



City of

GOLD HILL

P.O. Box 308 • Gold Hill, OR 97525
(541) 855-1525 Fax (541) 855-4501

MEETING AGENDA
GOLD HILL CITY COUNCIL – Regular Meeting
January 9, 2023 at 6:00 PM
City Hall, 420 6th Ave

To speak during public input, Info@CityofGoldHill.com or sign up on the signup sheet at the entrance to the Council Room

Oath of Office for newly elected officials

Ronald Palmer, Mayor
Shery Stancliff, Councilor
Rick Martin, Councilor
James Newstead, Councilor

1. Call to Order/ Roll Call/Pledge of Allegiance

2. Agenda Adjustments

Adjustments to the agenda are limited to a change in the order of business to accommodate visitors making presentations or citizens who are attending for the purpose of a single agenda item. Adjustments in the form of additions to the agenda are discouraged because the general public has had no prior notice of their consideration, and therefore interested persons will not have an opportunity to participate. Adjustments in the form of deletions from the agenda may be accomplished here so long as there is disclosure of the reason for the deletion and an indication as to when or if the item will be placed on a future agenda.

3. Announcements, Correspondence, Awards and Proclamations

1. Budget Committee Appointments – March 2023

4. Public Input

Limited to 5 minutes or less per speaker per Mayor's discretion.

5. Public Hearing

None

6. Consent Agenda

To be approved with single motion in the affirmative; Council Member(s) may elect to pull any and all items which will then be automatically added as the next item under section "7) Action Items"

1. Approval of Minutes of October 17, 2022 Regular Council Meetings
2. Appointment of Joe Berggren to Planning Commission

7. Action Items

1. 2023 Recognized Holidays Resolution
2. 2023 City Council Meeting Schedule
3. Council Liaison Assignments
4. Election of Council President
5. Review and Approval of RFP for Contract Operation of Wastewater Treatment Plant and Collection System

8. Reports from Councilors

9. City Manager Report

1. Elected Officials Handbook
2. City Website
3. DEQ TMDL (Total Maximum Daily Load) Annual Report
4. Oregon Health Authority 2022 Water System Survey Report
5. ODOT Small Cities Allocation – Grant Award

10. Good of the Order

11. Adjournment

Note: This agenda and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are available at the Gold Hill City Hall in advance of each meeting 420 6th Avenue (P.O. Box 308), Gold Hill, OR 97525. Information can also be viewed at www.cityofgoldhill.com



City of Gold Hill City Council

Meeting Minutes

October 17, 2022

Mayor Studebaker called the meeting to order at 6:00 p.m.

1) Roll Call: Mayor Studebaker, Councilors, Rigney, Palmer, Newstead and Biedscheid responded as present. Councilor Wilson Absent, The Mayor then led the Pledge of Allegiance.

2) Agenda Adjustments – None

3) Announcements, Awards and Proclamations – None

4) Public Input

- a. Mark Warwick - voiced his opinion on council decision making, quoted the Oregon Code of Conduct, Stated his opinion of the water plant treatment, cost and operation vs the pipeline option cost, operation and what best for the citizens of Gold Hill.
- b. Mike Biedscheid - voiced his opinion on the pipeline
- c. Carol Holms - voiced a thank you to the improvements of City Hall
- d. Sam Hemner - reported the success of the garage sale, would like to propose it to be semiannual. Voiced his concerns of the current condition/maintenance of the dog park, weeds, foxtails, etc. danger to the dogs, not being utilized in its current state, would like to see some improvements made. Make it a crown jewel again.
- e. Chad - voiced support for continued clean up, Lampman Park, Graffiti, Bridge and under railroad bridge and his past assistance with clean up.
- f. Craig Smith- voices his efforts of fence removal and cleaning up his home area

5) Consent Agenda- None

6) Action Items

1. City Manager Recruitment Process Update and Decision -Interim City Manager Hanks spoke of the recruitment process, which concluded with executive session meeting by Council. Mayor explained the Council decision not to move forward with the current candidates. Mayor Studebaker appreciated the process and thanked the candidates for their participation.

