes of work the Consultant believes will better reflect the goals of the City and the funding available. The City reserves the right to negotiate a final scope and cost with the selected Consultant.

A City selection review committee will evaluate the Proposals, interview candidate firms if deemed necessary, score the Proposals as defined in this RFP, and recommend award to the City Council. Proposals will be received until **2:00 pm (local time) August 22, 2023.**

The City may reject any Proposal not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any or all Proposals upon a finding of the City if it is in the public interest to do so.

1.2 – Background and Objective

The City of Stayton is located in Marion County, Oregon, approximately 12 miles southeast of Salem along the North Santiam River. The City consists of approximately 3.2 square miles of land and has experienced steady growth over the past several decades. Following a decline in growth during the 2010s, growth has resumed in recent years with approximately 300 new dwelling having been constructed. The City's existing SWMP was completed by Keller Associates, Inc. more than a decade ago in May 2008. The City recognizes changes in growth projections, land use, zoning, urban growth, and new stormwater requirements that have occurred since the completion of the 2008 SWMP, and therefore, the need for a SWMP update.

The City's current inventory indicates that the stormwater system is comprised of over 27 miles of storm drainage pipe, 980 catch basins, 16 public detention facilities, and 69 outfalls to receiving water bodies, with approximately 4 miles of open channel.

The current SWMP plan was written with assumptions of growth rates that have not been borne out and before revision of the Public Works Design Standards to implement more stringent stormwater management practices and implement "Low Impact Development" principles. The SWMP study will be based on current population projections from Portland State University and the current PWDS.

The SWMP study area includes the entire City of Stayton Urban Growth Boundary (UGB), but needs to recognize conditions, trends, and development activity beyond the UGB. The study area will also include storm drainage facilities from streets and highways that are under various local, county and state jurisdictions. The selected Consultant shall be responsible for coordination of the various levels of government, as well as coordinating the public's involvement in the development of the plan.

The purpose of the SWMP update is to evaluate the City's existing storm drainage system, study area characteristics, stormwater planning, operation, and provide recommended stormwater system improvements. The SWMP update will evaluate the various stormwater basins within the City's UGB and will recommend priority stormwater system improvements for surface water collection, conveyance, stormwater quality, infiltration, detention, and discharge.

Project objectives include:

- A. Provide an updated analysis of the existing stormwater system including an inventory and evaluation to provide the basis for developing the recommended stormwater system improvements.
- B. Recommend improvements and additions to the stormwater system so that it will continue to adequately serve the City over a 20-year planning period. These improvements will include rehabilitation and upgrading of existing stormwater system plus proposed storm drainage extensions to new areas to meet current and future requirements.
- C. Review the stormwater operations and maintenance program, facilities, and procedures, and recommend any additions and changes so that the stormwater system can be maintained in an efficient and cost-effective manner.
- D. Develop a stormwater capital improvement plan to adequately plan for the short-term, mid-term, and long-term stormwater system needs.
- E. Install 10 temporary groundwater monitoring wells throughout the City for the purpose of observing monthly groundwater levels for 2 years, in order to determine the City's high seasonal groundwater elevations for the various stormwater basins. A separate memorandum will be prepared by the consultant showing the results of the two-year study.
- F. Update the funding aspects of the SWMP that explain how the recommended stormwater improvement projects identified in the capital improvement plan will be able to be funded so the stormwater system improvement projects can be constructed.
- G. Review and evaluate existing stormwater agreements, policies, standards, and laws relevant to the SWMP to ensure that the City's SWMP reflects and is consistent with local, county, and state stormwater agreements, policies, and standards, and is in compliance with state and federal stormwater regulatory requirements. Recommend changes to existing

stormwater plans, policies, and standards to meet the needs of the community and for state and federal stormwater regulatory compliance. Include stormwater best management practice strategies to implement the City's TMDL Action Plan.

This project is one that Stayton citizens have a considerable amount of interest in. There will be a Technical Advisory Committee and a Citizen Advisory Committee for this project. The Consultant should plan on a minimum of 3 and maximum of 4 meetings with each Committee. The Consultant will complete the notices, agendas, minutes, and any handouts/presentations for these meetings. The City will send out the notices, etc.

Adoption of the SWMP Update will constitute an amendment of the City's Comprehensive Plan. The Consultant will attend the Planning Commission public hearing and the City Council public hearing required prior to final adoption by the City Council.

Below are some resources that are available:

- A. City of Stayton Comprehensive Plan (on the website).
- B. City of Stayton Municipal Code (on the website).
- C. City of Stayton Public Works Design Standards (on the website).
- D. City of Stayton Geographical Information System (GIS) data.
- E. Executive Summary of the 2008 Stormwater Master Plan.
- F. Current XP-SWMM Model of Storm Drainage System from 2008 to selected Consultant.
- G. Available Record Drawings.

1.3 – Proposal Due Date and Issuing Office

Submit three (3) copies of the Proposal in a sealed envelope marked "**PROPOSAL FOR SWMP UPDATE**" and submit one (1) copy of the Proposal Cost of Services in a separate sealed envelope marked "**PROPOSAL FOR SWMP UPDATE COST OF SERVICES**" to the following:

City of Stayton
Attn: Lance Ludwick, P.E., Public Works Director
362. N. Third Avenue
Stayton, OR 97383

Proposals must be received by the City no later than **2:00 pm (local time) August 22, 2023.** Consultants who wish to submit Proposals by mail may do so at their own risk by mailing their Proposal to the above address. The City assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered to City Hall by the above specified time and date will not be considered. Proposals submitted via oral, electronic mail, or facsimile will not be considered or accepted.

The City will not be holding a pre-Proposal meeting. Please contact the City at the below referenced contact information with any questions or inquiries regarding this RFP.

1.4 – Questions/Clarifications

All questions and inquiries regarding this RFP shall be submitted via email on or before **2:00 pm (local time) August 15, 2023**. Should any Consultant be in doubt as to the true meaning of any portion of this RFP, or should the Consultant find any ambiguity, inconsistency, or omission therein, the Consultant shall make a written request for an official clarification or correction. All questions and inquiries concerning this RFP shall be directed to the following:

Lance Ludwick, P.E./Public Works Director
lludwick@staytonoregon.gov
503.769.2919

Unauthorized contact with other City employees may result in disqualification. The City will not be bound by oral responses to inquiries or written responses other than official written addenda.

Any clarifications, corrections, or additions to this RFP by the City will be made only as an official written addendum that will be posted as a link on the City’s home page at www.staytonoregon.gov. It shall be the Consultant’s responsibility to ensure they have received any and all addenda before submitting a Proposal. Any addendum issued by the City shall become part of the RFP and shall be incorporated in the Proposal where applicable.

To avoid any miscommunications, each Consultant shall in its Proposal acknowledge any City issued addenda. Failure of a Consultant to receive or acknowledge receipt of any addenda shall not relieve the Consultant of the responsibility for complying with the terms thereof.

1.5 – Preliminary Schedule

Proposals submitted should define an appropriate detailed work plan and provide a graphic schedule of the major work tasks with project milestones in accordance with the preliminary scope of work presented in Section 3. The following is a preliminary schedule. The City reserves the right to modify this schedule at the City’s discretion.

<u>Activity/Event</u>	<u>Anticipated Date</u>
Call for Proposals (detail on City’s Website)	July 21, 2023
Written Question/Clarification Deadline	August 15, 2023, by 2:00 p.m.
Proposal Due Date	August 22, 2023, by 2:00 p.m.
Staff Recommendation	September 20, 2023
City Council Approval	October 2, 2023
Notice to Proceed	October 9, 2023
Kick-off Meeting	November 1, 2023
Completion of Work	January 15, 2025

1.6 – Limitations

The City assumes no responsibility or liability for costs incurred by the Consultant in the preparation of a Proposal, in the submission or presentation of a Proposal, or in making the necessary studies for the preparation thereof in response to the RFP. Consultant agrees to bear all costs incurred or

related to the preparation, submission, and selection process for the Proposal. All Proposals submitted will become part of the City's public record, without obligation to the City.

This RFP does not commit the City to award a Contract. The City reserves the right, in its sole and absolute discretion, to accept or reject any or all Proposals, or alternative Proposals, in whole or in part, with or without cause. The City also reserves the right to cancel this RFP or the contract award at any time before execution of the contract by both parties, if cancellation is deemed to be in the best interest of the City. In no event shall the City have any liability for the cancellation of a contract award.

City also expressly reserves the right to:

- A. Waive, or not waive, informalities or irregularities in Proposals or Proposal submittal procedures, and to accept or further negotiate cost, terms, or conditions of any Proposal determined by the City even though not the lowest cost Proposal submitted.
- B. Request additional information or interviews from any or all Consultants.
- C. Not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
- D. Determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
- E. Disqualify Proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within the RFP.
- F. Request revisions of any Proposal after the date and time due and before award for the purpose of obtaining best and final offers.
- G. Request references and other data to determine responsiveness.
- H. The City may perform, at its sole option, investigations of any Consultant. Information may include, but shall not necessarily be limited to, current litigation and contracting references. All such documents, if requested by the City, become part of the public record and may be disclosed accordingly.
- I. Retain all Proposals submitted and to use any ideas presented in a Proposal regardless of whether that Proposal is selected.

Should any doubt or difference of opinion arise between the City and a Consultant as to the items to be furnished hereunder or the interpretation of the provisions of this RFP, the decision of the City shall be final and binding upon all parties.

1.7 – Public Records

Any material submitted by the proposer shall become the property of the City unless otherwise specified. During the evaluation of proposals and the selection of the Consultant, the proposals shall be confidential. After the selection process has been completed, the proposals shall be open to public inspection. Proposals should not contain any information which the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of this RFP, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS". The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and

claims arising out of any public record request for such information shall be at the proposer's expense.

1.8 – Proposal Withdrawal

A Proposal may be withdrawn at any time before the date and time indicated in Section 1.3 – Proposal Due Date and Issuing Office, by providing a written request for the withdrawal of the Proposal to the Public Works Director at the place indicated in Section 1.3 – Proposal Due Date and Issuing Office. A duly authorized representative of the firm shall execute the request. Withdrawal of a Proposal will not prejudice the right of the Consultant to file a new proposal on this or future RFPs by the City.

1.9 – Proposal Protests

All Proposal protests must be in writing and filed with the City at the place indicated in Section 1.3 – Proposal Due Date and Issuing Office within seven (7) business days of the award action. The Consultant must clearly state the reasons for the protest. The Public Works Director will provide the protester with the appropriate instructions for filing the protest. The protest will be reviewed by the Public Works Director or designee whose decision shall be final.

1.10 – Recycled Products Statement

Vendors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document, including the preparation of the proposals, and the selected Consultant shall continue the same practice in the performance of the contract work in accordance with ORS 279B.270.

Section 2 - Proposal Requirements

2.1 – General Information

To be considered, each Consultant must submit a response to this RFP using the format described below. The Proposal must be signed in ink by an official authorized to bind the Consultant to its provisions. Each Proposal must remain valid for at least sixty (60) days from the due date of this RFP.

Proposals shall be prepared simply and economically providing a straightforward, concise description of the Consultant's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the Proposal. Each proposal will be judged on the completeness and quality of the content, and as a demonstration of Consultant's qualifications.

Proposals shall not be more than 20 pages and have not less than 11pt font. Front and back covers, as well as section dividers, are not counted in the page limit requirements. Each page shall be 8-1/2"x11", unless otherwise noted. When using double-sided printing, each side of the page is counted as one page. All additional supporting information shall be presented in a separate section at the end of the Proposal and are not counted towards the page limit requirements.

A proposal exceeding the specified number of pages, and/or having less than the minimum text font size, will be considered non-responsive and the Proposal will not be considered. Consultants may also be excluded from further consideration if the Consultant's insurance coverage is unsatisfactory.

2.2 – Contents of the Proposal

2.2.1 – Introductory Letter/Narrative

The introductory letter/narrative shall include, but need not be limited to, the following information:

- A. The name of the firm, as well as, the signature, printed name and title, telephone and fax number of the employee authorized to represent Consultant in any correspondence, negotiations and sign any contracts that may result.
- B. The address of the office that will be providing the service, a project manager's name, phone numbers, and email address.
- C. A statement that the Proposal complies with the terms and conditions of this RFP, including that the proposal is valid for sixty (60) days after the submission deadline, and acknowledge any City issued addenda.
- D. Written affirmation that the firm has a policy of nondiscrimination in employment, and employment positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.
- E. The Federal and State tax identification numbers, and the State of incorporation, as applicable.

The Consultant may use this section to introduce the Proposal, summarize the Consultant's range of capabilities, and to summarize the key provisions of the Proposal.

2.2.2 – Table of Contents

Include a clear identification of the material by sections and page numbers.

2.2.3 – Key Personnel Qualifications

Provide a statement that portrays how the qualifications and experience of the Consultant's key personnel relate to the described work. The City expects commitment and prefers no reshuffling of personnel during the SWMP update. Consultant shall address the following:

- A. Identify all key personnel and their roles and relationships in the project, and any familiarity with the City of Stayton.
- B. Include a summary of each key personnel's education and work history with specific emphasis on recent experience in performing similar tasks to those proposed for this project. Identify any applicable registrations.
- C. List specific references for each key personnel including former clients (contact names, phone numbers, and E-mail addresses). Resumes, references and public client list can be provided as additional supporting information as further outlined in Section 2.2.6 – Additional Supporting Information.

2.2.4 – Project Scope and Understanding of the Work

Consultant shall address the following:

- A. Include a statement of understanding of the proposed work.
- B. Provide a detailed work plan that outlines the phases of work and the relationship of the proposed tasks to the objectives of the SWMP update. The Work Plan should include proposed methods of investigation, analysis, and design as appropriate. Key elements of the Work Plan shall include:
 1. An expanded outline of all work tasks. Include an explanation of any modifications of the work items and scope of work presented in the Proposal. Modifications shall be provided as separate additive or deductive tasks.
 2. Detailed work schedule for each task, including time frames, and estimated staff hours committed to each task. If the project can be completed in a shorter timeframe than the “Preliminary Schedule” noted under Section 1.5, please indicate the proposed schedule. If more time is needed, please explain. City staff requires fourteen (14) calendar days to review of each submittal from Consultant and the City Council requires thirty (30) calendar days to approve contracts and amendments. Consultant shall reflect these time requirements in their schedule.
 3. List all proposed sub-consultants, including their planned scope of work, estimated cost of services, key project staff, and references (contact names, phone numbers, and email addresses).
 4. Description organized by task of City’s anticipated role and approximate time requirements to assist in development of the plan. Include specific deliverables needed from the City.
 5. Detailed description of Consultant deliverables, including support documentation and the technical reports that the Consultant will submit at the set milestones. The Consultant should include a description of all computer software (including version) proposed for the project, including word processing, spreadsheet, mapping, graphics and technical models, display graphics used for public meetings, and electronic files.
 6. Description of how the Consultant will coordinate work with City staff as the plan is developed. Include a discussion of the process used to share information with the City’s project team, anticipated process for periodic review as the plan is developed, including the type, format, and frequency of meetings.
 7. The format of the completed SWMP shall be recommended by the Consultant for City consideration.
 8. Include a separate and specific description of each point in the RFP that is not completely met by the Proposal. Indicate if an alternate approach to the RFP task(s) is proposed. If the Consultant has covered all the requested items, then this section shall include the statement, "All RFP items have been covered in this Proposal".

2.2.5 – Project Schedule

Prepare a project schedule for each significant segment of the work, from “Notice to Proceed” to project completion. A folded 11” x 17” size project schedule will be allowed.

2.2.6 – Additional Supporting Information

Supporting materials should include only resumes, references and public client list. The reference list shall have no more than five (5) most recent clients with projects similar to this one. Please include the name, address, phone number, and e-mail of the contact person for each reference. Detail the type of work done that supports the listed requirements in this RFP. Indicate if the listed projects were delivered on time and on budget. If there is no additional information to present, state: "There is no additional information we wish to present". If requested by the City, the Consultant shall provide one (1) copy of a similar SWMP recently completed for another municipality by the Consultant.

2.3 – Consultant’s Fee Schedule

Consultant shall not include the fee schedule in the Proposal, but it shall be included as a separate submittal as previously indicated in Section 1.3 – Proposal Due Date and Issuing Office. Include total estimated costs of services and costs for each major work task listed in the detailed work plan. Once the Consultant is tentatively selected, the City will negotiate a final, detailed scope and agreement. The Consultant shall submit all-inclusive fees, as negotiated, for which the requested work will be done, including sub-consultant fees, broken down as follows:

- A. Cost estimate, including hours by work task and total hours.
- B. Identify by Consultant’s personnel category and individual staff, the total hours multiplied by Consultant’s proposed hourly billing rate.
- C. The fee should include all out-of-pocket costs (travel, printing, etc.) and a fee should be stated for each segment or each phase of the project.
- D. Describe the method Consultant would use in charging for any special requests, reports or broadening of the scope of work described here.
- E. All wages and salaries shall remain the same throughout the duration of this project. However, if Consultant’s cost of living adjustments should fall in this same time period, the total cost shall be clearly stated to reflect the change, and the effective date noted accordingly.

2.4 – Insurance Requirements

The selected Consultant will be required to comply with the City’s indemnifications requirements and minimum insurance coverage of 2 million dollars professional liability insurance, plus 2 million dollars comprehensive general liability insurance, plus 1 million dollars automobile and property damage liability insurance. See the sample contract (professional services agreement) in **Appendix A** for the insurance requirements.

2.5 – Local/State/Federal Requirements

The selected Consultant shall comply with all local, state, and federal laws, regulations, executive orders, and ordinances applicable to the work under this contract, including, without limitation, the applicable provisions of ORS 279B and the following, as amended:

- A. Title VI of the Civil Rights Act of 1964;
- B. Section V of the Rehabilitation Act of 1973;
- C. The American with Disabilities Act of 1990 and ORS 659A.142;
- D. All regulations and administrative rules established pursuant to the foregoing laws; and

- E. All other applicable requirements of State and Federal civil rights and rehabilitation statutes, rules and regulations.

The selected Consultant is subject to the Oregon Worker’s Compensation Law and shall comply with ORS 656.017, which requires the provision of Worker’s Compensation coverage for all employees working under this contract. The City of Stayton's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.

Consultant selection is not a guarantee of a contract award, nor is the award of a contract for any portion of the Work a guarantee of award of a contract for any subsequent work. All work is subject to budgetary and funding constraints of the City.