Mayor Studebaker then inquired if one of the council members would like to make a motion. Councilor Rigney made the motion for interim City Manager Adam Hanks continue the city manager position and take over the recruitment process. Councilor Palmer seconded the motion.

Motion vote- all councilors in favor – motion passed

2. Replacement Wastewater Treatment Facility Update – Interim City Manager Hanks spoke in regards to the preliminary work that has begun to obtain financing necessary to move the project forward. Working with state and federal agencies that provide water and wastewater

infrastructure financing programs. Hanks will provide regular updates as the process moves forward.

7) Reports from Councilors

1. Councilor Biedscheid DEQ Liaison Update

8) City Manager Report

Interim City Manager Hanks provided a brief summary of the following:

1. Utility Billing remains challenging. Software training is helping and staff feels increasingly confident in the accuracy and timeliness of the billing process.
2. A recent resignation occurred with the City Clerk position. Hanks will be working with City Recorder Larez to determine the next steps in determining clerical staffing needs in the coming months.
3. ACCESS has a program for water/sewer assistance for customers who meet income eligibility requirements. The City is currently in the application process to ensure Gold Hill customers are eligible.
4. Work is beginning on the development of a new City website. It is planned to be launched in December of 2022. Hanks thanked Marvin Hinkley for his work on building and maintaining the current website.
5. Audit update – Meetings have been scheduled with the auditors to determine a course of action to complete the prior year audit and begin the current year audit. Making some progress but remain behind.
6. Water Treatment Plant update – Thank you to Rob on City staff for his work done on site with the excavator, which saved the City significant expense in cleaning out the overflow pond.
7. League of Oregon Cities training -sent out information to council members requesting if they want to participate

9) Good of the Order

None

Mayor Brad Studebaker adjourned the meeting at 7:48

Minutes Approved by: _____

Ron Palmer, Mayor

Attested by: _____

Dee Larez, City Recorder

CITY OF GOLD HILL
COMMITTEE/COMMISSION APPLICATION FORM

I, THE BELOW SIGNED, SEEK NOMINATION TO THE FOLLOWING CITY OF GOLD HILL
COMMITTEE(S)/COMMISSION(S):

(PLEASE PLACE A CHECK MARK TO THE BOARD/COMMISSION YOU ARE APPLYING)

❖ ☒ **PLANNING COMMISSION** (includes 2 sub committees):
-Public Works Advisory Board
-Utility Advisory Board

❖ ☐ **PARKS COMMISSION**

❖ ☐ **ETHICS BOARD**

Please tell us about your background, academic training, past exposure to the subject area(s),
and what element you bring to the position(s).

Oregon/DEQ Certified Lead Inspector/Risk Assessor, In process of obtaining AHERA Building Inspector license and Oregon CCB,
Construction experience In Building Roads and Underground Utilities, Residential/ Commercial Construction and Demolition

What is/are the reason(s) for you to seek appointment for this/these position(s)?

(1) Serve our community, (2) Have a voice in the decision making process for our community

(3) Use this opportunity to learn more about our local government proceses

What makes you the best qualified person for the appointment(s)?

Thrive on taking new challenges, Willingness to learn, Past background in Management,

Good Communication skills, Self-motivation

NAME: Joe berggren

DATE SIGNED:

ADDRESS: 442 Seventh Ave Gold Hill, OR. 97525

PHONE # 541-324-3464

E-MAIL berggren.joe@gmail.com



Council Communication

Agenda Item	Resolution Declaring Legal Holidays for 2023		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	January 9, 2022

SUMMARY

Council annually declares via resolution a list of holidays for the calendar year for City Hall closures and staff holiday's consistent with the City of Gold Hill Employee Policy and Procedures Manual approved by Council in September of 2007.

POLICIES, PLANS & GOALS SUPPORTED

2007 City of Gold Hill Policy and Procedures Manual

PREVIOUS COUNCIL ACTION

June 2022

BACKGROUND AND ADDITIONAL INFORMATION

In review of prior Council action on declaration of holiday's, it appears that the resolution has most often occurred at the beginning of each calendar year, but most recently was approved at the beginning of the 2022-23 fiscal year. While either is workable, the calendar year declaration is more effective for the current payroll software used by the City.

The now federally recognized holiday of Juneteenth has been added to the holiday list for 2023, bringing the total number of declared holidays to twelve. Juneteenth was declared a federal holiday in 2021 and is recognized as a state holiday by the State of Oregon and over half of all states nationally.

FISCAL IMPACTS

Declared holidays result in holiday pay for staff that are separate and additive to vacation accruals that are authorized and implemented based on the 2007 Policy and Procedures Manual. The addition of the Juneteenth holiday does not change the total personnel expense for the year but does reduce total annual working hours by eight hours for the 2023 calendar year.

STAFF RECOMMENDATION

Staff recommends approval of Resolution 23-R-1.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

- 1) I move to approve Resolution 23-R-1
- 2) I move to approve 2023 Council meeting schedule B (Tuesdays) with the following amendments...

REFERENCES & ATTACHMENTS

Resolution 23-R-1 – Resolution of the City of Gold Hill to Declare Legal Holidays and Closure of City Hall to Observe the Holiday.



City of

GOLD HILL

P.O. Box 308 • Gold Hill, OR 97525
(541) 855-1525 Fax (541) 855-4501

RESOLUTION 23-R-1

A RESOLUTION OF THE CITY OF GOLD HILL TO DECLARE LEGAL HOLIDAYS AND CLOSING OF CITY HALL TO OBSERVE THE HOLIDAY

WHEREAS, THE CITY Council of the City of Gold Hill has the vested authority and power to regulate working conditions and standards for the City staff, and

WHEREAS, the City has established a standard to observe all federally recognized holidays.

NOW, THEREFORE BE IT RESOLVED, that the following days shall be declared as legal holidays for 2023 and that the City Hall shall be officially closed for business for the observance of these holidays:

January 2	New Year's Day (Observed)
January 16	Martin Luther King Jr Day
February 20	Presidents' Day
May 29	Memorial Day
June 20	Juneteenth
July 4	Independence Day
September 4	Labor Day
October 9	First Nations Day
November 10	Veterans Day
November 23	Thanksgiving
November 24	Day After Thanksgiving
December 25	Christmas Day

PASSED AND ADOPTED on this

Approve: Mayor Ronald Palmer

Attest: Interim City Manager Adam Hanks



Council Communication

Agenda Item	2023 City Council Meeting Schedule		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	January 9, 2022

SUMMARY

Council meetings have historically been scheduled for the first and third Monday of each month. Based on discussion at the December 5, 2022 Council meeting, staff has developed two different draft Council meeting schedules for Council review, deliberation and decision. One maintains the first/third Monday meeting cadence, while the second draft moves the Council to a first/third Tuesday schedule. Both incorporate the use of both business meetings and study sessions as discussed prior. In general, business meetings are scheduled for the first meeting of the month and study sessions are scheduled for the months that contain a second meeting date.

POLICIES, PLANS & GOALS SUPPORTED

Gold Hill Municipal Charter Compliance (Chapter IV, Section 13)
Community engagement/involvement

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Council meetings are governed by the Gold Hill Municipal Charter Chapter IV, Section 13 which states that “The council shall hold a regular meeting at least once each month in the city at a time and at a place which it designates”. No specific day or time is noted. The same section also states “Special meetings of the council may also be held at any time by the common consent of all the members of the council”. There is also a provision for the Mayor or three Councilors to schedule special meetings. The full text of this Charter section is attached for reference.

Given this Charter language, the Council is able to set a meeting schedule of their liking on any day of the week, providing it includes at least one meeting per month. Both draft Council meeting schedules accomplish this requirement by having one business meeting per month and a number of additional study sessions throughout the year.