Section 3 – Preliminary Scope of Work

3.1 – General

It is the City’s express desire to enter into a written Contract which includes all services necessary to complete this RFP. The final scope of work and Consultant fee will be negotiated with the selected Consultant until an agreement can be reached towards a contract. If an agreement cannot be reached, City may terminate negotiations and undertake negotiations with the next most qualified Consultant and continue the same process until an agreement is reached. Contingent upon the negotiated fees and available budget, City may request additional tasks be added to refine the scope of work.

The Consultant is encouraged to propose changes or additions to the preliminary scope of work if Consultant believes that these changes provide substantial benefit. These proposed modifications shall be noted as separate additive or deductive tasks. The following preliminary work tasks are the minimum services that the City determines necessary for the SWMP update.

3.2 – Preliminary Work Tasks

3.2.1 – Task 1 – Project Management

Consultant shall manage the scope of work and act as a manager of Consultant’s team, including any sub-consultants, coordinate all components of the SWMP update and take a proactive role in keeping all tasks on budget, on schedule and ensure timely completion of all tasks. Consultant shall work with City staff and their Consultants and be responsive to any email and telephone discussions.

The City will establish a Technical Advisory Committee (TAC) consisting of City management staff, Consultant staff, and representation from the Santiam Water Control District to provide review and feedback concerning study recommendations and improvement options. The Consultant shall schedule milestones throughout the project and submit technical reports to the TAC at these milestones. The Consultant shall set the TAC meeting schedule and notify all members.

The City will establish a Citizen Advisory Committee (CAC) consisting of elected and appointed officials and citizens to provide direction in the development of policies that will be reflected in the plan recommendations and stormwater system improvement options. The Consultant shall schedule milestones throughout the project and submit draft chapters to the CAC at these milestones. The Consultant shall set the CAC meeting schedule and notify all members.

Consultant shall coordinate, schedule, prepare and facilitate up to twelve (12) project team meetings, including a kickoff meeting, with City staff during the duration of the SWMP update. Consultant shall identify roles and responsibilities of all project team members. All agendas, minutes, and supporting information shall be distributed via emails five (5) business days in advance of the meeting to City.

Consultant shall initiate the project kickoff meeting within two (2) weeks of contract execution. Consultant shall prepare an agenda for the kickoff meeting, invite necessary attendees, collect data, provide a list of key questions they have about the project or stormwater system conditions, and discuss the schedule of the project.

Consultant shall keep City informed of project progress with monthly status updates for all tasks. Indicate any critical timeline and major milestones. Report any outstanding issues and how to resolve them. Project updates can be submitted to City with invoices. Indicate hours spent by Consultant team on each task since the previous invoice. Submit a summary report of work completed by tasks with each invoice. Notify the City if any issues or concerns may affect project progress. Update and email a detailed project schedule each month to City.

Consultant is expected to provide quality control over all deliverables, work independently, and assume full responsibility in research and acquiring any data and product information for the proper evaluation, analysis, preparation and completion of the SWMP update. Consultant shall allow an adequate review and response period to address technical, graphic and text presentation, design approach, sustainability and constructability issues.

Consultant shall coordinate with applicable state agencies (DEQ, OWRD, etc.) and Marion County jurisdictions on their current stormwater infrastructure, drainage concerns, and anticipated capital improvements within the City's UGB. Coordination is critical to the success of the SWMP update.

As part of this task, Consultant shall provide the City the following items:

- A. Project schedule with updates.
- B. Meeting schedules, agendas and minutes.
- C. Submit technical reports to the TAC and CAC.
- D. Detailed invoices with progress reports.

3.2.2 – Task 2 – Existing Study Area Characteristics

Consultant shall evaluate and describe the study area and its physical characteristics. Provide natural and political boundaries, elevations, and other pertinent information. Discuss pertinent land use and planning criteria, as well as population, demographics, physical environment, and socio-economic environment information.

As part of this task, Consultant shall provide the City the following items:

- A. A technical memo summarizing the existing study area characteristics.

3.2.3 – Task 3 – Stormwater System Hydrologic and Hydraulic Design Criteria

Consultant shall evaluate and describe the stormwater system design criteria to be used for evaluating the existing stormwater system and for future stormwater system improvements. Discuss the design storm events, hydrologic methodology, and hydraulic methodology that were used for the stormwater analysis and design calculations. Provide a stormwater system design criteria comparison table showing neighboring municipality standards, industry standards, and state and federal stormwater regulations.

As part of this task, Consultant shall provide the City the following items:

- A. A technical memo summarizing the stormwater system hydrologic and hydraulic design criteria.

3.2.4 – Task 4 – Existing Stormwater System Inventory and Condition Assessment

Consultant shall conduct a system inventory of the City's existing stormwater system and associated stormwater facilities. The stormwater system inventory shall document the stormwater facility, agency responsible for operation/maintenance, type of pipe/structure/facility, size, flow direction, age, a cursory assessment of the condition of the facilities, and any notable issues with the facilities' existing operations. Consultant shall inventory and analyze any existing Underground Injection Control (UIC) systems for compliance with the required separation distance to groundwater. All minor and major existing stormwater system and associated stormwater facilities shall be inventoried. City will assist in the system inventory by providing the necessary access for visual inspection of the facilities and by providing available as-built drawings of the system for review and data transfer. Consultant shall make site visits with City staff to specific facilities as necessary.

Consultant shall conduct interviews with City staff to collect information on the operation and maintenance of the system and any known deficiencies. Additional interviews may be necessary for stormwater systems under Marion County and other agency jurisdictions. Provide a description and evaluation of the current operation and maintenance (O&M) requirements of the system.

Consultant shall submit a list of information to be collected and provided by the City. The provided information shall be reviewed by the Consultant to determine if it is sufficient for completion of the project objectives. If the information is not sufficient, the Consultant shall suggest alternatives.

Consultant shall develop a database to assess the condition of the existing stormwater system. The database shall separate the existing stormwater system into various stormwater elements, such as stormwater detention facilities, natural infrastructure, pipes, catch basins, UIC's, etc. Consultant shall develop a rating system to apply to the existing stormwater system elements and rank each element based on highest priority of replacement or repair. The rating system shall be a numerical points system based on items such as need for increased capacity, existing deficiencies, and years left in expected life cycle. Consultant shall design the database to be clear and simple for City Staff to update on an annual basis. The City will use the database to determine priority for capital improvement projects for each fiscal year.

As part of this task, Consultant shall provide the City the following items:

- A. A technical memo summarizing the existing stormwater system inventory and condition assessment.
- B. List of information to be collected and provided by the City.
- C. Copy of the condition assessment database.

3.2.5 – Task 5 – Stormwater Model Development

Consultant shall review and update the City’s existing XP-SWMM hydrologic and hydraulic modeling of the existing stormwater conveyance system in all drainage basins. The updated hydraulic model shall best reflect the existing stormwater system and provide sufficient detail to identify hydraulic constraints, analyze pipe flows, analyze channel and conduit overflows, and quantify the effects of detention, infiltration, stormwater quality treatments, surcharge and overflow storage.

Consultant shall identify any open channel and overland flow reaches for the purpose of system modeling, which feed, drains, or connects drainage structures. This may require Consultant to obtain data for flows into and out of the City. Consultant shall collect field data necessary for modeling. Provide a table for any data collected, listing relevant reaches and their respective modeling characteristics. Execute the model based on existing and future build-out conditions for a series of 24-hour rainfall events for the 2-, 5-, 10-, 25-, and 100-year 24-hour storm events. Consultant shall document all development assumptions used for the updated model.

Consultant shall identify trouble spots according to the criteria developed above and identify locations for facilities that show potential strategic value as detention, stormwater quality, or controlled surcharge flood storage areas based on geography, ownership, capacity, land value and development potential.

As part of this task, Consultant shall provide the City the following items:

- A. A technical memo summarizing the hydrologic and hydraulic studies.
- B. Flow models for current and future improved infrastructure.
- C. Shape file of current and future improved infrastructure compatible with City’s GIS software.
- D. Training of two City staff to use the updated flow model.

3.2.6 – Task 6 – Existing Stormwater System Analysis

Consultant shall use the updated existing stormwater system model to analyze the functionality of the existing stormwater system. Provide a detailed current conditions report with problem descriptions and generate a map of those known conditions by type. Consultant shall use the model to determine peak flow capacity and identify those problem areas that have surcharge, overflow, undersized pipes, and any other deficiencies, and/or inefficiencies. Evaluate opportunities for regional stormwater management facilities by identifying locations that have potential value for stormwater detention storage and stormwater quality treatment or retrofit. Consultant shall compare the models with reported flooding areas and high ground water gathered from interviews with City staff and other sources. Provide a recommendation for the design criteria.

Consultant shall evaluate the opportunities to incorporate stormwater quality retrofits to any component of the existing storm drainage system and list the recommended retrofit projects in the Capital Improvement Plan (CIP). Include a cost and ranking in the CIP. Consultant shall provide recommendations for possible stormwater retrofit projects with regards to the City's TMDL Action Plan.

Consultant shall provide recommendations and add the compliance measures to the CIP as a project for ranking and funding to bring existing Underground Injection Control (UIC) systems into state and federal regulatory compliance. Include a cost and ranking in the CIP.

As part of this task, Consultant shall provide the City the following items:

- A. Technical memo identifying problem areas and recommended actions including cost estimates. Cost estimates shall include appropriate markups including surveying, engineering and inspection work by a consultant, construction by a contractor, and all administration by City staff.
- B. List of deficiencies including reported areas of flooding and flood occurrences as determined from the hydraulic models.
- C. Technical memo on recommendations for regional stormwater detention and stormwater quality facilities. Recommendations for surface or underground facilities should consider groundwater elevations in the immediate area.
- D. Map of the recommended improvements, including recommended regional stormwater detention and stormwater quality facilities.

3.2.7 – Task 7 – Future Stormwater System Analysis

Consultant shall use the updated stormwater system model to analyze the future scenario of the stormwater system. The ultimate stormwater system shall be able to serve all buildable areas within the City's UGB. Population growth should be reflected in prioritizing future capital improvement plan projects.

Consultant shall analyze all planning data and demographics by flow basins or sub-basins. Any change to, or addition of, any flow basin boundaries shall be carefully determined. Consultant shall provide the most logical stormwater system extensions to the unserved areas, using the City's current Transportation System Plan as a general guide. Consider possible trunk lines. When no streets are planned, stormwater system extension should be very general in nature.

As part of this task, Consultant shall provide the City the following items:

- A. Technical memo on recommended improvements based on future full build-out conditions including cost estimates. Cost estimates shall include appropriate markups including surveying, engineering and inspection work by a consultant, construction by a contractor, and all administration by City staff.
- B. List of reported areas of flooding and flood occurrences as determined from the hydraulic models.
- C. Technical memo on recommendations for regional stormwater detention and stormwater quality facilities.
- D. Map of the recommended full build-out conditions.

3.2.8 – Task 8 – Stormwater Quality and State and Federal Regulatory Requirements

Consultant shall review and compile applicable stormwater related state and federal regulatory programs and requirements. Summarize each of the various program requirements and the City’s current position with regards to each of them. Provide recommendations necessary for the City to comply with the state and federal regulatory requirements.

As part of this task, Consultant shall provide the City the following items:

- A. Technical memo on stormwater quality and state and federal regulatory requirements.

3.2.9 – Task 9 – Stormwater Operation and Maintenance Evaluation

Consultant shall evaluate the current staff and resource levels, analyze the level of services provided, differentiate proactive versus reactive services, review the standards and procedures for the maintenance of the system, and recommend ways to optimize current staffing levels, including recommend maintenance activities and frequency. Provide documentation showing current, recommended and projected staffing levels based on system size and population served. Document a comparison with other neighboring municipalities of similar sized systems.

Consultant shall recommend an annual stormwater operation and maintenance program, identify work to be performed by public works staff and/or external contractors, and provide estimated annual costs for the operation and maintenance activities.

As part of this task, Consultant shall provide the City the following items:

- A. Technical memo analyzing staffing levels and recommending ways to optimize current levels of maintenance activities and frequency.
- B. Technical memo providing recommended maintenance functions and staffing levels for current and future stormwater system.

3.2.10 – Task 10 – Recommendations and Capital Improvement Plan

From the tasks previously completed, summarize the recommended improvements and prepare a Capital Improvement Plan (CIP). Consultant shall group recommended stormwater system improvements into capital improvement plan projects, with planning level cost estimates prepared for each project, to aid the City in scheduling and planning improvements in a phased manner. Consultant shall differentiate projects which are necessary due to current problems, those that are required to serve existing developed areas, and those that are required in anticipation of future growth. List all the criteria for ranking the projects and prioritize accordingly.

Consultant shall show the recommended short range (1-5 years), mid-range (6-10 years), and long range (11-20 years) projects through the forecast year. Consultant shall provide separate detailed maps for each of the recommended short and mid-range projects depicting the location of the project, a quick summary of the project, and the estimated project cost.

To reduce the need for additional or larger outfalls, priority should be given to projects such as natural infrastructure which will infiltrate, slow down, and detain stormwater flows. Any improvements at the outfalls such as riparian restoration, pipe replacement, stabilization, or erosion control should take into account regulatory and permitting considerations. Cost-effective

improvements which provide additional benefits to the City including environmental, public health, recreation amenities, and neighborhood beautification are recommended for consideration.

As part of this task, Consultant shall provide the City the following items:

- A. A descriptive summary for each CIP project.
- B. Overview CIP project maps.
- C. Cost basis information for each CIP project.
- D. An estimate of the percentage each CIP project will serve existing development and is necessary to serve future growth.

3.2.11 – Task 11 – Stormwater System Financing Plan, System Development Charge Update, and Storm Drainage Utility Monthly Rate Update

Consultant shall review and develop a Financing Plan evaluating funding mechanisms, storm drainage system development charge, and storm drainage utility monthly rates (individually or in combination), for recommended capital improvements and/or the operations, maintenance, and management of the City's storm drainage system over a 20-year period.

Consultant shall recommend a new storm drainage system development charge (SDC), including improvement, reimbursement, and administrative fees, in accordance with State of Oregon SDC statutes. Consultant shall provide a brief decision matrix and recommendation in deciding which stormwater SDC methodology will best meet the needs of the City. As part of the methodology evaluation, Consultant shall review and evaluate the latest SDC methodology recommendations with City staff.

Consultant shall compile the SDC project list, including project costs, using the capital improvements plan and input from City staff. Consultant shall identify estimated costs for each of the stormwater system improvements identified in the CIP and shall assign a percentage of the cost for each improvement that is the result of existing deficiencies and that which is due to growth in demand.

As an appendix to the Financing Plan, Consultant shall identify and analyze key stormwater system development charge policy questions and make recommendations on a policy framework and methodology.

Consultant shall perform a cost of storm drainage service study and recommend an update to the storm drainage monthly utility rates. The recommended rate structure changes shall be consistent with industry practice for utility rate making in the State of Oregon and shall ensure that the stormwater utility is fully recovering the cost of providing stormwater services, including analysis of the following factors:

- A. Current and future costs of providing stormwater management in accordance with established and anticipated standards and regulations.
- B. Current and future costs of maintenance and operation of the stormwater system.
- C. Projected demands.
- D. Availability of capacity.
- E. Funding of capital improvement projects.
- F. Impact of current and future environmental regulations.

- G. Adequate reserves for depreciation, emergencies, catastrophes, and other appropriate purposes.
- H. Other impacts as identified.

Consultant shall summarize the impacts of the recommended rate structure and proposed rate on ratepayers. The summary shall include at a minimum the following:

- A. Analysis of the benefits of the recommended rate changes weighed against the financial impacts to the ratepayers.
- B. Justification for any special classes of customers under the recommended rate structure.
- C. Assessment of recommended stormwater rates equity for all types of property ownership.

The recommended rate structure shall provide clear and direct identification of annual revenues appropriate to fund operating activities, maintenance, and infrastructure improvements. The recommended rate structure shall be compatible with the City's electronic billing system and include an easy-to-use electronic model, in either Microsoft Excel or Access, to be used by the City for future rate setting. Consultant shall compare the proposed new rates to other utilities providing stormwater management services in the region.

Consultant shall review Chapter 13.32 of the Stayton Municipal Code and draft recommended amendments consistent with relevant State of Oregon regulations, codes, and state legal precedents for the City Council to consider.

As part of this task, Consultant shall provide the City the following items:

- A. Technical memo on the stormwater system financing plan, system development charge update, and storm drainage monthly utility rate update.
- B. Storm drainage monthly utility rate study model.
- C. Suggested amendments to SMC Chapter 13.32.

3.2.12 – Task 12 – Install Groundwater Monitoring Wells and Perform Depth to Groundwater Investigation

The City's Public Works Design Standards require that stormwater be surface infiltrated onsite to the maximum extent feasible before discharging any flows offsite. The appropriate use of surface infiltration depends on a number of factors, including soil type, soil conditions, slopes, and depth to groundwater. The City is known to have high seasonal groundwater elevations in certain areas within the City. As a result, the installation of groundwater monitoring wells is needed throughout the City in order to properly monitor the high seasonal groundwater elevations of these areas and compile the data necessary to determine what seasonal correction factor shall be used for the various basins within the City for the stormwater facility design depth to groundwater investigations, as required by the City's Public Works Design Standards.

The design, installation, and decommissioning of the groundwater monitoring wells shall be under the direction of an Oregon-licensed geotechnical engineer, certified engineering geologist, or registered geologist, and shall be properly installed and decommissioned by a licensed well constructor in accordance with the State of Oregon monitoring well statutes, and the Oregon Water Resources Department's Oregon Administrative Rules Chapter 690, Division 240. The City will work

with the selected Consultant to help identify some possible locations for the groundwater monitoring wells.

The Oregon-licensed geotechnical engineer, certified engineering geologist, or registered geologist, and licensed well contractor is responsible for identifying and procuring all applicable permits, licenses, professional registration, and applicable State and local regulatory procedures for drilling, well installation, and well abandonment (to include any requirements for the submission of well logs, samples, etc.), and shall be responsible for OSHA compliance, work area safety, and other applicable health and safety requirements.

The Oregon-licensed geotechnical engineer, certified engineering geologist, or registered geologist shall be present at the installation of each groundwater monitoring well, and shall be familiar and comply with all State, federal, and local laws, regulations, and requirements pertaining to the geotechnical engineer's or geologist's duties and responsibilities. Each groundwater monitoring well should be designed and installed to function properly throughout the duration of the depth to groundwater investigation.