Study sessions provide Council with a meeting format structured more for initial exposure and education on key strategic issues that will ultimately be placed on a business meeting agenda for formal deliberation and decision. Study sessions typically foster more informal dialogue, question and answer between staff and Council and an opportunity for the community to also better understand issues and their potential impacts well prior to the final decisions that occur in the business meeting format.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

Staff has no recommendation as to Council's preference for Monday or Tuesday meetings. Staff does recommend the utilization of study sessions for a number of the second meetings of each month for improved information sharing and collaborative education of issues.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

- 1) I move to approve 2023 Council meeting schedule A (Mondays)
- 2) I move to approve 2023 Council meeting schedule B (Tuesdays)
- 3) I move to approve 2023 Council meeting schedule A (Mondays) with the following adjustments...
- 4) I move to approve 2023 Council meeting schedule B (Tuesdays) with the following adjustments....

REFERENCES & ATTACHMENTS

Gold Hill Municipal Charter (Chapter IV, Section 13)
2023 Council Meeting Schedule Options A & B

CHAPTER IV

Council

Section 13. Meetings. The council shall hold a regular meeting at least once each month in the city at a time and at a place which it designates. It shall adopt rules for the government of its members and proceedings. The mayor upon his own motion may, or at the request of three members of the council, shall, by giving notice thereof to all members of the council then in the city, call a special meeting of the council for a time not earlier than three nor later than 48 hours after the notice is given. Special meetings of the council may also be held at any time by the common consent of all the members of the council.

Section 14. Quorum. A majority of members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

Section 15. Record of Proceedings. The council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

Section 16. Proceedings to be Public. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 17. Mayor's Functions at Council Meetings. The mayor shall be chairman of the council and preside over its deliberations. He shall vote on all questions before the council only when necessary to break a tie vote. He shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council. (Amended by election Sept. 17, 1985).

Section 18. President of the Council. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by ballot shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of his office, the president shall act as mayor.

Section 19. Vote Required. Except as this charter otherwise provides, the concurrence of a majority of the votes cast at a council meeting shall be necessary to decide any question before the council.

2023 Gold Hill City Council Meeting Schedule A (Mondays)

January 9	Business Meeting (in lieu of first Monday, New Year's Holiday)
February 6	Business Meeting
February 21	Study Session (Tuesday – due to Presidents Day)
March 6	Business Meeting
March 20	Study Session – Budget Kick-off
April 3	Business Meeting
April 17	Study Session – Budget Follow-up if needed
May 1	Business Meeting
May 15	Study Session - Open
June 5	Business Meeting
June 20	Business Meeting (Tuesday – due to Juneteenth) – Budget Approval
July 17	Business Meeting (Not study session due to July 4 th Holiday)
August 7	Business Meeting
August 21	Study Session – Open
September 5	Business Meeting (Tuesday – due to Labor Day Holiday)
September 18	Study Session - Open
October 2	Business Meeting
October 16	Study Session - Open
November 6	Business Meeting
December 4	Business Meeting

2023 Gold Hill City Council Meeting Schedule B (Tuesdays)

January 9	Business Meeting (in lieu of first Monday, New Year's Holiday)
February 7	Business meeting
February 21	Study Session
March 7	Business meeting
March 21	Study Session – Budget Kick-off
April 4	Business meeting
April 18	Study Session – Budget Follow-up if needed
May 2	Business meeting
May 16	Study Session - Open
June 6	Business meeting
June 20	Business meeting
July 18	Business meeting
August 1	Business meeting
August 15	Study Session - Open
September 5	Business meeting
September 19	Study Session - Open
October 3	Business meeting
October 17	Study Session - Open
November 7	Business meeting
December 5	Business meeting



Council Communication

Agenda Item	Council Liaison Assignments for 2023		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	January 9, 2022

SUMMARY

The authority and responsibility for making Council liaison appointments typically resides with the Mayor with coordination and concurrence from Council. The objective is an open and equitable assignment process and a clear understanding and agreement of the role of a liaison.