The Oregon-licensed geotechnical engineer, certified engineering geologist, or registered geologist shall gather groundwater monitoring well data for the depth to groundwater investigation at each groundwater monitoring wells monthly for 2 years, in accordance with standard engineering practices. The monthly depth to groundwater information shall be logged on a tabular data sheet for each groundwater monitoring well and shall be submitted via email to the City no later than two weeks after each field event.

Based on the groundwater monitoring well information compiled, Consultant shall recommend what seasonal correction factor shall be used for stormwater facility design depth to groundwater investigations, and the monthly periods as to when the seasonal correction factor shall apply.

Following the two-year monitoring period, the Oregon-licensed geotechnical engineer, certified engineering geologist, or registered geologist shall supervise the decommissioning of each groundwater monitoring well in accordance with applicable State and local procedures.

As part of this task, Consultant shall provide the City the following items:

- A. A stamped technical memo summarizing the depth to groundwater investigation and the recommend seasonal correction factor(s), and monthly periods as to when the seasonal correction factor shall apply, for stormwater facility designs.
- B. Detailed information for each groundwater monitoring well location and depth.
- C. Overall project map.
- D. Monthly depth to groundwater information presented on a tabular data sheet for each groundwater monitoring well.
- E. Certification of well abandonment.

3.2.13 – Task 13 – Public Involvement and City Presentations

Consultant shall include the following public involvement and City presentations. The public involvement and City presentations shall be straightforward and easily understood. Consultant shall be prepared to answer questions from the audience with confidence and visual aids should be utilized to enhance the presentation. Consultant shall allow adequate time and effort for any revisions the Council or City staff may require after these meetings. Consultant shall update or create all the current and proposed maps, figures and tables for the final document, as needed. Consultant shall conduct and attend the following:

- A. Consultant shall attend one (1) City Council meeting or work session and present the draft SWMP update for review.
- B. Consultant shall attend one (1) Planning Commission public hearing and present the draft SWMP update for review.
- C. Consultant shall attend a City Council public hearing when the City Council members will adopt the final SWMP update.

3.2.14 – Task 14 – Develop Draft Policy, Code and Ordinance Revisions

Consultant shall review the Stayton Municipal Code, Public Works Design Standards, and other City policy documents and incorporate findings and recommendations as an update to the City's policies, codes, and ordinances that will address both short term and long-term stormwater needs for the City over the next twenty years.

- A. Policy, Code, and Ordinance Revisions –
 1. Consultant shall review and identify applicable chapters of the City's Comprehensive Plan and recommend changes to the Comprehensive Plan based on the results of the SWMP update. Consultant shall prepare a Comprehensive Plan Amendments Memo of the recommended changes. Other documents to be reviewed include any adopted regional stormwater system plans, any relevant stormwater system planning reports/documents, existing stormwater agreements, and any land use policies and regulations that guide the relationship between land use and stormwater facilities. Master plan mapping shall be provided for inclusion in a future Comprehensive Plan update. Consultant may be asked to assist City staff with writing brief staff reports and providing supporting data as needed to supplement the narrative for amending the City's Comprehensive Plan.
 2. Consultant shall review and identify applicable chapters of the City's Land Use Development Code and the Public Works Design Standards, and recommend changes based on the results of the SWMP update. Consultant shall prepare a Code Amendments and Policy Memo of the recommended changes.
- B. Draft Implementation Matrix – Consultant shall prepare draft Implementation Matrix as part of the memo that identifies inconsistencies and missing language in the City's Comprehensive Plan, Land Use Development Code, and Public Works Design Standards necessary to comply with state and federal stormwater requirements and regulations. Draft Implementation Matrix must include an outline of applicable state and federal requirements with relevant sections of Comprehensive Plan, Land Use Development Code, and Public Works Design Standards.

3.2.15 – Task 15 – Final Reports/Documentation

All final reports, documents, and other work products shall be delivered to and be permanently retained by the City. Prior to final submittals, Consultant shall perform a thorough quality control review of all documents for completeness and accuracy. Documents shall be submitted in written and electronic format, and shall be freely reproduced by the City. The final SWMP update shall be printed on 8-1/2"x11" paper. Charts, graphs, figures, data, digital photographs and exhibits can be presented in the reports on 11"x17" paper, if necessary. Consultant shall provide the City with the following final deliverables:

- A. A summary of results of all tasks.
- B. The entire SWMP update document in two (2) spiral-bound paper copies and six (6) paper copies in heavy duty 3-ring binders.
- C. The entire SWMP update document on a thumb drive or a compact disk, in Adobe Portable Document Format (PDF), and in the original electronic formats, as applicable:
 1. Microsoft documents (Word, Excel, PowerPoint, Project, etc.)
 2. CAD maps. The City's CAD system consists of a windows-based environment utilizing AutoDesk Civil3D 2020
 3. GIS shape files. The City's GIS system consists of a windows-based environment utilizing ArcGIS Desktop 10.8

Consultant shall provide a final electronic copy of the CAD maps, hydraulic model, storm drainage system condition assessment database, and storm drainage monthly utility rate study model.

Section 4 – Proposal Evaluation and Selection

4.1 – Evaluation and Selection Criteria

The City will follow the applicable provisions of the Oregon Revised Statute 279C.110 et seq. The evaluation will be done through a stakeholder review of the Proposal looking for the Consultant exhibiting the best understanding of the project scope, goals, challenges, innovative solutions and the work plan to achieve a finished project. The successful firm must have excellent credentials for quality assurance/quality control. The selection criteria will be based on the following minimum requirements:

- A. Overall quality of the submitted proposal.
- B. Professional qualifications, which may include but not be limited to, specialized experience, technical competencies, methodology to the project.
- C. Record of past performance, including but not limited to, price and cost data from previous projects, quality of work, ability to meet schedules, cost controls and cost administration.
- D. Reference checks, as necessary.

The maximum possible points for each item of information described in Section 2 are shown in the following table.

PROPOSAL CONTENT AND EVALUATION CRITERIA	MAXIMUM SCORE
1. Introductory Letter/Narrative	5
2. Table of Contents	0
3. Key Personnel Qualifications	40
4. Project Scope and Understanding of the Work	40
5. Project Schedule (11" x 17" allowed)	10
6. Additional supporting information	5
Totals	100

4.2 – Final Selection and Award

Final selection will be made by the City Council following review and ranking of the Proposals by the City selection review committee. To assist in making a selection, interviews may be conducted at the discretion of the City. Contract award will be subject to approval of the City Council and its City Attorney.

4.3 – Contract Execution

The selected Consultant will be expected to sign a written Contract (Professional Services Agreement) which incorporates appropriate parts of this RFP and the selected Consultant’s Proposal. The written Contract will also require that the selected Consultant comply with applicable local, state and federal laws, rules and regulations. A sample of the written Contract is included in **Appendix A**. Those who wish to submit a Proposal to the City are required to carefully review the sample Contract and shall specifically note the indemnification and insurance requirements listed.

Within five (5) business days after City Council approval of the selection, City and Consultant will finalize the written Contract (Professional Services Agreement). Work shall begin expeditiously after issuance of the City’s “Notice To Proceed”, which will be provided to Consultant after the execution of the Contract.

Appendices

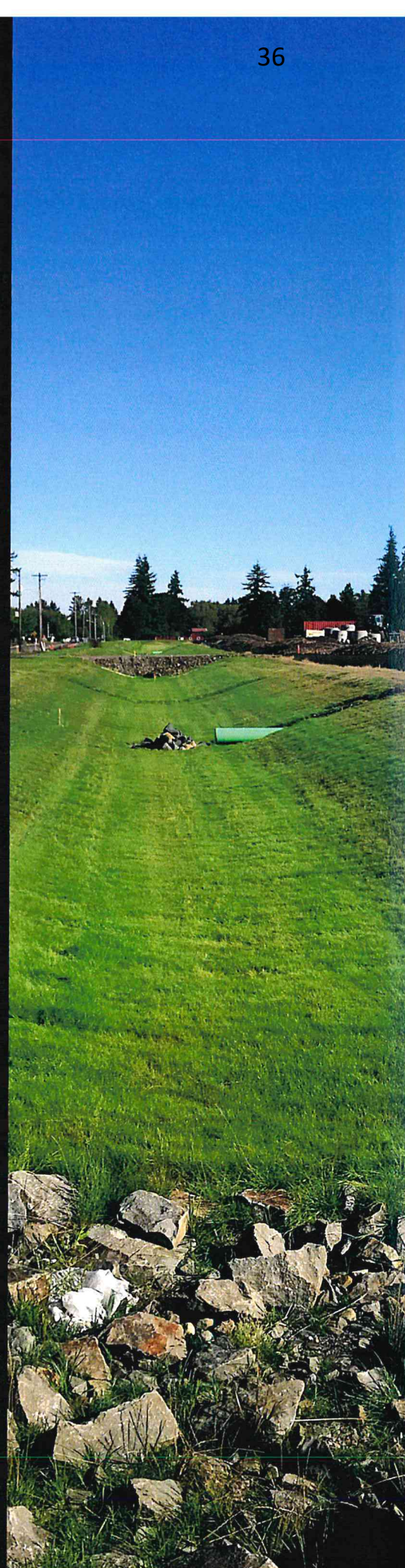
Attachment A – Sample Contract (Professional Services Agreement)

August 22, 2023

City of Stayton

Stormwater Master Plan Update

Request for Proposals





August 22, 2023

City of Stayton
Attn: Lance Ludwick, PE, Public Works Director
362 North Third Avenue
Stayton, OR 97383

Re: City of Stayton Stormwater Master Plan Update

Dear Mr. Ludwick and Selection Committee,

The City of Stayton (City) has identified the need for an update to its current stormwater master plan (SWMP), including a long-term 20-year capital improvement plan (CIP) for stormwater collection, conveyance, and detention, as well as proposed financial updates to the current rates, system development charge (SDC), and fee-in-lieu. At Keller Associates (Keller), we have a successful track record of completing SWMPs and identifying system improvements that meet our clients' goals.

Since 1993, Keller has grown from four people in a single office to more than 180 people in 10 offices—including 17 staff here in Salem and three in Beaverton—throughout the Northwest. As a regional, low-overhead firm, we provide personalized, expert engineering services. Keller has evolved into a full-service engineering firm with capabilities to serve an array of projects, including wastewater, water, in-house planning, civil, survey, transportation, structural, and electrical and control design. Keller has the experience and leadership to assist the City with all facets of stormwater system planning and project delivery. We have successfully completed planning, engineering, and construction administration of major stormwater projects throughout Oregon with similar storm conditions to the City's. Our firm has earned 26 American Council of Engineering Companies (ACEC) Engineering Excellence Awards in the past 10 years. These award-winning projects are evidence of Keller's innovation, technical ability, and drive to meet clients' needs.

Experience, proximity, and trusting relationships are essential to a project's success. We view our relationships with our clients as partnerships, and we have been partnering with the City on your stormwater planning since 2004. Our experts will manage your project from our office in Salem, providing more opportunities for in-person interaction. This responsiveness will be beneficial throughout the project as it will facilitate strong communication. We strive to keep you abreast of project developments so there are no surprises. Working for your benefit, we will listen to you and your staff to develop a plan that works for you and addresses your needs and goals.

We are committed to exceeding your expectations and offer you the following key strengths:

- PROVEN APPROACH.** We start by listening and tailoring a phased approach that will be informative and meet your expectations. Our efforts begin by collecting and reviewing data, analyzing the existing process components, and evaluating potential impacts of future growth. We will communicate and ensure that agreement from key stakeholders is completed at each major step of the process. We will deliver an easy-to-reference, comprehensive master plan to guide the City in making financial, planning, and policy decisions with confidence.



AUTHORIZED SIGNER

Keller Associates, Inc.
Peter Olsen, PE
Principal-in-Charge
Office: (503) 364-2002
Cell: (503) 910-2421

PRIMARY CONTACT

Ryan Retzlaff
Project Manager
245 Commercial Street SE
Suite 210
Salem, OR 97301
Office: (503) 364-2002
Cell: (503) 893-0410
rretzlaff@kellerassociates.com

The Proposal complies with the terms and conditions of the RFP and is valid for sixty (60) days after the submission deadline.

Keller is an Equal Opportunity Employer and does not discriminate against applicants or employees because of race, age, color, sex, religion, national origin, mental or physical disability, political affiliation, marital status, or any other basis prohibited by law.

Federal Tax ID No.: 45-0574227
Oregon State ID No.: 48194195

State of Incorporation: Idaho

- **TECHNICAL EXPERTISE.** The Keller team has completed numerous SWMPs on both sides of the Cascades, evaluating systems and providing cost-effective, comprehensive solutions. We have coordinated with the Oregon Department of Environmental Quality (DEQ), the U.S. Environmental Protection Agency (EPA), and other regulatory agencies to help communities navigate and prepare for future regulations. This experience will be leveraged and reflected in your master plan, giving you the confidence that your infrastructure is on track to meet your goals and regulatory requirements.
- **PROACTIVE SOLUTIONS.** Our eye for innovative and nimble solutions draws from our extensive knowledge of stormwater planning, permitting, design, and construction. We look for harmony in all our stormwater planning and design projects—balancing permit requirements with cost so compliance is easier for developers to achieve and for the City to manage.
- **PASSIONATE AND INFORMED STAFF.** We at Keller are passionate about stormwater planning and want to assist the City by providing a team that enjoys planning efforts and will do our best every day. We are the most informed consultant regarding your stormwater challenges. Members of our team have supported City staff through the 2004 stormwater master planning process and subsequent years of discussions, negotiations, and litigation support. We know the sensitivities regarding your system and will be looking out for the City's best interest.

We have assembled a highly qualified team of individuals, handpicked for their specialized knowledge and experience in their fields. Our planning team will be led by Project Manager Ryan Retzlaff. Ryan is one of our most senior water resource professionals and is well-known in the Pacific Northwest for his planning and hydraulic modeling expertise. He has managed or led complex stormwater and flood control studies for cities, counties, and flood control districts of all sizes, including several communities in Oregon. Your SWMP is right up his alley, and he is excited to roll up his sleeves and get started.

In addition to the Keller team, we have partnered with subconsultants with whom we have a successful working relationship, including John Ghilarducci of FCS GROUP, Steven Howell of FFN Surveying, and Julio Vela of Central Geotechnical Services. More information regarding their roles and experience can be found in the Key Personnel Qualifications section.

We are a resident bidder and are willing and committed to perform the services addressed in the request for proposals (RFP) for the City. We appreciate your consideration and look forward to further developing a working relationship with you.

Sincerely,

KELLER ASSOCIATES, INC.



Ryan Retzlaff
Project Manager



Peter Olsen, PE
Principal-in-Charge

Table of Contents

Key Personnel Qualifications.....	1
Project Scope and Understanding of the Work	7
Project Schedule.....	15
Additional Supporting Information.....	17

Key Personnel Qualifications

Key Personnel Qualifications

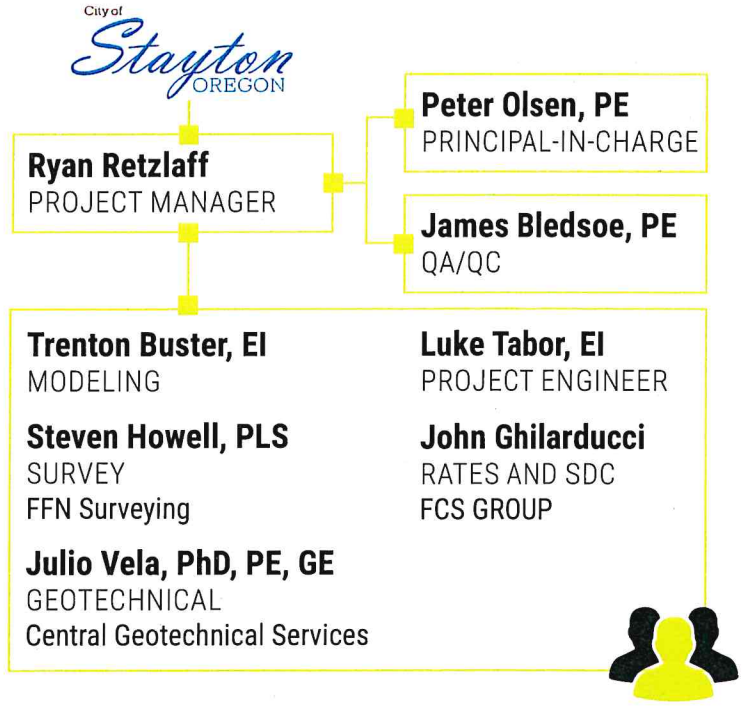
RFP Section 2.2.3

PROJECT TEAM

We've learned that with the right team we can meet and exceed client needs and expectations. Personnel outlined below have extensive project experience and a proven record of delivering projects on time and within budget. The service that our team provides includes a personalized approach that centers on you—your issues, goals, concerns, and expectations. Two of our team leaders, James Bledsoe and Peter Olsen, have been providing evaluation and design support services for the City's stormwater system since 2004 and 2010, respectively. Our team will leverage that experience and system knowledge to create additional value in the master plan process and final deliverable.

Ryan will be actively involved in directing work completed by project team members, ensuring that quality is embedded into every deliverable. He works closely with team members in an efficient and effective manner, utilizing technicians and engineering interns to reduce City costs where practical. Each planning project has a weekly internal check-in meeting to coordinate with team members and align their work with the objectives and project schedule. This allows Ryan to hold team members accountable and re-allocate resources if needed to keep the project on track with the budget and schedule. This same management process has been used to complete numerous master plans, all of which have been completed within budget, on time, and achieved all the scoped project objectives established by our clients.

Keller's Oregon offices will take the lead on this project, with support from our Meridian, ID office. Ryan and Peter will work from Beaverton and Salem, respectively, while James and Trenton Buster are based in Meridian. In addition to these team



members, we have partnered with trusted local subconsultants. John Ghilarducci at FCS GROUP will evaluate financial updates to the current rates and SDCs. Julio Vela with Central Geotechnical Services will provide a depth to groundwater investigation with the installation of groundwater monitoring wells. Steven Howell of FFN Surveying will provide surveying services as needed if identified during the planning process. The organizational chart on this page summarizes our team, followed by biographies for key team members. Long resumes can be found in the Additional Supporting Information section.



Ryan Retzlaff | Role: Project Manager

Education: MS, Civil/Environmental Engineering, Portland State University | **Years of experience:** 25

With 25 years of experience providing stormwater and surface water planning and design services to municipalities and consulting engineers in the U.S. and Australia, Ryan is one of our most senior water resource professionals. He is well known in the Pacific Northwest for his planning and hydraulic modeling expertise, having managed or

led complex stormwater and flood control studies for cities, counties, and flood control districts of all sizes. Ryan's experience includes hydrologic and hydraulic studies for bridges and structures, SWMPs and flood control studies, stormwater quality designs using low impact development (LID), and stormwater management design for large transportation projects. He has led or managed more than 15 SWMPs or planning studies in the last 10 years. Ryan was specifically hired for his stormwater expertise. Below are a few ongoing projects and projects Ryan completed with his previous employer.

- **Mill City, OR SWMP** – Ryan is currently providing support for Keller's SWMP effort for Mill City, OR. We are evaluating their existing stormwater infrastructure and developing a CIP and a plan for future improvements. We are currently gathering data to address some data gaps prior to developing the existing and future conditions models.

City of Vancouver
Aron Rice, Surface Water Management
(925) 723-2393
aron.rice@cityofvancouver.us

Multnomah County Drainage District
Bill Owen, Engineering Director
(503) 281-5675
bowen@mcdd.org

- Multnomah County Drainage District (MCDD), Portland, OR SWMP and Flood Control Study** – Led three complete SWMPs and provided hydrologic and hydraulic modeling for a fourth. Ryan also completed multiple flood studies for MCDD while the master plans included evaluation of nearly 45 miles of open channels, pipelines, conveyance infrastructure, and 12 pump stations with each pump station containing two to five centrifugal pumps.
- Tualatin, OR SWMP and Flood Control Study** – Evaluated the City's primary conveyance systems and local and regional flooding, and oversaw the development of a CIP that identified locations for public water quality facilities to treat previously untreated stormwater and reduce localized flooding along Nyberg Creek. The comprehensive master plan provided a CIP, recommended programs, and a staffing and financial evaluation.
- Oregon City, OR SWMP** – Ryan developed a SWMP for the City of Oregon City to establish a long-term capital plan for this growing community. The project included tasks focused on flooding and capacity concerns across the City, condition assessment for aging infrastructure, infrastructure gaps, erosion in natural systems, and water quality retrofit opportunities. Modeling, led by Ryan, was completed for priority watersheds to identify existing capacity challenges and model solutions, leading to clear capital projects which were incorporated into the CIP.

Additional master plans and studies completed include:
 Nampa, ID; Scappoose, Gresham, West Linn, Medford, Josephine County, Central Point, and Eugene, OR

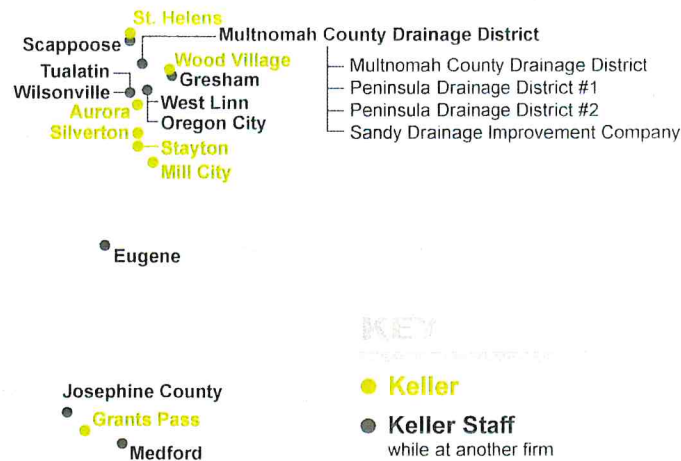


Figure 1: 20 SWMPs previously completed by Keller staff.



Peter Olsen, PE | Role: Principal-in-Charge

PE Registrations: OR #83510PE, ID, WA | **Education:** MS Civil Engineering, Brigham Young University | **Years of experience:** 18

Peter brings a balance of management and technical experience that positions him well to provide senior oversight and reviews for the project team. As Principal-in-Charge he will ensure the project has the necessary resources to succeed, that we are responsive to your needs, and that we complete tasks on schedule. His experience includes stormwater total maximum daily load (TMDL) and MS4 permitting, master planning, stormwater utility development support, developing and updating stormwater design standards and manuals, coordination with state and local agencies, hydraulic analysis, and public outreach. He has an excellent understanding of hydraulics and computer modeling software and has experience utilizing Keller's own flow monitoring and smoke testing equipment. Peter's experience includes working on more than two dozen planning studies in western Oregon and includes clients such as Silverton, Ashland, Aurora, Marion County, Wilsonville, Newberg, Scappoose, St. Helens, Stayton, and Grants Pass. Similar projects Peter has worked on include:

- Silverton, OR SWMP** – Managed the water and stormwater master plans. Provided oversight of the SWMP update, including TMDL review and recommendations and managed design and construction phase services for multiple sewer pipeline rehabilitation projects, lift station upgrades, solids handling facility improvements, permitting support, and stormwater litigation support.
- Grants Pass, OR Master Planning, MS4 Permit Implementation, and Larch and Judy Flood Control** – Managed the Citywide master planning effort that involved various phases to work within the City's budget and timeline. Created the City's first draft Stormwater Management Manual (SWMM) and MS4 permitting support. Continues to support the City in MS4 permit implementation providing quality assurance/quality control (QA/QC) reviews and senior engineering support.
- St. Helens, OR SWMP** – Project Manager for SWMP, including support services to create the City's first TMDL implementation plan.
- Wood Village, OR SWMP** – Project Manager for SWMP, stormwater facility design, and stormwater permitting.

City of Grants Pass
 Wade Elliott, Assistant Public Works Director
 (541) 450-6114
 welliott@grantspassoregon.gov

City of St. Helens
 Sharon Darroux, Engineering Manager
 (503) 366-8243
 sdarroux@sthelensoregon.gov



James Bledsoe, PE | Role: QA/QC

PE Registrations: OR #73454PE, CA, ID, NV, UT, WA | **Education:** MS Civil/Environmental Engineering, Brigham Young University | **Years of experience:** 25

James is a Senior Engineer at Keller with extensive stormwater planning and design experience. He has been involved in almost every municipal stormwater planning effort completed by Keller over the past 25 years. His planning experience extends to operations, maintenance, and permitting support services, including multiple MS4 and NPDES Phase II plans. He served as the Project Manager to develop the City's previous comprehensive SWMP. He has also assisted communities such as Stayton, Aumsville, and Ontario to develop TMDL implementation plans. He provided quality control for the SWMP for Grants Pass. James will use his extensive planning background to provide QA/QC reviews of your deliverables, so that we exceed your expectations. Similar projects James has worked on include:

- **Stayton, OR SWMP** – Master plan, TMDL implementation plan, sampling plan, and regional detention pond design QC; oversaw hydraulic and hydrologic modeling of stormwater, wastewater, and water distribution systems; pump station and pipeline designs; negotiation support with the local irrigation company; and regional detention pond design support.
- **Wood Village, OR SWMP** – MS4 permitting support and stormwater quality capital projects; stormwater, wastewater, and water master plans; coordination with regional and local municipalities for utility planning; pump station, pipeline, and storage improvements; two large filter projects to improve basin water quality.
- **Silverton, OR Master Planning** – Water and stormwater master plans and cured-in-place pipe pipeline rehabilitation projects.
- **Grants Pass, OR Master Planning, MS4 Permit Implementation, and Larch and Judy Flood Control** – SWMP and implementation support; modeling support for interconnected municipal stormwater runoff and irrigation systems; implementation support for standards and cost sharing with irrigation district.
- **Nampa, ID SWMP** – 400-acre downtown SWMP; concurrent master plans for water, pressure irrigation, and wastewater collection systems; managed design of more than \$25M in utility infrastructure improvements, including treatment upgrades, pumping facilities, and pipelines.

City of Mill City
Dave Kinney, Planning Advisor
(503) 551-0899
dwkinney@wvi.com

City of Nampa
Daniel Badger, PE, Public Works Director
(208) 468-5469
badgerd@cityofnampa.us

City of Mountain Home
Richard Urquidi, Public Works Director
(208) 587-2108
rurquidi@mountain-home.us



Luke Tabor, EI | Role: Project Engineer

Education: BS Environmental Engineering, San Diego State University | **Years of experience:** 4

Luke has worked in both the public and private sectors, giving him a broad perspective on design and planning. His experience includes various municipal projects in stormwater, wastewater, and water utilities. He has completed facility evaluations and assisted with master planning, hydraulic modeling, and pipeline design projects.

While interning with the City of San Diego Stormwater Department, he assisted with research and modeling support for the asset management team and supported operational efforts by conducting field investigations and inspections. Luke's work on Stayton's wastewater facility planning study (WWFPS) consisted of flow projections and an inflow and infiltration evaluation for the collection system. He also recently completed a Water Management and Conservation Plan for the City of Willamina and is working on a raw water transmission line and water main line improvement project for the City. Luke's relevant project experience includes:

- **Willamina, OR** – Project Engineer for the Willamina Water System Improvements project which consisted of completing a Water Management and Conservation Plan, moving and replacing the intake structure in Willamina Creek, replacing and improving the sediment removal system, replacing the raw water pipeline, replacing the stormwater outfall, improving the 6th Street booster pump station, and replacing the distribution main line. Luke also provided final modeling and design of a subsurface gravel wetland.

City of Willamina
Jeff Brown, Public Works Director
(503) 437-6998
brownj@ci.willamina.or.us

City of Aurora
Mark Gunter, Public Works Director
(971) 930-3597
pws@ci.aurora.or.us

- **Silverton, OR** – Project Engineer for the Silver Creek Water Intake project, including a new 3.84 million gallons per day (MGD) raw water pump station and 1,800 feet of replacement pipeline. Project Engineer for the Silverton Aquifer Storage and Recovery (ASR) Study in which he identified volumes and rates of water available for ASR storage and potential areas that may be favorable for an ASR System.
- **Stayton, OR** – Support for Stayton WWFPS by providing inflow and infiltration evaluation and flow projections.
- **Newberg, OR** – Project Engineer for the current W Franklin SW Study to evaluate flooding occurring under a building. Support by exercising the model and identifying alternatives for improvements.
- **Aurora, OR** – Support City Engineering tasks by reviewing development applications and construction documents, participating in pre-application meetings, and miscellaneous public utility engineering support.



Trenton Buster, EI | Role: Modeling

Education: BS Civil Engineering, Boise State University | **Years of experience:** 4

Trenton has assisted with developing and exercising hydrologic and hydraulic models to support numerous master plans. He recently contributed to Silverton's SWMPs by reviewing planning criteria, updating their previous XPSWMM model, evaluating the existing systems, and compiling a CIP which addressed existing problem areas and modeled deficiencies.

Trenton has assisted with wastewater and stormwater master plans for communities across the Pacific Northwest, including the Cities of St. Helens and Aurora. He utilizes ESRI's ArcGIS programs to streamline the analysis of drainage basins and assign hydrologic characteristics. He is proficient in Innovyze's InfoSWMM and utilizes model outputs in conjunction with owner input to develop a customized CIP which addresses the owner's key priorities and concerns. Trenton's relevant project experience includes:

- **Mill City, OR SWMP** – Currently providing support for Keller's SWMP effort for Mill City. Created a stormwater GIS database including pipelines, catch basins, manholes, outfalls, and stormwater storage facilities from available record drawings, CAD files, and field observations. Completed flow monitoring at four locations throughout the system to provide data for calibrating the hydrologic/hydraulic model. Currently continuing to gather data prior to developing the existing and future conditions models.
- **St Helens, OR SWMP** – Developed hydraulic and hydrologic stormwater model using available GIS and survey data, record drawings, LiDAR elevations, relevant outfall flood-plain influences, and flow monitoring data. Assigned basin characteristics using near-infrared imagery to calculate pervious versus impervious surfaces within more than 150 sub-basins. Calibrated the model to flow monitoring data and adjusted basin characteristics to match observed peak flows. Evaluated the existing and future stormwater system against multiple design storm events, including the 2-, 10-, 25-, and 100-year storm events. Evaluated improvements and recommended capital improvement projects to alleviate modeled flooding within the conveyance system and recommended improvements, including developing natural detention basins, re-routing flows, and upsizing undersized pipelines/open channels.
- **Silverton, OR SWMP** – Updated the previous XPSWMM stormwater model to reflect capital improvement projects and development which had occurred since the previous SWMP. Reviewed drainage basin delineations, surface runoff characteristics, and updated calibration to flow monitoring data. Evaluated the existing system and recommended capital improvement projects to address existing and modeled capacity deficiencies with an emphasis on LID.
- **Aurora, OR SWMP** – Reviewed existing planning criteria, recommended revisions, created a new hydraulic and hydrologic model, evaluated the existing and future stormwater system, and developed a CIP. Improvements included upsizing existing stormwater infrastructure and installation of new stormwater systems in areas where localized flooding was identified.
- **Stayton OR, Ongoing Wastewater Model Support** – Provided ongoing support to the City by updating the existing InfoSWMM wastewater system model with completed projects and new development that has occurred since the previous master plan in 2021. Evaluated the impacts of proposed developments to the collection system and provided summary profile views illustrating the hydraulic grade lines.

City of St. Helens
Sharon Darroux, Engineering Manager
(503) 366-8243
sdarroux@sthelensoregon.gov

Eagle Sewer District
Neil Jenkins, General Manager
(208) 939-0132
njenkins@eaglesewer.org



John Ghilarducci | Role: Rates and SDC

Education: MPA Organization and Management, University of Washington; BS Economics, University of Oregon | **Years of experience:** 35

John has formed dozens of stormwater utilities and completed nearly 200 stormwater utility funding studies throughout Oregon, Washington, and Idaho during his 35-year career. John's innovative rate making approaches have resulted in "level of service" stormwater rates, area-specific SDCs, sewer strength sub-classes, inverted block water rate structures, defensible stormwater rate credit methodologies, and nonresidential park impact fees. John's stormwater rate, SDC, and financial analysis experience includes engagements with the cities of Stayton, Milwaukie, Canby, Central Point, Happy Valley, Lake Oswego, Oregon City, and Wilsonville, among others. John also regularly delivers a utility finance workshop, pro bono, on behalf of the League of Oregon Cities.

- **Monmouth, OR Stormwater Utility Formation and Rate Study** – Developed independent 20-year plans for the development of a stormwater utility with an emphasis on 2021-2025 for rate setting. Stormwater costs included operations, franchise fees, street sweeping and leaf hauling activities, administrative and overhead costs, and water quality monitoring. Capital costs included \$1.9M over the FY 2021-2024 timeframe which would fund the development of a stormwater master plan, upsizing storm pipes in areas prone to flooding, and providing redundant emergency overflow for other trouble areas. Recommended fiscal policies were observed, as warranted. Equitable allocation of costs related to stormwater facilities maintenance, capital facility development, and overhead costs was completed to develop cost-based rates for single-family homes and other land uses in Monmouth.
- **Troutdale, OR Stormwater, Water, and Sewer Rate and SDC Studies** – Currently working with the City on a multi-service (including stormwater) rate and SDC update. Previously completed water, wastewater, and stormwater rate and SDC studies in 2015 and 2017. A previous stand-alone stormwater rate and SDC study included an extensive analysis of rate structure alternatives and the impact of changing or removing the cap on billable impervious surface area for non-residential customers. Based on FCS GROUP's recommendations and analysis, the City discontinued its practice of capping non-residential stormwater bills. The SDC analyses included a reimbursement fee cost basis that was estimated using projects that were constructed recently and funded with improvement fee revenues. In all cases, FCS GROUP projected stormwater operating and capital expenditures for 10 years and recommended rate adjustments that were adequate to recover the expected costs. These findings were presented to the City Council and provided guidance through the public notice and hearing process.

City of Monmouth
Russell Cooper, Public Works Director
(503) 838-2173
rcooper@ci.monmouth.or.us

City of Troutdale
Travis Hultin, PE, Chief Engineer
(503) 674-7265
travis.hultin@troutdaleoregon.gov



Julio Vela, PhD, PE, GE | Role: Geotechnical

PE Registrations: OR #60333PE, ID, NV, WA | **Education:** PhD, MS, BS Civil Engineering, Washington State University | **Years of experience:** 29

During his 29-year career, Julio has provided geotechnical design recommendations and earthwork specifications, as well as managed construction observation for commercial and industrial developments, infrastructure systems, public works facilities, and high-rise structures. His expertise includes infrastructure improvement projects such as lift and pump stations, reservoir supply line realignment projects, in-water slope stability projects, time-rate mass movement, seismic hazard evaluation, modeling and instrumentation of earth structures, and dam safety and rehabilitation studies. Julio also has extensive experience with retaining wall design and construction cost estimating, particularly soil nail and mechanically stabilized earth retaining walls.

- **Stayton, OR Piezometer Installation/Monitoring, Schaff and Wilco Road** – Provided installation of three well observation points outfitted with onboard logging of depth to groundwater over a one-year period for the City. The project was completed in an open field near commercial development and site adjacent to a detention pond. Depth to groundwater was recorded against measured precipitation from publicly available weather data.

City of Stayton
Lance Ludwick, Director of Public Works
(503) 769-2919
lludwick@staytonoregon.gov

Clutch Industries
Chris Anderson
(503) 932-3179
chrisa@clutchindustries.com

Westech Engineering
Josh Wells, PE
(503) 991-1615
jwells@westech-eng.com

- **Stayton, OR Wampler Piezometer Installation/Monitoring, Clutch Development** – Provided installation of three well observation points outfitted with onboard logging of depth to groundwater over a one-year period for a proposed development adjacent to the Santiam River. Data were recorded against measured precipitation from publicly available weather data and roughly compared to river levels.
- **Stayton, OR Greenlight Apartment Development** – Provided installation of two well observation points outfitted with onboard logging of depth to groundwater over a one-year period for an apartment development in Stayton near a lower-lying detention pond and an upward slope to the opposite side. Site conditions included a hard layer of underlying native siltstone and installation to below the top of that unit. Depth to groundwater was recorded as part of proposed infiltration/detention onsite.