POLICIES, PLANS & GOALS SUPPORTED

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

The role of a Council liaison can vary to some degree based on the type of committee, commission or board that the Councilor is appointed for, but generally adheres to the following:

- Representing the Council as a body, provide updates on relevant projects and issues that Gold Hill is working on or has coming up
- Learn about issues locally and regionally that may benefit or affect Gold Hill
- Share what you learn with the rest of Council at regular Council meetings
- Act as an initial point of contact for the Commission/committee to the City

The City has two formal local bodies for Council liaison appointments; the Planning Commission and the Parks Advisory Committee. The Planning Commission is a Charter mandated body and also performs some quasi-judicial decision making in addition to making recommendations on legislative items relating to the Gold Hill Land Use Code so there are some specific guidelines for the Council liaison in addition to the bullet list above.

Additionally, there are a number of regional agencies and boards where local elected officials are invited and requested to serve and participate. Those include:

- Middle Rogue Metropolitan Planning Organization (MRMPO)
- Rogue Valley Area Commission on Transportation (RVACT)
- Rogue Valley Council of Governments (RVCOG)
- Southern Oregon Regional Economic Development Inc (SOREDI)
- Dept of Environmental Quality (DEQ)

Note: this is specific to our MAO issues, not a general ongoing assignment

FISCAL IMPACTS

Transportation costs are typically reimbursable expenses utilizing the most current IRS mileage rate. No other local expenses are expected with the liaison assignments. While no direct local revenue is associated with the liaison assignments, regional level participation and representation can often assist and support grant and other similar funding opportunities for Gold Hill.

STAFF RECOMMENDATION

Staff recommends utilization of the assignment table below to assist with assignment preferences.

2023 Council Liaison Appointments

	Meeting Time	Beidscheid	Martin	Newstead	Palmer	Stancliff	Rigney	Wilson
Middle Rogue Metropolitan Planning Organization (MRMPO)	Third Thursday @ 2:30 PM							
Rogue Valley Area Commission on Transportation (RVACT)	Second Tuesday @ 9:00 AM							
Rogue Valley Council of Governments (RVCOG)	First Wednesday @12:00 PM							
Southern Oregon Regional Economic Development Inc (SOREDI)	Wednesday @ 3:00 PM							
Dept of Environmental Quality (DEQ)	N/A							
Gold Hill Planning Commission	Third Wednesday @ 6:00 PM							
Gold Hill Parks Advisory Committee	First Wednesday @ 3:00 PM							

ACTIONS, OPTIONS & POTENTIAL MOTIONS

- 1) I move to approve Mayor Palmer's Council Liaison Assignments for 2023
- 2) I move to approve Mayor Palmer's Council Liaison Assignments for 2023 with the following amendments...

REFERENCES & ATTACHMENTS

N/A



Council Communication

Agenda Item	Election of Council President for 2023-24		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	January 9, 2022

SUMMARY

The election of a Council President is prescribed by the Gold Hill Charter to be conducted at the first Council meeting of the year in odd numbered years. The role of the Council President is to preside over Council meetings in the Mayor's absence and to represent the Mayor and the City should the Mayor be unable to carry out those functions.

POLICIES, PLANS & GOALS SUPPORTED

Gold Hill Charter, Chapter IV, Section 18

PREVIOUS COUNCIL ACTION

Election of Council President Palmer – 2021-22

BACKGROUND AND ADDITIONAL INFORMATION

The election of Council President is required by Charter to be conducted via ballot rather than nomination/vote. Ballots will be provided by the City Recorder. The selection will be determined by a vote for one Councilor reaching four ballot votes.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

Staff recommends a discussion among Council prior to the distribution of ballots to first determine who among Council would be interested and willing to be considered for the role. This may assist in successfully completing the election process.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1) I move to approve the election of _____ as Council President for calendar years 2023 and 2024.

REFERENCES & ATTACHMENTS

City of Gold Hill Charter, Chapter IV, Section 18

CHAPTER IV

Council

Section 13. Meetings. The council shall hold a regular meeting at least once each month in the city at a time and at a place which it designates. It shall adopt rules for the government of its members and proceedings. The mayor upon his own motion may, or at the request of three members of the council, shall, by giving notice thereof to all members of the council then in the city, call a special meeting of the council for a time not earlier than three nor later than 48 hours after the notice is given. Special meetings of the council may also be held at any time by the common consent of all the members of the council.

Section 14. Quorum. A majority of members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

Section 15. Record of Proceedings. The council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

Section 16. Proceedings to be Public. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 17. Mayor's Functions at Council Meetings. The mayor shall be chairman of the council and preside over its deliberations. He shall vote on all questions before the council only when necessary to break a tie vote. He shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council. (Amended by election Sept. 17, 1985).

Section 18. President of the Council. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by ballot shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of his office, the president shall act as mayor.

Section 19. Vote Required. Except as this charter otherwise provides, the concurrence of a majority of the votes cast at a council meeting shall be necessary to decide any question before the council.



Council Communication

Agenda Item	Review and Approval of Request for Proposals (RFP) for the Wastewater Treatment System (collections and plant)		
From	Adam Hanks	Interim City Manager	
Contact	Adam.hanks@cityofgoldhill.com	Date	January 9, 2023

SUMMARY

Rogue Valley Sewer Services (RVSS) initiated a termination of the existing one-year extension to the prior five year contract for operations and maintenance of the wastewater treatment facility and the sewer collections system. The contract termination is March 30, 2023 and includes a 90 day period for coordination of the transition to a new provider (June 30, 2023).

To ensure Council is able to review and select an alternative provider for these services prior to the end of the 90 day transition period, a Request for Proposals (RFP) has been developed and is scheduled to be issued immediately upon Council approval to provide adequate time to meet the scheduled detailed within the draft RFP that will result in the contractor selection, negotiation and approval of the multi-year contract and contractor transition prior to June 30, 2023.

POLICIES, PLANS & GOALS SUPPORTED

PREVIOUS COUNCIL ACTION

Numerous prior Council discussion/deliberation and decisions regarding future wastewater plant, most recently deciding on September 19, 2022 to move forward with a replacement plant rather than a pipeline connection to the RVSS system and October 3, 2022 to select a conventional activated sludge (CAS) type treatment plant. Additionally, Council was briefed on the RFP process, intent and preliminary schedule at the December 19, 2022 Council meeting.

BACKGROUND AND ADDITIONAL INFORMATION

The City Engineer, Dan Scalas from Adkins Engineering, has preparing the RFP with coordination from staff to provide Council with the opportunity to select the most suitable provider based on both competency, cost, and customized service offerings (plant only, plant + collections system, combination of contract and City staff utilization, etc).

The RFP includes a review committee that includes the City Engineer, the City Manager, at least one City Councilor and potentially a public sector wastewater Director/Manager to assist in the scoring and evaluation of the submittals.

Council will then select a contractor(s) for City staff to complete contract negotiations with in order to complete a contract for Council review and approval at a Council meeting by early May of 2023.

Staff will then work with the new contractor(s) and RVSS to ensure the transition is smooth and all necessary data and operational details are transferred and incorporated for the ongoing operations and maintenance of both the plant and collections system.

It is also anticipated that the City will need to coordinate with the City of Medford on an Intergovernmental Agreement (IGA) to allow for continued disposal of waste solids from the wastewater treatment process at the City of Medford facility as RVSS will no longer be responsible for that aspect of the process. This will be completed by staff, with Council IGA approval, concurrent to the RFP bid/selection process. Should additional agreements and/or contracts be required, staff will update and involve Council in all associated contract negotiations and approvals.

FISCAL IMPACTS

Initial costs for the development of the RFP and completion of the selection process is between \$4,000-\$5,000.

Cost comparisons for future operations and maintenance of the plant and collection systems will be provided as part of the evaluation of submittals (cost information is submitted separately from qualifications information).

The City currently contracts with RVSS for operations and maintenance of both the treatment plant and collection system at a total monthly cost of \$30,000 (\$360,000/yr).