Steven Howell, PLS | Role: Survey

PLS Registrations: OR #91569, WA | **Education:** Coursework, Surveying and Geomatics, Clark College | **Years of experience:** 17

Steven is the Owner of FFN Surveying, LLC and has 17 years of land surveying experience. He has worked for both large and small firms throughout his surveying career completing all types of projects from complicated boundary and topographic surveys to simple lot surveys. He is directly involved with all aspects of each project to ensure a high level of quality control and a consistent final product. Steven has worked on multiple projects for various local and state agencies involving boundary resolutions, property consolidations, topographic mapping, legal descriptions, and construction layout services. Steven's recent experience includes:

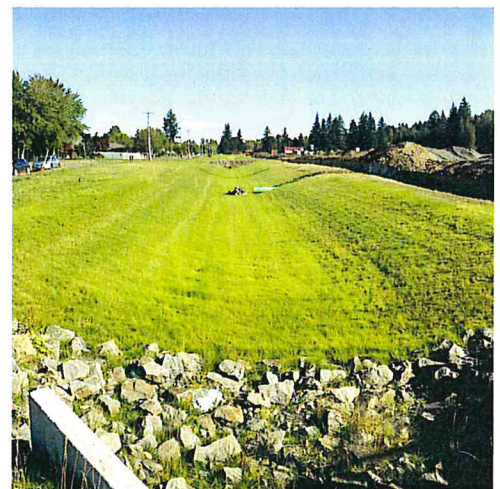
- **Multiple locations, Wastewater Facilities Master Plans** – Collected multiple structure locations for overall master planning in Amity, Willamina, Silverton, and St. Helens, OR.
- **Marion County Public Works, Sidewalk Improvements** – Completed right-of-way resolution, topographic surveying and pre/post construction records of survey for a sidewalk improvement project as part of a Safe Schools Initiative Bond.
- **State or Oregon, Department of Administrative Services (DAS)** – Worked with State staff to complete boundary resolutions along with topographic surveying on various sites across the State of Oregon for parking lot improvement upgrades.
- **Salem, OR, Crestview Waterline Survey** – Completed boundary resolutions and topographic surveying for a new water distribution line.

City of Silverton
Jason Gottgetreu, Community
Development Director
(503) 874-2212
jgottgetreu@silverton.or.us

State of Oregon, DAS
Terry Nunley, Project Manager
(503) 373-2331
terry.nunley@oregon.gov

Marion County Public Works
Steve Preszler, PE, Project Manager
(503) 365-3157
spreszler@co.marion.or.us

Familiarity with the City: We have worked with the City since 2004. Peter has delivered several quality projects to the City, including water and sanitary sewer master plans, stormwater modeling, evaluations, and designs for pipelines and a regional detention pond. James managed the City's stormwater master planning, utility support, and regional detention basin design, which included a comprehensive computer model of 23 miles of Stayton's stormwater collection system, numerous detention facilities, underground injection facilities, open channels, culverts, and pumping facilities. Trenton has recently taken over the modeling for the wastewater collection system for the City. Luke provided support for Stayton's WWFPS by providing inflow and infiltration evaluation and flow projections.



Project Scope and Understanding of the Work

PROJECT UNDERSTANDING

Our approach builds on the extensive experience of the City's operations and engineering staff to leverage greater value to the City in developing your computer models, assessing your assets, and updating the master plan and CIP to serve as roadmaps for the next 20 years.

The City's current SWMP was completed in 2008 and an updated model, CIP, funding evaluation, and an assessment of regulatory requirements is needed. In the last 15 years, projects from the 2008 CIP, agreements with local agencies, and water quality sampling/testing and other evaluations have been completed to better understand the stormwater system. A surface water guide for the next 20 years is needed as the City continues to grow. While the City does not have a Phase II municipal separate storm sewer system (MS4) permit, stormwater is regulated by the TMDL for the receiving waterways which requires changes and updates to management and operations to address mercury, temperature, and bacteria. The City recognizes the value of incorporating best management practices (BMP) to protect waterways and groundwater directly impacted by runoff within the City. To assist with this and the overall management of stormwater throughout the City, 10 ground water monitoring wells will be included as part of this study to better understand where facility placement is appropriate. Preparing for future regulatory requirements, such as the anticipated Phase II MS4, will be important to move the City forward to a position of resiliency and minimize the impact of new regulatory requirements to the City's operations, planning, and economics.

The City's key priorities to be addressed with this planning effort include the development of an appropriate CIP with short-, mid-, and long-term needs, updating stormwater financials, and preparing the City for future regulatory changes. Additionally, the City is anticipating significant growth over the next decade. Providing an implementable plan to manage growth as the City grows within the urban growth boundary (UGB), while understanding growth outside the UGB, is also important for the City.

The City's plan will include a capital improvement and financial plan that addresses the existing system deficiencies, needs associated with growth, prepares the City for future regulatory changes, and provides a pathway to fund and implement the plan.

The narrative on the following pages outlines our work plan. Rather than re-stating the scope of work described in the RFP, this section focuses on our approach to addressing the key issues and tasks and provides the purpose and deliverables for each task. Following this work plan is a schedule outlining the approximate timing and duration of each task with key deliverables and milestones highlighted.

TASK 1

PROJECT MANAGEMENT

Ryan Retzlaff has successfully completed more than 15 SWMPs in the last 10 years. He has acted as Lead Modeler or Project Manager and will ensure regular communication with City staff and oversee internal project administration. This will include external and internal regular meetings, monthly progress reports, and coordination via email, phone, and video calls. Ryan will engage key technical staff at the appropriate stages of the project and communicate approach, findings, and suggestions to appropriate City staff as needed. For your project, we recommend the formation of a Technical Review Committee comprised of City staff to review planning criteria, preliminary analysis results, and recommendations. A separate Citizen Advisory Committee consisting of elected officials and stakeholders may also be beneficial and can provide consensus on planning criteria, assist in prioritizing recommended improvements, and weigh in on implementation strategies.

James Bledsoe will provide QA/QC reviews of deliverables. Having worked on more than 60 utility planning studies, he has extensive experience in every phase of planning.



Key team members: Ryan Retzlaff, James Bledsoe (QA/QC)



Deliverables: Simple project administration plan, monthly progress reports, meeting agendas and minutes, and QA/QC plan

I have been very pleased with your firm's responsiveness... Responsiveness and followup are key factors for us in our daily operations and it is clear that they are key factors for your firm as well."

— Brian Lacy,
City of Lewiston, ID

TASK 2

EXISTING STUDY AREA CHARACTERISTICS AND PLANNING CRITERIA

Keller is in a unique position with respect to the study area as we completed the previous master plan and related stormwater work for the City over the last 10+ years. To refresh the information we have, a formal data request will be provided prior to the project kickoff. This typically moves the project forward by allowing the data transmission—from client to consultant—to occur at the front end of the project. Details of the data request will be discussed at the kickoff meeting with action items outlined at the conclusion. Additionally, attendees will review the project schedule, scope,

and overall project coordination. We will tour key problem areas to better understand the issues and City observations so that we fully understand these critical elements in the overall system evaluation.


Our process often begins with a data gap analysis using provided GIS data. Previous studies, the RFP, and the previous hydraulic model will help us understand historic trouble areas, where to focus data collection efforts, and potential challenges. We will review available record drawings and available data on existing storm infrastructure to further understand your existing infrastructure. Our initial data gap analysis will be updated based on as-built data used to verify the consistency of available data. We will also propose additional data collection needed while providing a comprehensive evaluation of the City's drainage network.

Data often overlooked when scoping a master plan includes flow monitoring for calibration and topographic survey of City infrastructure. Flow monitoring is critical to developing a hydrologic and hydraulic model that accurately reflects real-world rain events. Without flow monitoring, calibration, or validation, the model is less accurate and may not represent the City's infrastructure appropriately. The City's model was calibrated more than 10 years ago. The City has gone through significant changes over this time, and we would recommend completing flow monitoring. With flow monitoring, modeling will more accurately evaluate and size infrastructure for City needs, minimizing potential over- or under-sizing and unnecessary expense. Areas of key concern may require survey, field verification, or other data gathering to ensure the model appropriately depicts real world geometry. Understanding the key problem areas up front will create confidence in the model results.

Open channel and ditch inspections, if needed, may be completed via drone wherever possible. This process saves time and enables a full inventory to be collected for system evaluation in a relatively short period of time. We will document the current state of the channels and identify areas of potential hydromodification or geometry that need to be represented in the model. Specific areas for in-person visits will be identified following the drone flights for more detailed inspection.

The project team will review existing planning criteria and City documents to establish the criteria to guide the study that feed into Task 3. The documents likely to be reviewed and summarized include, but are not limited to, the following: public works design standards, the comprehensive plan, City code, and NPDES regulatory requirements including TMDL. The summarization of these documents will be provided to the City for review and agreement. This summary will also provide the basis for any suggested language changes or improvements to better define the City's stormwater guidelines and requirements, also providing background to address Tasks 8 and 9.


 **Key team members:** Ryan Retzlaff, Luke Tabor (GIS and data collection), Matt Neimeyer (drone flight)


 **Deliverables:** Request(s) for information, data gap analysis results, City staff questionnaire, summary of

known problems/issues, field survey location figure, data (field survey or drone video), GIS data

TASK 3 STORMWATER SYSTEM HYDROLOGIC AND HYDRAULIC DESIGN CRITERIA

Based on our review of the City's planning criteria in Task 2, we will outline the hydrologic and hydraulic design criteria to be used in the model update. The model completed in the 2008 SWMP will be updated, as needed, to meet any new design criteria. If the current design criteria are significantly different from those used in 2008, the design team will discuss with the City how to maximize the benefit of the model without updating the entire hydrologic methodology. The model was calibrated in 2008 and therefore should remain accurate, as modifying the hydrologic methodology and input could have unintended consequences.

 **Key team members:** Ryan Retzlaff, Peter Olsen

 **Deliverables:** Technical memoranda

TASK 4 EXISTING STORMWATER SYSTEM INVENTORY AND CONDITION ASSESSMENT

Understanding the condition and remaining useful life of the City's stormwater infrastructure as well as risk with respect to consequence of failure will enable City staff to prioritize resources and repair or replace infrastructure when appropriate.


Our approach to condition assessment balances risk and consequences of failure with smart capital planning. Utilizing the City's existing GIS data and updates completed as part of this master plan, we will develop a matrix of existing infrastructure including conveyance (pipe and open channel), structures (manholes, catch basins, vaults, etc.), water quality facilities, storage facilities, drywells, and other storm infrastructure. This data is summarized in Table 1 based on the City's current GIS data.


Data such as age, ownership, material, past maintenance issues, or flooding occurrences will be used to establish baseline

Stayton Stormwater Assets	
Asset	Quantity
Storm Pipe and Open Channels	
Storm pipe	27 miles
Channels	4 miles
Storm Structures	
Manholes	246
Catch basins	980
Outfalls	69
Storage facilities	16

Table 1

information on the asset data set. We will review available CCTV inspection reports and condition coding data if available and add to the condition matrix. Once the City's infrastructure has been identified and data centralized, we will collaborate with the City to develop a scoring system or rating to help inform future decision making. The rating may include condition, remaining useful life, probability of failure, and consequence of failure. Initial ratings will be assigned to assets and a list of assets requiring additional investigation will be developed. Additional investigation may include CCTV, drone footage, or site inspections. At a minimum, Keller will visit infrastructure that is critical to the stormwater system for additional evaluation and rating. The flow diagram below provides additional information.

 **Key team members:** Ryan Retzlaff, Luke Tabor, James Bledsoe, Nicole Novak (GIS)

 **Deliverables:** Draft and final condition matrix with recommendations for additional data collection

Qualitative Screening

- Use City GIS
- Screen based upon cooperatively defined level of service criteria or known issues in the system
- Output would be a prioritized list of assets or asset classes for additional assessment

Condition Assessment

- Detailed visual inspection of asset
- Produce condition rating
- Typically requires CCTV, camera, or visual inspections
- Outline initial replacement or rehabilitation strategies

Inspection for Design

- Detailed inspections for engineering analysis
- CCTV and laser profiling

TASK 5/6

STORMWATER MODEL DEVELOPMENT AND EXISTING STORMWATER SYSTEM ANALYSIS

The stormwater hydraulic modeling effort will update the previously calibrated existing model which will then be used to identify existing and potential future deficiencies in the

City's stormwater conveyance system and plan for growth and system improvements. The Keller team will work with the City to finalize a balanced modeling approach that is commensurate in detail and resolution with the project objectives and desired outputs, including potential impacts based on areas of growth inside and outside the City limits and UGB.

The existing XPSWMM model and associated information will be utilized to the maximum extent practicable. However, some model inputs and data will require some updating and modification due to the age of the previous model. The model may also be converted to another modeling platform as the XPSWMM platform may not be supported much longer.

Based on the additional data made available following the kickoff meeting, a data collection list/exhibit will be developed and presented to the City for review and feedback. The data collection list will be based on data required to accurately model problem areas and to develop a reliable model. Data collection could include survey, measure downs, LiDAR collection/purchase, site visits, or other methods of securing the data. Once gathered, the new data will be integrated into the GIS and the model.

The project team will first update the hydrologic model. This will be completed following the outcome of Task 3. Areas not previously modeled will be added to the hydrology and infrastructure will be added to the hydraulic model based on available and collected data. New subcatchments will be delineated in GIS and peak runoff rates assessed for the 2-, 5-, 10-, 25-, 50-, and 100-year, 24-hour rainfall events.

The hydraulic model will be updated/built based on the existing model data, GIS data, site visits, notes from City staff, as-builts, and professional assumptions where needed following the hydrology update. Model extents and minimum pipe size modeled will be determined in consultation with City staff to ensure all necessary elements of the City's system are included. Following these updates, the model would then be calibrated, assuming flow monitoring is completed. Following calibration, the model could be evaluated. We will evaluate existing and known problem areas and identify others that may not be clearly or readily identified. Problem areas will be identified by reviewing pipe hydraulic grade

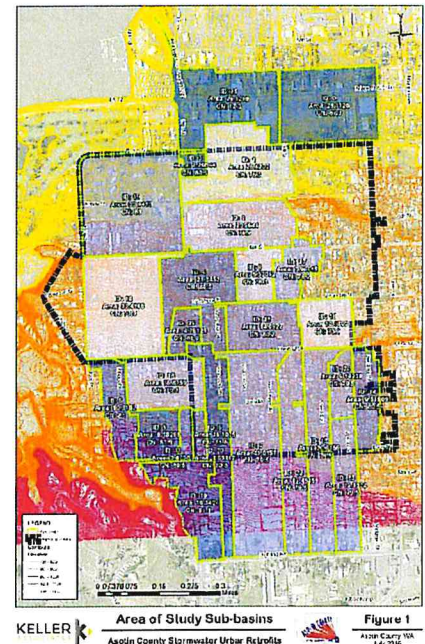


Figure 2: Sample basin delineation completed for Asotin County, WA.

lines where potential flooding may occur. Design storm events will include the 2-, 5-, 10-, 25-, 50- and 100-year, 24-hour rainfall events.

Key team members: Ryan Retzlaff, Trenton Buster (modeling), Luke Tabor (data analysis), James Bledsoe (QA/QC)

Deliverables: Draft writeup, figures, and hydrologic and hydraulic result tables

TASK 7 FUTURE STORMWATER SYSTEM ANALYSIS

As stormwater design standards become increasingly focused on mimicking predeveloped conditions and limit the runoff from new and redevelopment sites, modeling a future scenario becomes a risk based discussion. If all new and redevelopment sites are managing their stormwater onsite through infiltration and/or detention ponds, the existing conditions capacity evaluation is sufficient and a future model evaluation is likely not necessary. However, if not all locations are able to manage stormwater onsite and some are using a fee

in lieu option and discharging freely to the collection system, a future model is likely needed. To address this second scenario, the existing conditions model would be updated to show full build out and land use conditions based on current planning documents including zoning, while considering elements such as HB 2001. This evaluation would not account for any stormwater mitigation and would model the system as if no infiltration, treatment, or detention was occurring. This is a conservative approach to evaluating the potential future conveyance system performance. Our team will work with you throughout this process to determine the best approach for the City.

Key team members: Ryan Retzlaff, Trenton Buster (modeling), Luke Tabor (data analysis), James Bledsoe (QA/QC)

Deliverables: Draft writeup, figures (if needed), and hydrologic and hydraulic result tables (if needed)

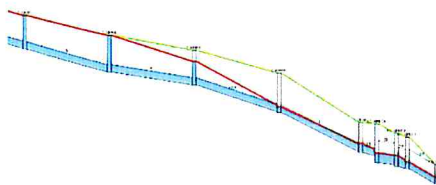


Figure 3: SWMM output results in this example show surcharging.

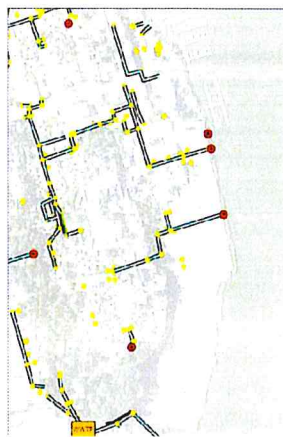


Figure 4: Existing Stayton models like this one from St. Helens will provide the basis for adjustments to the peak surface water discharges.

TASK 8 STORMWATER QUALITY AND STATE AND FEDERAL REGULATORY REQUIREMENTS

Our depth of experience developing water quality standards for Oregon communities will enable our team to summarize current and anticipated NPDES MS4 and TMDL requirements. Based on this experience and a review of the City's current code, design standards, and BMPs, we will provide a list of recommended updates. Our team recently implemented changes for the City of Grants Pass to meet their NPDES MS4 Phase II permit. We will leverage the lessons learned through this process to provide guidance and suggested programs to prepare Stayton for future requirements.

Key team members: Ryan Retzlaff, Peter Olsen (codes/standards review), James Bledsoe (QA/QC)

Deliverables: Summary of recommendations for regulatory compliance

TASK 9 STORMWATER OPERATION AND MAINTENANCE EVALUATION

Maintenance of the City's major stormwater system elements and assets will be assessed in coordination with City staff. City stormwater assets will be broken into groups or classes such as open channel conveyance, closed conveyance, water quality, detention, catch basins, and manholes, to name a few. Collectively, we will develop estimated annual operation and maintenance costs by asset class based on agreed-upon unit costs developed with the City. A review of existing staffing and anticipated future needs to meet level of service and regulatory requirements will be completed.

We will work with the City to identify internal programs, operations, or maintenance staff needs as well as processes that could be mobilized to address critical infrastructure. The CIP, detailed in Task 10, will also provide direction for construction and material use so that new construction is built with resiliency in mind.