STAFF RECOMMENDATION

Staff recommends Council approval of the attached draft RFP and authority for the City Manager to immediately publish and initiate the RFP process..

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1) I move to approve the Request for Proposal for the Wastewater Treatment System and authorize the City Manager to move forward with the RFP process as outlined in the RFP document.

REFERENCES & ATTACHMENTS

1. Draft Request for Proposals – Wastewater Treatment System
2. RVSS Contract Termination Letter dated October 19, 2022
3. RVSS Sewer System Operating Agreement – Summary letter dated March 30, 2022

CITY OF GOLD HILL

Request for Qualifications/Proposals
for the
**Operation, Maintenance and Management
of
Wastewater Treatment and Collection
Facilities**

January 2023

Request for Qualifications/Proposals

	Advertisement	3
1	Introduction	
1.1	Background and Objectives	5
1.2	Purpose of Solicitation	6
1.3	Overview of Services	6
1.3.1	Scope of Work	7
2	Operation, Maintenance, & Management	
2.1	Asset Management Plan	8
2.2	Staffing	10
2.3	Collections	10
2.4	Description of Facilities	10
2.4.1	Gold Hill Wastewater Treatment Facility	10
2.4.2	Gold Hill Wastewater Treatment Facility Inspection & Startup	10
3	Description of Procurement Process	
3.1	Pre-Submission Conference	11
3.2	Procurement Process and Schedule	11
3.3	City Rights and Options	11
3.4	Expense of Submittal Preparation	12
3.5	Information Disclosure to Third Parties	12
3.6	Questions/Clarifications Request	12
3.7	Equal Opportunity Requirements	13
4	Submittal of Proposals	
4.1	General Instructions and Submittal Deadline	13
4.2	Qualifications and Technical Approach	13
4.2.1	Cover Letter	14
4.2.2	Minimum Operational Requirements	14
4.2.3	Qualifications	14
4.2.3.1	Corporate Profile	15
4.2.3.2	Corporate Core Values	15
4.2.3.3	Financial Qualifications	15
4.2.3.4	Relevant Experience and References	16
4.2.3.5	O&M Experience and Existing Client Satisfaction	16
4.2.3.6	Additional Capabilities	16
4.3	Technical Approach	16
4.4	Price Proposal	18
5	Review and Evaluation	
5.1	Evaluation Criteria	19
5.1.1	Project Staffing	19
5.1.2	Project Experience	20
5.1.3	Proposal Approach	20
5.1.4	Scheduling Approach	20
5.1.5	Project Fee Component	20
5.2	Evaluation of Proposal	21
5.3	References	22

REQUEST FOR QUALIFICATIONS/PROPOSALS

City of Gold Hill OPERATION, MAINTENANCE AND MANAGEMENT OF WASTEWATER TREATMENT FACILITIES

City of Gold Hill invites qualified Contractors to submit proposals describing their technical and financial qualifications to provide full-service operations, maintenance, and management of wastewater treatment facilities. Subject to approval by the City Council, the contract term under consideration is for 6 (6) years with two (2) optional 3-year renewals. Proposals for **Operation, Maintenance, and Management of Gold Hill Wastewater Treatment Facilities** for the City of Gold Hill will be received by the City of Gold Hill, Office of the City Manager, at 420 6th Ave., Gold Hill, OR 97525, until **2:00 P.M. on February 22, 2023**. The outside envelope should be labeled "Proposal for the Operation, Maintenance, and Management of the WWTF." The Gold Hill WWTF includes the Gold Hill Wastewater Treatment Facility and wastewater collection system.

The Gold Hill Wastewater Treatment Facility (GHWWTF), located at 2177 2nd Ave, Gold Hill, Oregon, 97525 is operated by Rogue Valley Sewer Services (RVSS) and consists of a CAS facility with a present design capacity of 0.35 million gallons per day (MGD). Proposals will also include operations and maintenance of the collections system.

The full-service contract operation requires the Contractor to provide all GHWWTF operational costs and maintenance staff.