Key team members: Ryan Retzlaff, Trenton Buster, James Bledsoe (QA/QC)

Deliverables: Maintenance cost estimates, staffing recommendations, comparison to neighboring municipalities

TASK 10 RECOMMENDATIONS AND CIP

This task involves advancing the analysis of previous tasks by evaluating improvement alternatives to correct existing and future deficiencies, selecting preferred alternatives, and prioritizing recommended improvements. Prioritization

criteria will be developed with input from the City and may include DEQ water quality compliance, growth opportunities, and which storm causes flooding. Additional elements of the CIP are likely to include recommended programs addressing ongoing needs such as maintenance, CCTV collection, meeting regulatory requirements, and addressing infrastructure condition needs not specifically addressed in projects. The CIP will include a five-year CIP to be used in the user rate analysis, with lower priority improvements identified for the 10-year and 20-year horizon. For planning level studies, AACE Class 5 (planning level) cost estimates will be produced with ± 50% accuracy. Our team will work with the City to develop/verify unit costs for estimating purposes. Each project will identify eligibility for SDC funding, how the project addresses TMDL elements, and be identified by a logical alphanumeric naming convention. We will also craft a simple implementation schedule and financial outlay for the City to consider.

Key team members: Ryan Retzlaff, Trenton Buster, Luke Tabor, James Bledsoe

Deliverables: Individual capital project sheets, 5-year and 20-year CIP tables, draft writeup of CIP, implementation schedule with costs, and appropriate program descriptions

TASK 11 STORMWATER SYSTEM FINANCING PLAN, SDC UPDATE, AND STORM DRAINAGE UTILITY MONTHLY RATE UPDATE

The overall financial planning, rate review, and SDC analysis will be led by Ryan Retzlaff and the City's trusted financial consultant, John Ghilarducci at FCS GROUP. FCS GROUP is familiar with the City and your finances. This will provide a jump start to the financial evaluation and allow our team to service the City efficiently while meeting expectations.

The team will meet and coordinate with City staff to collect all necessary data and update existing data. A formal data request will be provided specific to the financial evaluation.

Our team will work together to formulate projects and percentages of proposed projects that are eligible for SDCs while reviewing existing assets, additional planned projects, and projected growth to determine proposed SDCs. The process will be documented and defensible so that the maximum SDCs can be implemented. The fees will include a reimbursement and improvement fee.

Stormwater rates will be evaluated to adjust overall revenue for the stormwater utility. The rates will be based on a multi-year calculator considering rate of adjustment, enabling the utility to meet its operational and capital needs and expenses. This evaluation will also consider City policy objectives and the appetite for increased rates among the council members and citizens.

Our team will meet with City staff to work through these

evaluations and discuss the results and updates or modifications needed prior to finalizing and presenting to City Council. Following City staff input, the team will meet with City Council in a work session, followed by a hearing with the opportunity for public input.

A final report will be provided to document the process, findings, and recommendations. The report will consider all input from the various stakeholders and provide a comprehensive document.

Key team members: John Ghilarducci, Ryan Retzlaff, Peter Olsen

Deliverables: Presentations, rate and SDC study report, meeting agenda and minutes

TASK 12 INSTALL GROUNDWATER MONITORING WELLS AND PERFORM DEPTH TO GROUNDWATER INVESTIGATION

Our team will work with Julio Vela at Central Geotechnical Services and the City to install, monitor, and decommission up to 10 groundwater monitoring wells across the City. At the conclusion of the two-year data collection, a technical memorandum will be developed detailing the well installation, monitoring methods, and results. We will work closely with City staff to identify appropriate locations for each well. The data will allow the City to characterize

Item	Unit	Unit Price	Est. Qty	Cost (2021)
30-inch Pipe - Excavation, Backfill	LF	\$230	420	\$96,600
36-inch Pipe - Excavation, Backfill	LF	\$245	740	\$181,300
36-inch Culvert - Excavation, Backfill (>10' Depth)	EA	\$384	160	\$61,440
72-inch, Standard Manhole	EA	\$18,500	7	\$115,500
Pond Clearing, Grubbing, and Earthwork as Necessary	LS	\$15,000	1	\$15,000
Berm Construction	LF	\$30	470	\$14,100
Concrete Outlet Flow Control Structure, 72-inch	EA	\$15,000	1	\$15,000
Flow Control Manhole	EA	\$15,000	1	\$15,000
Soil Surface Repair, Seeding, and Stabilization	LF	\$5	420	\$2,100
Rock Excavation	CY	\$300	210	\$63,000
Roadway Restoration (Full Lane)	LF	\$75	320	\$24,000
Traffic Control With Flagging	LS	\$25,000	1	\$25,000
Existing Utility Protection	LF	\$4	1,320	\$5,280
ADA Ramp Reconstruction (Compliance)	EA	\$4,600	2	\$9,200
Subtotal (Rounded)				\$643,000
Mobilization	LS	5%	1	\$32,150
Contingency	LS	30%	1	\$192,900
Construction Subtotal (Rounded)				\$868,000
Property Acquisition	SF	\$10	43,560	\$435,600
Permitting (Field work, JPA, and application. Assumes SLOPES V)	LS	\$50,000	1	\$50,000
Geotechnical (assume 8% of total)	LS	\$69,000	1	\$69,000
Surveying	LS	\$13,000	1	\$13,000
Engineering and CMS	LS	20%	1	\$173,600
Legal and Admin	LS	\$5,000	1	\$5,000
Total Project Cost (Rounded)				\$1,600,000


Figure 5: As with our St. Helens Master Plan, your plan will include CIP Detail Sheets that will enable you to readily understand and explain project details with decision makers.


the groundwater levels around the City throughout the year to better understand where stormwater facilities should be permitted and located and where limitations might be needed.

The team will work with the City to develop a seasonal correction factor for different areas of the City based on monitoring results and ground water levels. This correction factor will be outlined in the technical memoranda summarizing the investigation and outlining methods for developing correction factors and months when correction factors may apply.

Three potential data collection methods could be employed which have different manpower requirements and costs. Our team will work with the City to determine the best methodology for data collection that meets your needs and goals for frequency, reliability, and cost.

FFN Surveying will ensure the groundwater monitoring wells are well documented by surveying their locations.

 **Key team members:** Julio Vela, Steven Howell, Ryan Retzlaff, James Bledsoe

 **Deliverables:** Technical memoranda, well log data, project map, well information, certification of well abandonment

TASK 13 PUBLIC INVOLVEMENT AND CITY PRESENTATIONS

Ryan and our team are experienced at presenting at various public meetings to share the work that is being completed and the processes used to develop recommendations for infrastructure improvements and management. We are prepared to develop presentations and present as needed to the City Council, Planning Commission, and other public groups. Our team will prepare the appropriate figures, tables, and other visuals to help tell the story of the work completed and potential outcomes and elements for consideration.

 **Key team members:** Ryan Retzlaff, Luke Tabor, Peter Olsen


 **Deliverables:** Presentations and visual aids

TASK 14 DEVELOP DRAFT POLICY, CODE AND ORDINANCE REVISIONS

Keller will draw upon our extensive experience developing standards for other communities to provide a list of recommended changes to meet current and anticipated state and federal stormwater requirements such as the NPDES MS4, TMDL, and

HB 2001 requirements. Our review of documents as outlined in Tasks 2 and 8 above will jump start this process. The team's review of HB 2001 suggests the bill may result in increased density and impervious area percentages, although these have been found to be relatively minor. Changes may be recommended for the Stormwater Municipal Code, Design Standards, Land Use Development Code, and City BMPs to bring the City into compliance with current regulations and consider potential future regulations such as the NPDES Phase II permit. Our experience with both design and plan reviews as City Engineer for numerous communities has given us significant insight and lessons learned that we can leverage in the review of the City's policies, codes, and ordinances. As mentioned in Task 8, our team recently implemented similar changes for the City of Grants Pass to meet their recent NPDES MS4 Phase II permit.

 **Key team members:** Ryan Retzlaff, Peter Olsen, James Bledsoe


 **Deliverables:** Technical memoranda and implementation matrix

TASK 15 FINAL REPORTS/ DOCUMENTATION

The master planning efforts will culminate in the preparation and presentation of the SWMP containing the elements outlined in the proposal. Our team will assist through the plan adoption process, including public workshops, a planning commission, and City Council meetings, as needed, where we will clearly explain the need, process, and outcomes of the planning efforts. City staff and public input will be incorporated into a final master plan document provided as a hard copy and a searchable, bookmarked PDF report.

We will provide all associated information derived for the report including maps, hydrologic and hydraulic model, GIS data, utility rate study model, condition assessment information, and all other pertinent information.

 **Key team members:** Ryan Retzlaff, Peter Olsen, Trenton Buster, Luke Tabor, James Bledsoe

 **Deliverables:** Draft and final master plan reports (hard copy and PDF formats), presentation materials, electronic data associated with the development of the master plan

Estimated staff hours committed to each task, proposed subconsultants, and the City's anticipated role and approximate time requirements to assist in development of the plan are shown on the following pages.

“City staff has been pleased with the work provided by Keller Associates, Inc. They have repeatedly shown their willingness to work with staff and the community to find the best solutions. Personnel assigned to the project have been professional, collaborative and helpful.”

– Jason Canady, City of Grants Pass

STAFF HOURS BY TASK

Task	Principal-in-Charge	Project Manager	QA/QC	GIS Analyst	Project Engineer II	Project Engineer	Administration	Subconsultants
1 Project Management and Meetings	4	72	0	0	10	10	24	
2 Existing Study Area Characteristics	3	31	0	8	26	138	5	
3 Stormwater System Hydrologic and Hydraulic Design Criteria	0	8	2	0	0	6	2	
4 Existing Stormwater System Inventory and Condition Assessment	0	14	2	12	2	18	0	
5 Stormwater Model Development	0	24	4	0	28	120	4	
6 Existing Stormwater System Analysis	2	14	2	12	6	52	4	
7 Future Stormwater System Analysis	2	16	2	12	8	60	6	
8 Stormwater Quality and State and Federal Regulatory Requirements	2	10	2	0	6	24	2	
9 Stormwater Operation and Maintenance Evaluation	3	14	3	0	2	48	2	
10 Recommendations and CIP	6	47	2	0	29	164	4	
11 Stormwater System Financing Plan, SDC Update, and Storm Drainage Utility Monthly Rate Update	2	10	2	0	0	0	2	182
12 Install Groundwater Monitoring Wells and Perform Depth to Groundwater Investigation	2	8	0	0	8	0	0	278
13 Public Involvement and City Presentations	2	21	2	0	0	31	2	
14 Develop Draft Policy, Code, and Ordinance Revisions	6	28	3	0	6	40	3	
15 Final Reports/Documentation	3	32	6	0	12	40	12	
Total Hours	37	349	32	44	143	751	72	460

SUBCONSULTANTS

CENTRAL GEOTECHNICAL SERVICES

Scope of Work: Geotechnical (see Task 12)

Estimated Cost of Services: \$98,690

Key Project Staff: Julio Vela

References:

Lance Ludwick, PE, Public Works Director
(503) 769-2919

lludwick@staytonoregon.gov

Chris Anderson

(503) 932-3179

chrisa@clutchindustries.com

Josh Wells, PE

(503) 991-1615

jwells@westech-eng.com

FFN SURVEYING

Scope of Work: Survey (see Task 2, 12)

Estimated Cost of Services: \$4,000

Key Project Staff: Steven Howell

References:

Jason Gottgetreu, Community

Development Director

(503) 874-2212

kgottgetreu@silverton.or.us

Terry Nunley, Project Manager

(503) 373-2331

terry.nunley@oregon.gov

Steve Preszler, PE, Project Manager

(503) 365-3157

spreszler@co.marion.or.us

FCS GROUP

Scope of Work: Rates and SDC
(see Task 11)

Estimated Cost of Services: \$34,455

Key Project Staff: John Ghilarducci

References:

Russell Cooper, Public Works Director

(503) 838-2173

rcooper@ci.monmouth.or.us

Travis Hultin, PE, Chief Engineer

(503) 674-7265

travis.hultin@troutdaleoregon.gov

CITY'S ROLE

Anticipated hours for the City to provide input and feedback per task are outlined below.

Task	Hours
1 Project Management and Meetings	30
2 Existing Study Area Characteristics (<i>potential for additional 4 hours to address survey needs and an additional 12 hours for flow monitoring</i>)	6
3 Stormwater System Hydrologic and Hydraulic Design Criteria	1
4 Existing Stormwater System Inventory and Condition Assessment	4
5 Stormwater Model Development	2
6 Existing Stormwater System Analysis	2
7 Future Stormwater System Analysis	4
8 Stormwater Quality and State and Federal Regulatory Requirements	6
9 Stormwater Operation and Maintenance Evaluation	4
10 Recommendations and CIP	6
11 Stormwater System Financing Plan, SDC Update, and Storm Drainage Utility Monthly Rate Update	8
12 Install Groundwater Monitoring Wells and Perform Depth to Groundwater Investigation (<i>potential for hours depending on approach to data collection implemented</i>)	6
13 Public Involvement and City Presentations	8
14 Develop Draft Policy, Code, and Ordinance Revisions	6
15 Final Reports/Documentation	8
Total Hours	91

COMPATIBLE COMPUTER EQUIPMENT AND SOFTWARE

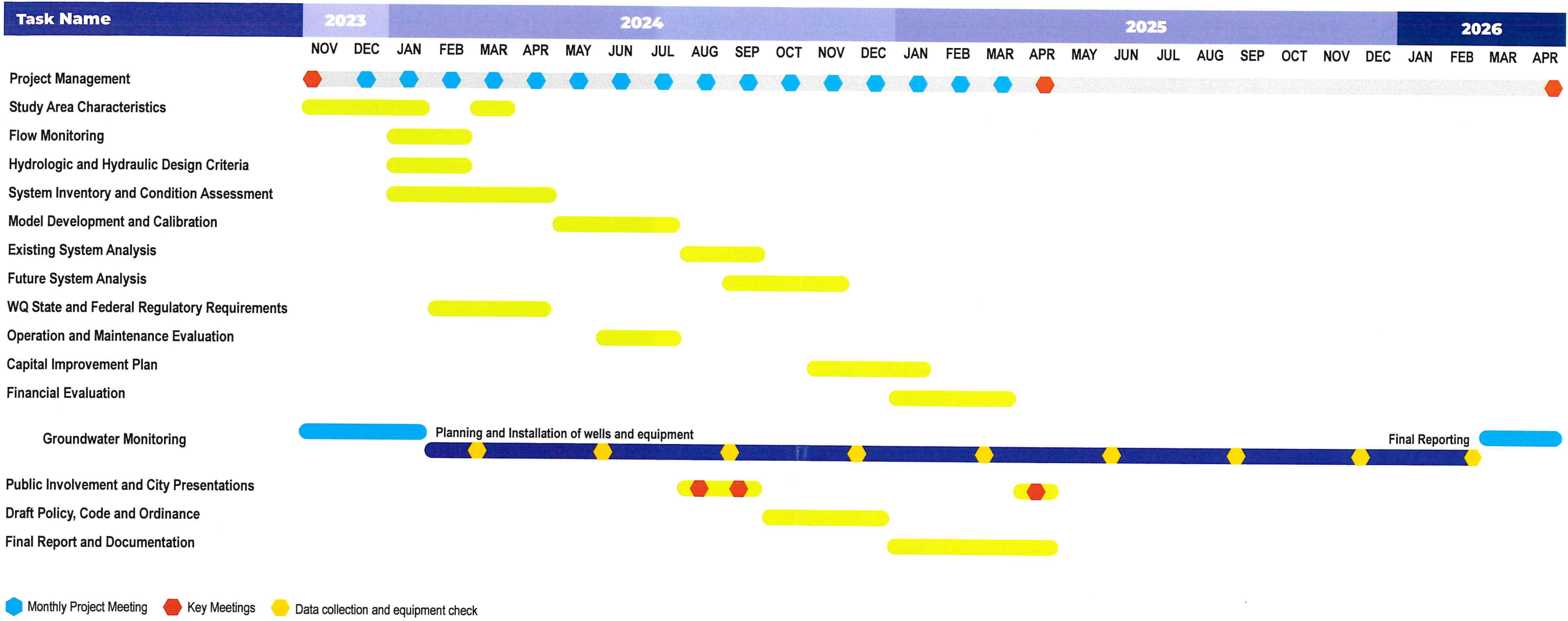
Keller knows that our greatest resource is our staff. We ensure they receive current equipment and relevant training to keep them at the top of their fields. This allows us to provide high-quality services efficiently. We will provide deliverables to match your standards. Keller uses the following tools in our projects:

- Windows-based PCs with MSOffice
- Hydraulics and hydrology design software: HydroCAD, HEC-RAS, HEC-HMS, FlowMaster, XPSWMM, HY-8, PCSWMM, etc.
- AutoCAD Civil 3D 2022 or MicroStation
- Zoom and MS Teams
- ESRI formats and ArcGIS version 10 or better
- Bluebeam
- 3D visualization software

All RFP items have been covered in this Proposal.

Project Schedule

Our team is prepared to begin immediately. Our key staff are available and prepared to complete your project on time and within budget. The schedule below shows our recommended sequence of activities to complete the project in 17 months, with the ground water monitoring taking up to 28 months. We recognize that the RFP requests completion of this master plan within 14 months from notice to proceed (NTP). We appreciate this desired timing and want to show what we believe to be a realistic timeline. Critical path schedule items will include the optional flow monitoring, which is recommended in January and February during periods of high rainfall. The schedule below reflects flow monitoring shortly after the project kickoff to optimize the timing. The final master plan would still be delivered in April 2025. Our team is committed to meeting this schedule.



Additional Supporting Information



City of Grants Pass

Wade Elliott, Assistant Public Works Director | 101 NW A Street
Grants Pass, OR 97526 | (541) 450-6114 | welliott@grantspassoregon.gov

Project: Master Planning, MS4 Permit Implementation, and Larch and Judy Flood Control

Keller completed a SWMP for Grants Pass, OR, which required coordination with Josephine County and the Grants Pass Irrigation District (GPID) to investigate and define the condition and capacity for infrastructure involved in many comingled systems. Using a phased approach to balance funding, Keller developed existing and proposed conditions models, system deficiencies, and finally a comprehensive CIP was created. Keller also worked closely with the City and GPID to develop a memorandum of understanding for the mutual use of each other's facilities and to establish a stormwater utility framework. Keller, coordinating with City staff, then developed an initial SWMM in 2018. This project won a 2018 ACEC Oregon Engineering Excellence Honor Award.

The current phase includes ongoing services to implement the City's MS4 permit and SWMM, including code revisions, brochures and other informational components, staff training, and development of the City's Stormwater Program Management Document. This phase also includes support for short- and long-term requirements, including annual NPDES reports and assistance with permit compliance. The SWMM, code revisions, and other associated MS4 requirements will be adopted this year.

Larch and Judy Flood Control: The Larch Road and Judy Lane neighborhood is in northwest Grants Pass within the mapped Rogue River floodplain and just south of a series of existing open drainages and wetland areas. The design of the original stormwater collection system allowed for

stormwater ponding within the neighborhood streets prior to discharging to a retention basin and then north into the existing drainages. Recent rain events have resulted in unanticipated flooding—stranding residents in their homes. The City of Grants Pass reached out to Keller to assess the existing conditions and strategize potential solutions to reduce incidents of flooding in the neighborhood. Keller is currently in the conceptual design phase assessing multiple concepts: different gravity flow combinations, improvements to the existing collection system, and a pump station option.

Completed on Schedule: Yes

Completed on Budget: Yes

City of Mill City

Dave Kinney, Planning Advisor | 444 S 1st Avenue, Mill City, OR 97360 | (503) 551-0899 | dwkinney@wvi.com

Project: Stormwater Master Planning

Funded through an American Rescue Plan Act (ARPA) grant, Keller is currently working with the City to evaluate their stormwater infrastructure, develop a CIP, and plan for future improvements. Similar to Stayton, Mill City is anticipating growth in the next decade and is looking to Keller for assistance in evaluating and developing a CIP for infrastructure improvements. Mill City and Stayton are also anticipating increasing regulatory requirements for water quality treatment and flow control. Additional efforts include funding assistance, assessing specific locations of growth, and preparing for future regulatory requirements on the City's current and future operations. Keller has collected flow data by installing three meters in the storm system which have been used to calibrate the hydrologic and hydraulic model. The project will soon be moving into the system evaluation and CIP development phase.

Completed on Schedule: Ongoing

Completed on Budget: Ongoing

City of Wood Village

John Niyama, Public Works Director | 2055 NE 238th Drive, Wood Village, OR 97060 | (503) 489-6857
johnn@woodvillageor.gov

Project: Stormwater Master Planning and Water Quality Facilities

Projects for the City over the last two decades include water and stormwater master planning, water management and conservation plan, stormwater quality facility upgrades (including filters), pipeline extensions, a new well, reservoir rehabilitation projects (including reservoir expansion), pressure zone modifications, and on-call services.

We completed the City's 2004 SWMP and completed an update to this 100-acre urban study area in 2014. Services included: utility base mapping; preparing a computer model to simulate complex systems that involved siphons, open channel sections, culverts, and many detention facilities; coordinating efforts with three adjacent cities, the county, industrial/commercial developments, Oregon Department of Transportation, and a regional drainage district; developing a master plan with priority improvements based on the frequency of flooding; and preparation of a CIP. The SWMP also addresses the NPDES MS4 permitting requirements and water quality activities. Being located in the Portland Metro area requires Wood Village to abide by NPDES requirements. The original SWMP and the more recent update specifically address the NPDES permitting process and water quality activities the City is undertaking to comply with the permit.

Completed on Schedule: Yes

Completed on Budget: Yes

It has been our experience that Keller Associates is responsive, completing projects on-time and within budget. I have very much appreciated their work ethic. We have equally been satisfied with the quality of their work and look forward to working with them in the future."

— *Randy Jones, (former) Wood Village Public Works Director*



City of St. Helens

Sharon Darroux, Engineering Manager | 265 Strand Street, St. Helens, OR 97051 | (503) 366-8243
sdarroux@sthelensoregon.gov

Project: Stormwater Master Plan

We developed a comprehensive master plan for St. Helens including hydrologic and hydraulic models of the stormwater drainage systems throughout the City's drainage network. As part of the master plan, Keller provided support services to create the City's first TMDL implementation plan. In addition to existing system evaluation, the master plan includes alternatives evaluation, recommended improvements, CIP development, staffing needs evaluation, operation and maintenance budget recommendations, and a review of standards, ordinances, and policies. With similar project tasks/objectives the comprehensive evaluation, tasks, and level of effort from the St. Helens plan will be leveraged to provide an efficient and robust study.

Completed on Schedule: Yes

Completed on Budget: Yes

Sample Stormwater Master Plan

If requested by the City, Keller can provide a copy of a similar SWMP recently completed for another municipality.

Additional Supporting Information: Public Client List

RFP Section 2.2.6

Client		
Aberdeen-Springfield Canal Company	Chief Timothy Park	City of Driggs
Ada County Highway District	City of Aberdeen	City of Dubois
Ada County Sheriff's Office	City of Adrian	City of East Hope
Ada County	City of Albion	City of Elk River
Adams County	City of American Falls	City of Emmett
Amador Water Agency	City of Amity	City of Firth
Ashton Urban Renewal Agency	City of Ammon	City of Garden City
Asotin County Public Works	City of Ammon	City of Gates
Asotin PUD	City of Ammon	City of Georgetown
Asotin-Anatone School District	City of Ammon	City of Glens Ferry
Baker County Road Department	City of Ashland	City of Gooding
Bannock County	City of Ashton	City of Grace
Bannock Transportation Planning Organization	City of Asotin	City of Grants Pass
Bayview Water & Sewer District	City of Athol	City of Green River
Bear Lake County	City of Aumsville	City of Greenleaf
Bear River Water Conservancy District	City of Aurora	City of Harrison
Bingham County	City of Bellevue	City of Heyburn
Bingham Groundwater District	City of Bend	City of Homedale
Blackfoot School District #55	City of Blackfoot	City of Hood River
Blaine County	City of Boise	City of Idaho Falls Park and Rec
Boise County	City of Burley	City of Idaho Falls
Boise Parks & Recreation Department	City of Caldwell	City of Independence
Bonneville County Public Works	City of Cascade	City of Inkom
Bonneville Metropolitan Planning Organization	City of Challis	City of Iona
Boundary County Commission	City of Chubbuck	City of Jerome
Boys & Girls Club of Ada County	City of Clarkston	City of Juliaetta
Buhl Highway District	City of Clifton	City of Kamiah
Butte County	City of Coeur d'Alene Water Department	City of Kendrick
BYU Idaho	City of Coeur d'Alene	City of Kennewick
Cabinet Mountains Water District	City of College Place	City of Kent
Calaveras County Water District	City of Cottonwood	City of Kuna - Public Works
Canyon County Development Services	City of Dallas	City of Kuna
Canyon Highway District No. 4	City of Dayton	City of Lake Oswego
Carson City	City of Deary	City of Lapwai
	City of Declo	City of Lava Hot Springs
	City of Dietrich	City of Leadore
	City of Donnelly	City of Lewiston
	City of Downey	City of Lewisville
		City of Lincoln City

Client

City of Mackay	City of Sandy	Coolin Sewer District
City of McCall	City of Scappoose	Hayden Lake Irrigation District
City of McCammon	City of Shelley	Idaho Department of Correction
City of Menan	City of Sheridan	Idaho Department of Environmental Quality
City of Meridian	City of Shoshone	Idaho Department of Fish & Game
City of Middleton	City of Silverton	Idaho Department of Lands
City of Midvale	City of Smelterville	Idaho Department of Parks & Recreation
City of Mill City	City of Soda Springs	Idaho Falls School District #91
City of Minidoka	City of Sodaville	Idaho Power Company
City of Monmouth	City of Sparks	Idaho State University
City of Moore	City of St Helens	Idaho Transportation Department - D1
City of Moscow	City of St. Anthony	Idaho Transportation Department - D2
City of Moses Lake	City of St. Charles	Idaho Transportation Department - D3
City of Mountain Home	City of Star	Idaho Transportation Department - D4
City of Moyie Springs	City of Stayton	Idaho Transportation Department - D5
City of Nampa	City of Stites	Idaho Transportation Department - D6
City of Newberg	City of Sugar City	Idaho Transportation Department Iona-Bonneville Sewer District
City of Ontario	City of Sun Valley	Jefferson County
City of Oregon City	City of Sweet Home	Jefferson School District 251
City of Parker	City of Tetonia	Kootenai County Water District #1
City of Paul	City of Troutdale	Kootenai County
City of Pocatello	City of Troy	Lane Community College
City of Pomeroy	City of Twin Falls	LCVMPO
City of Post Falls	City of Umatilla	Lewiston Orchards Sewer District No. 1
City of Potlatch	City of Vancouver	Lewiston Urban Renewal Agency
City of Preston	City of Victor	LHTAC
City of Pullman	City of Walla Walla	Lillian Valley School
City of Reno	City of Washougal	Lyon County
City of Reubens	City of Weiser	Madison County
City of Rexburg	City of Weston	Marion County
City of Richland, Washington	City of Willamina	McCall Urban Renewal Agency
City of Rigby	City of Wilsonville	McCammon Cemetery District
City of Ririe	City of Wood Village	
City of Riverton, Wyoming	Clark County Historical Society	
City of Roberts	Clark County	
City of Rockland	Clearwater County	
City of Roseburg	Coeur d' Alene Tribe	
City of Rupert	Confederated Tribes of Warm Springs	
City of Salem	Consolidated Irrigation District No. 14	
City of Salmon		
City of Sandpoint		

Client

Meridian Development Corporation	Port of Whitman County	Urban Renewal Agency City of Twin Falls
Meridian Heights Water & Sewer District	Portneuf Development	Valley County
Midland Water Association	Power County	Valley Regional Transit
Mid-Valley Church of Christ	Raft River Highway District	Valley Wide Cooperative
Mid-Willamette Valley Council of Governments	Regency of Wyoming	Veolia Water Idaho, Inc.
Moore Water and Sewer Association	Rigby Urban Renewal Agency	Walla Walla University
Moreland Water and Sewer District	Roberts Fire District	Washington County
Multnomah County	Shoshone-Bannock Tribes	Washington State University
Nampa Highway District No. 1	Smith Road Water Users Association	Washoe County
Nampa School District	Soda Springs Jt. School District 150	Weiser Valley Highway District
Nez Perce County Road & Bridge Department	South Truckee Meadows Water Reclamation	West Ada School District
Nez Perce County	Southside Water and Sewer District	Westside Water and Sewer District
Nez Perce Tribe	Spanish Fork City	Wyoming Water Development Commission
North Lake Rec. Sewer & Water District	Star Fire Protection District	Yamhill County
North Pine Haven Water Association	Star Sewer and Water District	
North Powder Charter School	Starr Corporation	
North Sweetwater Water & Sewer District	State of Idaho Military Division	
Northwestern Band of the Shoshone Nation	State of Washington Dept of Natural Resources	
NSWSD	Strawberry Mink Creek Water Association	
Oneida County	Teton County	
Ontraio School District	Teton Regional Land Trust	
Oregon Business Development Department	The Church of Jesus Christ of LDS	
Oregon Department of Transportation	Toledo School District	
Oregon Military Department	Town of Colton	
Owyhee County	Town of Cusick	
Pocatello Development Authority	Town of Jackson Wyoming	
Pocatello School District #25	Town of Mountain View	
Pocatello-Chubbuck Auditorium District	Town of Mountain View	
Port of Clarkston	Truckee Meadows Water Authority	
Port of Lewiston	Tualatin Valley Water District	
Port of Walla Walla	Twenty Mile Creek Water Association	
	Union County Public Works Department	
	University of Idaho	

Ryan Retzlaff

Role: Project Manager

With 25 years of experience providing stormwater and surface water planning and design services to municipalities and consulting engineers in the U.S. and Australia, Ryan is one of our most senior water resource professionals. He is well known in the Pacific Northwest for his planning and hydraulic modeling expertise, having managed or led some of the most complex stormwater and flood control studies for cities, counties, and flood control districts of all sizes. Ryan's experience ranges from hydrologic and hydraulic studies for bridges and structures, stormwater master plans (SWMP) and flood control studies, stormwater quality designs using low impact development, and stormwater management design for large transportation projects. He has led or managed over 15 SWMPs in the last 10 years.

- **Mill City, OR**
 - Project Manager for city-wide SWMP, including model development, flow monitoring calibration, stormwater utility development, capital improvement plan (CIP) development, and comprehensive documentation.
- **Multnomah County Drainage District, Portland, OR**
 - Project Manager for three SWMPs and Modeling Lead for a fourth, conducted multiple flood studies to evaluate localized flooding and developed solutions, worked with the agency to design new water lines for redundant primary service and fire.
- **Tualatin, OR**
 - Led modeling for SWMP which included all major planning elements and resulted in a flood study which included detailed 2D modeling and multiple iterations to develop a solution to resolve flooding. Ryan also performed a staffing evaluation considering current staff, current needs, and future project and program needs.
- **Oregon City, OR**
 - Comprehensive SWMP, creek restoration design and construction, multiple stormwater evaluations addressing areas of critical need identified in the master plan, and an infiltration and inflow investigation including meter, modeling, smoke testing and development of CIP list to address cross connections.
- **Oregon Department of Transportation, Newberg OR**
 - Design of stormwater conveyance, detention, and treatment facilities for Newberg Dundee Bypass, including seven ponds, thirteen swales, and more than 40 planters; and designed Springbrook Road conveyance, detention, and treatment.
- **Gresham, OR**
 - Project Manager and Modeling Lead for city-wide SWMP, flood study on Burlingame Creek, and water quality facility design within the wastewater treatment plant.
- **Newport, OR**
 - Project Manager for Olsson Creek storm and sanitary realignment. Design included decommissioning of small sanitary pump station, realignment of storm and sanitary gravity lines, permitting of wetland disturbance, and trenchless construction of 30-inch conduit.



CREDENTIALS

Education

Master of Science
Civil/Environmental
Engineering
Portland State University

Years of Experience

25

Work Experience

2023 – Present
Keller Associates, Inc.

2016 – 2022
Brown and Caldwell

2012 – 2016
Parametrix

2008 – 2012
Cardno

2004 – 2008
WRG

1999-2002
City of Portland

Organizations

American Public Works
Association

Environmental Water
Resources Group – Past
Board Member

American Council of
Engineering Companies

Peter Olsen, PE

Role: Principal-in-Charge



Peter is Keller's Salem Office Manager and is involved in all work completed in Western Oregon. He oversees much of the surface water hydraulic modeling and evaluations efforts, including new, replacement, and retrofitted culverts and bridges; collaboration with state fish and wildlife staff to gain approval of fish passage plans; flood plain modeling and Federal Emergency Management Agency (FEMA) flood mapping; certifications for erosion and sediment control; and countermeasure design for highway structures. Peter's recent stormwater master planning experience includes flow monitoring, smoke testing, and other data collection to analyze and provide recommendations. Recent project experience includes:

- **Silverton, OR**
 - Project Manager for the water and original stormwater master plans (SWMP)
 - Provided oversight on the SWMP update, including Total Maximum Daily Load (TMDL) review and recommendations; managed design and construction phase services for multiple sewer pipeline rehabilitation projects, lift station upgrades, solids handling facility improvements, permitting support, and stormwater litigation support
- **Grants Pass, OR**
 - Managed the city-wide SWMP effort; phased to coincide with the City's budget and timeline
 - Created the City's first draft Stormwater Management Manual and MS4 permitting support
 - Continues to support the City in MS4 permit implementation by providing quality assurance/quality control reviews and senior engineering support
- **Beaverton, OR**
 - Grabhorn Reservoir and Farmington Fluoridation Facility stormwater design, permitting and coordination, and review of site civil
- **St. Helens, OR**
 - Project Manager for SWMP, including support services to create the City's first TMDL implementation plan
- **Wood Village, OR**
 - Project Manager for SWMP, stormwater facility design, and stormwater permitting
- **Stayton, OR**
 - Managed the design of a regional stormwater detention basin
 - Led TMDL implementation plan process and the annual reporting
 - Included SWMP, water system planning update, stormwater permitting support, stormwater quality sampling plan, and annual analysis and summary. Peter was involved in supporting the City during litigation with other local agencies.

CREDENTIALS

Education

Master of Science

Civil Engineering

Brigham Young University

Years of Experience

18

Professional Registrations

Oregon: 83510PE

Idaho: 13824

Washington: 46680

Work Experience

2006 - Present

Keller Associates, Inc.

2005

**U.S. Army Corps
of Engineers**

2003 - 2004

Suburban Water Systems

Professional Organizations

American Society
of Civil Engineers

American Public
Works Association

Oregon Association for Clean
Water Agencies

James Bledsoe, PE

Role: Quality Assurance/Quality Control



James manages the water resource group for Keller's corporate office and routinely supports Keller's Salem office in providing quality control reviews for water resource planning projects. Clients appreciate his responsiveness, organizational skills, and innovation.

Before joining the Keller team, James worked as the Technical Support Manager for three internationally-used civil engineering software packages, including stormwater and watershed modeling systems. He also has experience in the design and construction of pipeline, pump station, and treatment improvements. Representative project experience includes:

- **Stayton, OR**
 - Stormwater master plan (SWMP), Total Maximum Daily Load (TMDL) implementation plan, sampling plan, and regional detention pond; oversaw hydraulic and hydrologic modeling of stormwater, wastewater, and water distribution systems
 - Negotiation support with the local irrigation company
 - Regional detention pond design support
- **Wood Village, OR**
 - MS4 permitting support and stormwater quality capital projects
 - Stormwater, wastewater, and water master plans
 - Coordination with regional and local municipalities for utility planning
 - Two large filter projects to improve basin water quality
- **Silverton, OR**
 - Water and stormwater master plans
 - Cured-in-place pipe pipeline rehabilitation projects
- **Grants Pass, OR**
 - SWMP and implementation support
 - Modeling support for interconnected municipal stormwater runoff and irrigation systems
 - Implementation support for standards; cost sharing with irrigation district
- **Nampa, ID**
 - 400-acre downtown SWMP; concurrent master plans for water, pressure irrigation (100 pump stations and over 300 miles of pipe), and wastewater collection systems
 - Managed design of over \$25M in utility infrastructure improvements, including treatment upgrades, pumping facilities, and pipelines
- **Moses Lake, WA**
 - Hydraulic city-wide models for stormwater, wastewater collection, and water distribution utilities

CREDENTIALS

Education

Master of Science
Civil/Environmental
Engineering
Brigham Young University

Years of Experience

25

Professional Registrations

Oregon: 73454PE
California: 85071
Idaho: 10803
Nevada: 025635
Utah: 353493-2202
Washington: 43984

Work Experience

1999 - Present
Keller Associates, Inc.

1998 - 1999
Environmental Modeling Systems, Inc.

Trenton Buster, EI

Role: Modeling

Trenton graduated with an emphasis in hydraulics, hydrology, fluid mechanics, and water collection and treatment. He has developed hydraulic and hydrologic stormwater models for communities across the Pacific Northwest and is proficient in Innowyze's InfoSWMM modeling software. Recent experience includes stormwater master plans (SWMP) for St. Helens, Silverton, and Aurora, OR, which included the development and calibration of models, existing system evaluations, and recommendations for capital improvements. Trenton also developed a new stormwater model for the City of Moses Lake, WA and provided model training for City staff, plus ongoing model support for many communities.

- **Stayton, OR**
 - Provides ongoing support by updating the existing InfoSWMM wastewater system model with completed projects and new development since the 2021 master plan. Evaluated the impacts of proposed developments to the collection system and provided summary profile views illustrating the hydraulic grade lines.
- **St. Helens, OR**
 - Developed hydraulic and hydrologic stormwater model using available GIS and survey data, record drawings, LiDAR elevations, relevant outfall floodplain influences, and flow monitoring data. Assigned basin characteristics using near-infrared imagery to calculate pervious versus impervious surfaces within over 150 sub-basins. Calibrated the model to flow monitoring data and adjusted basin characteristics to match observed peak flows. Evaluated the existing and future stormwater system against multiple design storm events, including the 2-, 10-, 25-, and 100-year storm events. Evaluated improvements and recommended capital improvement projects to alleviate modeled flooding within the conveyance system; recommended improvements included developing natural detention basins, re-routing flows, and upsizing undersized pipelines/open channels.
- **Silverton, OR**
 - Updated the existing stormwater model to reflect capital improvement projects and development, review of sub-basin delineations, surface runoff characteristics, and updated calibration to flow monitoring data. Evaluated low impact development approaches for future development; recommended capital improvement projects.
- **Mill City, OR**
 - Created a stormwater GIS database including pipelines, catch basins, manholes, outfalls, and stormwater storage facilities from available record drawings, CAD files, and field observations. Completed flow monitoring at four locations throughout the system to provide data for calibrating the hydrologic/hydraulic model. Gathering data prior to developing existing and future conditions models.
- **Aurora, OR**
 - Reviewed existing planning criteria, recommended revisions, created a new hydraulic and hydrologic model, evaluated the existing and future stormwater system, and developed a capital improvement plan. Improvements included upsizing existing stormwater infrastructure and installation of new stormwater systems in areas where localized flooding was identified.



CREDENTIALS

Education

Bachelor of Science
Civil Engineering
Boise State University

Years of Experience

4

Professional Registrations

Idaho: E-9305

Work Experience

2020 – Present
Keller Associates, Inc.

2018 – 2019
U.S. Forest Service

2017 – 2018
Boise State University
Research Assistant

Luke Tabor, EI

Role: Project Engineer



Luke has worked in both the public and private sectors, giving him a broad perspective on design and planning. His experience includes various municipal projects in stormwater, wastewater, and water utilities. He has completed facility evaluations and assisted with master planning, hydraulic modeling, and pipeline design projects.

Luke's work on Stayton's wastewater facility planning study (WWFPS) consisted of flow projections and an inflow and infiltration evaluation for the collection system. He also recently completed a water management and conservation plan for the City of Willamina and is working on a raw water transmission line and water main line improvement for the City. Relevant projects include:

- **Stayton, OR**
 - Support for Stayton WWFPS by providing inflow and infiltration evaluation and flow projections.
- **Silverton, OR**
 - Project Engineer for the Silver Creek Water Intake Project, a new 3.84 million gallons per day (MGD) raw water pump station and 1,800 feet of replacement pipeline. Project Engineer for the Silverton Aquifer Storage and Recovery (ASR) Study in which he identified volumes and rates of water available for ASR storage and potential areas that may be favorable for an ASR System.
- **Willamina, OR**
 - Project Engineer for the Willamina Water System Improvements Project which consisted of completing a Water Management and Conservation Plan, moving and replacing the intake structure in Willamina Creek, replacing and improving the sediment removal system, replacing the raw water pipeline, replacing the stormwater outfall, improving the 6th Street booster pump station, and replacing the distribution main line. Luke also provided final modeling and design of a subsurface gravel wetland.
- **Sheridan, OR**
 - Project Engineer on the Sheridan WWFPS mini update. Updated planning criteria, design flow, and loading rates for the City of Sheridan. Updated cost estimates for CIP projects.
- **Aurora, OR**
 - Support City Engineering tasks by reviewing development applications and construction documents, participating in pre-application meetings, and miscellaneous public utility engineering support.

CREDENTIALS

Education

Bachelor of Science
Environmental Engineering
San Diego State University

Years of Experience

4

Professional Registrations

Oregon: 97153EI

Work Experience

2020 – Present
Keller Associates, Inc.

2017 – 2019
City of San Diego
Stormwater Department



John offers a broad knowledge of public policy and finance, and a thorough understanding of the institutional issues and options underlying the formation of utilities and the design of supporting rate and charge structures.

CONTACT

JohnG@fcsgroup.com
(425) 336-1865

John Ghilarducci

PRESIDENT AND PRINCIPAL-IN-CHARGE

EDUCATION

MPA, Organization and Management,
University of Washington
BS, Economics, University of Oregon

WORK HISTORY

35 years (since 1988)
professional experience
Joined FCS GROUP in 1991

HIGHLIGHTED EXPERTISE

- System Development Charges (SDCs)
- Water, Sewer, Stormwater, & Transportation Utility Rates
- Stormwater and Transportation Utility Formations
- Transportation Funding
- Comprehensive Plans Financial Elements
- Litigation Support/Expert Witness
- Financial/Feasibility Studies
- Special Cost of Service

PROFESSIONAL AFFILIATIONS

- American Water Works Association
- American Public Works Association
- Oregon Government Finance Officers Association
- League of Oregon Cities

John Ghilarducci is an FCS GROUP President, principal and shareholder with over 35 years of professional experience including 31 years with the firm. His practice focuses on all aspects of utility and general services system development charges (SDCs) and financial rate studies, from technical modeling and public involvement to ordinance drafting and implementation. He has formed stormwater and transportation utilities and has developed water, sewer, stormwater, transportation and parks rates and charges for dozens of clients. John is a recognized technical rate and finance expert and provides litigation support/expert witness testimony throughout the Northwest.

John's innovative rate making approaches have resulted in "level of service" stormwater rates, area-specific SDCs, sewer strength sub-classes, inverted block water rate structures, defensible stormwater rate credit methodologies, person-trip based transportation impact fees suitable for multi-modal transportation capital plans, and nonresidential park impact fees. He offers a broad knowledge of public policy and finance, and a thorough understanding of the institutional issues and options underlying the formation of utilities and the design of supporting rate and charge structures.

PROJECT EXPERIENCE

ASHLAND

- Stormwater Master Plan Update

BEND

- Stormwater Rate Study

CENTRAL POINT

- Stormwater Rate Study Update

GRANTS PASS

- Stormwater Rate and SDC Study

HOOD RIVER

- Stormwater Rate and SDC Study

KEIZER

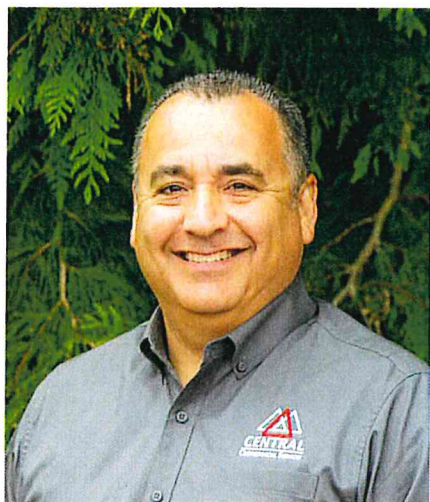
- Stormwater Utility Formation

KLAMATH FALLS

- Stormwater Financial Plan

STAYTON

- Water, Sewer, Stormwater and Transportation Rate Study



JULIO VELA, PhD, PE, GE

PRINCIPAL ENGINEER

BACKGROUND

Julio Vela has 29 years of design and consulting experience in geotechnical engineering. He provides foundation and geotechnical design recommendations and manages construction observation services for high-rise structures, industrial and office buildings, medium to large commercial developments, transportation projects, and public works facilities.

Julio has extensive design and construction experience with public structures, including construction cost-estimating and specialized foundations and site improvement designs, as well as graduate-level research experience with geotechnical instrumentation, seismic performance of earth retention structures, and time-rate mass movement.

EXPERIENCE

29 Years

EDUCATION

PhD, Civil Engineering
Washington State University

MS, Civil Engineering
Washington State University

BS, Civil Engineering
Washington State University

REGISTRATIONS

Professional Engineer:

Oregon (#60333PE)

Washington (#36720)

Idaho (P-20049)

Nevada (016694)

Geotechnical Engineer:

Oregon (#60333GE)

AFFILIATIONS

American Society of Civil
Engineers (ASCE)

Earthquake Engineering Research
Institute (EERI)

Seismological Society of America
(SSA)

PROJECT EXPERIENCE

- City of Stayton, Piezometer Installation/Monitoring, Schaff & Wilco Rd. (Stayton, OR)
- Wampler Piezometer Installation/Monitoring, Clutch Development (Stayton, OR)
- Greenlight Apartment Development (Stayton, OR)
- City of Salem, Airport Disposal Site Closure and Stormwater Runoff (Salem, Oregon)
- Mill Creek Industrial Project and Stormwater Control Installation (Salem, OR)
- City of Salem and ODOT, Winter Street Bridge Replacement (Salem, OR)
- City of Salem, 25th and Madrona Improvements (Salem, OR)
- Washington County, Sunset Drive Improvements and Subsurface Investigation (Washington County, OR)
- St. Paul School District 45, Capital Bond Improvements - Soil and Groundwater Evaluation at St. Paul Elementary (St. Paul, OR)
- City of Portland Bureau of Environmental Services (BES), Slope Stability and Groundwater Investigations (Portland, OR)
- City of Portland, Bull Run Conduit Trestle Vulnerability Reduction Study (Portland, OR)



Steven Howell, PLS

OR PLS 91569, WA PLS 53113

Steven is the owner of FFN Surveying and has over 18 years of land surveying experience. He has worked for both large and small firms throughout his surveying career completing all types of projects from complicated boundary and topographic surveys to simple lot surveys. He is directly involved with all aspects of each project to ensure a high level of quality control and a consistent final product.

In addition to completing surveying and geomatics courses at Clark College in Vancouver, Washington, Steven is a member of the Professional Land Surveyors of Oregon (PLSO), Oregon GNSS User Group (OGUG) and the National Society of Professional Land Surveyors (NSPS).

Steven has worked on multiple projects for various local and state agencies involving boundary resolutions, property consolidations, topographic mapping, legal descriptions and construction layout services. Below are some of the projects Steven has worked on with FFN Surveying.

City of Salem - Crestview Waterline Survey:

- Completed Boundary Resolutions and Topographic Surveying for a new water distribution line

Marion County Public Works - Sidewalk Improvement Project:

- Completed Right-of-Way Resolution, Topographic Surveying, and Pre/Post Construction Records of Survey for a sidewalk improvement project as part of a Safe Schools Initiative Bond

City of Silverton:

- Boundary Resolution, Easement Mapping, and Topographic Surveying over multiple City owned properties for a new City Civic Center

State of Oregon - Department of Administrative Services:

- Worked closely with State staff to complete Boundary Resolutions along with Topographic Surveying on various sites across the state of Oregon for parking lot improvement upgrades

Rickreall Creek Trail, Dallas, OR:

- Completed Topographic Surveying and Boundary Resolutions for a phase of the Rickreall Creek Trail in conjunction with Locke Engineering and the City of Dallas from SE Azalea Avenue to the City Shop's property



245 Commercial St SE, Ste 210
Salem, OR 97301
(503) 364-2002
www.kellerassociates.com



**RESOLUTION NO. 1086
AWARD OF CONTRACT FOR STORM WATER MASTER PLAN UPDATE**

WHEREAS, in 2009 the Stayton City Council adopted the current Storm Water Master Plan (SWMP);

WHEREAS, the population growth rate was estimated to be 3.35 % for the next 20 years and the Urban Growth Boundary was projected to be built out around 2032;

WHEREAS, the Capital Projects identified for the 20-year planning horizon were very aggressive and do not seem feasible;

WHEREAS, the City updated its Comprehensive Plan in 2013, with a revised Comprehensive Plan Map;

WHEREAS, the assumptions for development patterns in 2009 SWMP are no longer in compliance;

WHEREAS, the Storm Water Master Plan Update Request for Proposals was advertised on July 21, 2023;

WHEREAS, the City Received one (1) proposal from Keller Associates of Salem, Oregon; and

WHEREAS, City staff reviewed and scored the Keller proposal and it was recommended staff negotiate a final cost for preparing the Storm Water Master Plan Update.

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1: The Stayton City Council authorizes the City Manager to enter into an agreement with Keller Associates to perform the Storm Water Master Plan Update.

This Resolution shall be effective following its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF JANUARY, 2024.

CITY OF STAYTON

Date: _____, 2024

By: _____
Brian Quigley, Mayor

Date: _____, 2024

By: _____
Julia Hajduk, City Manager



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Brian Quigley and the Stayton City Council

FROM: Alissa Angelo, Assistant City Manager

DATE: January 16, 2024

SUBJECT: Budget Committee Appointments

ISSUE

Shall the Council approve Resolution No. 1088, appointing Denise Busch and Leonard Hays to three-year terms on the Budget Committee?

ENCLOSURE(S)

- Budget Committee Appointment Application – Denise Busch
- Budget Committee Appointment Application – Leonard Hays
- Resolution No. 1088

STAFF RECOMENDATION

N/A

BACKGROUND INFORMATION

The Budget Committee is comprised of the City Council and six community members. As of January 2024, the Budget Committee has three vacancies.

City staff received applications requesting appointment to the Budget Committee from Denise Busch and Leonard Hays. The applications were forwarded to the Finance Director and Budget Committee Chair Brian Quigley. Both reviewed the applications and recommended appointment to the Budget Committee.

FISCAL IMPACT

N/A

MOTION(S)

No motion necessary; consent agenda approval.



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Budget Committee

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 1.5

PLEASE PRINT

Name Denise Busch

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)
 I worked for State Farm and had the responsibility of budgeting for over 40 facilities. This included reviewing past years expenses and future projects needing to be completed.

I have experience coordinating multiple fundraisers and budget planning on different committees I have served on.

Also, I have been in charge of my household budget for 30+ years and have been successful with our financial goals.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I have the experience and want to contribute to the needs of Stayton.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

I want to ensure that all options are reviewed thoroughly for the needs and wants of the city and community.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
Multiple school parent committees and HOA in the past. Currently a volunteer at the Santiam Teen Center.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?
Santiam Teen Center Fundraising Committee

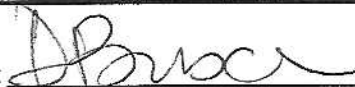
6. How did you learn about this vacancy?

Our Website Word of mouth Other

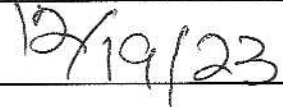
7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

N/A

Signature of Applicant



Date



PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

RECEIVED
City of Stayton

DEC 18 2023

362 N Third Ave
Stayton OR 97389

NAME OF COMMISSION/COMMITTEE:

Budget Committee

PLEASE CHECK ONE:

New Applicant

Application for reappointment

Years resided in Stayton: 50

PLEASE PRINT

Name Leonard T Hays



1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)
For the most part it is my ability with my household budget. Paying bills on time, purchasing a home and keeping it and never having to file for bankruptcy. Being very observant of our town in how funds are spent and caring about it. Cleanliness, Policing and job opportunities.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?
Being retired now, I have time that can be spent helping and being more a part of our community. A city councilman made me aware of the vacancies on this committee and encouraged me to apply. I have lived in Stayton for many years. Educated here, elementary thru high school and raised my children here as well. I am very budget minded and care that Stayton's budget is fair, followed and not wasted. I also care that the taxes are also fair and not wasted. I am also aware of some property that is being looked at for some industry and jobs that that would be very important to Stayton and it's tax base. Have seen 3 industries end in Stayton (Cannery, Karsten, and Smoker Craft) and feel it is very important to help and find some new industry to take their places with some unused land that has just been sitting for years. More job opportunities in Stayton are very important and more possibilities need to be looked at and considered. My ability to look at the whole picture would also be an asset to the budget committee.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

- 3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

Funds and taxes being fair and not wasted. City sticking to the budget as closely as possible. And looking to the future for possible industry and job opportunities. Cleanliness of our streets and town. Support for our police department and public works. Helping our tax base.

- 4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

No involvement. Too busy working. LOL. Got time now. Have an open mind and wanting to see the whole picture.

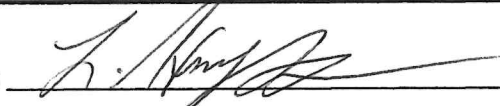
- 5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?
No.

- 6. How did you learn about this vacancy?

_____ Our Website _____ Word of mouth Other

- 7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No

Signature of Applicant  Date 12-18-2023

PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

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PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



**RESOLUTION NO. 1088
APPOINTING DENISE BUSCH AND LEONARD HAYS
TO THE BUDGET COMMITTEE**

WHEREAS, the Budget Committee is comprised of the City Council and six community members;

WHEREAS, as of January 2024 the Budget Committee has three vacancies;

WHEREAS, community members Denise Busch and Leonard Hays submitted applications seeking appointment to the Budget Committee;

WHEREAS, the applications for appointment were forwarded to the Department Head and Budget Committee Chair who recommend both candidates for appointment; and

WHEREAS, Council has reviewed the applicants and concurs with the recommended appointments.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Council accepts Mayor Quigley’s appointment of Denise Busch and Leonard Hays to three-year terms on the Budget Committee.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF JANUARY 2024.

CITY OF STAYTON

Signed: _____, 2024

By: _____

Mayor Brian Quigley, Mayor

Signed: _____, 2024

ATTEST: _____

Julia Hajduk, City Manager