The Contractor will be responsible for:

- All aspects of facility management, personnel, operation and maintenance, and for all costs, including hiring, training, and administering all personal-related issues.
- Dewatering, hauling, and disposal of grit and bio-solids.
- Furnishing and maintaining vehicles and light-duty service trucks to carry on daily operations.
- Maintaining all land, buildings, improvements, and permanent equipment in association with the GHWWTF. Equipment maintenance shall be performed by the Contractor in accordance with the manufacturer's recommendations, and the Contractor will be required to provide proof therefore to the satisfaction of the City.
- Meeting all regulatory requirements and for operating, maintaining, and managing the GHWWTF in compliance with all other applicable local, state, and federal laws and regulations.
- Laboratory and analytical services shall be included in the scope and associated pricing.

The City will be responsible for:

- Required capital expenditures
- Utility cost, including electric, water, and gas
- Network and WIFI connectivity.

The Contractor will be required to submit an annual budget request for approval that includes all of the City cost items listed above.

The City will conduct a **mandatory** pre-submission conference and tour of the facilities on February 1, 2023, starting at 10:00 am at City Hall located at 420 6th Ave., Gold Hill, Oregon 97525.

The information requested is to be organized in accordance with the format outlined in the Request for Qualifications/Proposals (RFQP) document and is to be bound into one (1) volume. Each proposal should respond to all information requested in the RFQP document. A proposal may be rejected by the City if the proposal is not completed in its entirety and/or is not organized as outlined in the RFQP document.

Any Proposal received after the time and date specified shall not be considered.

Questions pertaining to this Request for Qualifications/Proposals must be submitted to the City's contract Engineer, Daniel Scalas, P.E. in writing by email to dscalas@adkingsengineering.com **no later than 2:00 pm on February 17, 2023**. Questions not received in writing by that deadline shall be forever waived.

Digital Bidding Documents of the Request for Qualifications/Proposals may be obtained from QuestCDN's website: <http://www.QuestCDN.com> beginning **XX/XX/2023**. The digital Bidding Documents may be downloaded for a non-refundable fee of \$25.00 by inputting QuestCDN eBidDoc Number **xxxxxxx**. Assistance with free QuestCDN membership registration, document downloading, and working with the digital Project information may be obtained at QuestCDN.com, 952-233-1632, or via e-mail at infor@questcdn.com.

The REQUEST FOR PROPOSAL DOCUMENT may be reviewed at the following locations:

City of Gold Hill (www.cityofgoldhill.com) 420 6th Avenue, Gold Hill, OR 97525

Medford Builders Exchange (<https://medfordbuilders.com>) 2330 Crater Lake Ave., Medford, OR 97504

Klamath Builders Exchange (www.facebook.com/KlamathBuilders/) 724 Main Street, Klamath Falls, OR 97601

Douglas Plan Center (www.dcplancenter.com) 3086 NE Diamond Lake Blvd., Ste. D, Roseburg, OR 97470

Eugene Builders Exchange (www.ebe.org) 2640 11th Ave., Eugene, OR 97402

Premier Builders Exchange (www.plansonfile.com) 1902 NE 4th St., Bend, OR 97701

CITY OF GOLD HILL
Adam Hanks
Interim City Manager

1. Introduction

The City of Gold Hill (hereinafter referred to as the "City") is issuing this Request for Qualifications/Proposals (RFQP) to solicit statements of qualifications, technical approach, and pricing from Contractors capable of providing full-service operations, maintenance and management of the GHWWTF as described in this document.

This RFQP, issued in accordance with the provisions of the laws of the State of Oregon, invites qualified Contractors to submit proposals describing their technical and financial qualifications to provide the services described. Subject to approval by the City, the contract term under consideration is for six years with two (2) optional three-year renewal.

- The City Wastewater GHWWTF is a 0.35 MGD conventional activated sludge (CAS) wastewater treatment GHWWTF that consists of:
 - Four (4) Influent pumps
 - One (1) grit chamber
 - Two (2) comminutors
 - One (1) manual bar screen
 - Two (2) Davco package CAS treatment systems
 - One (1) river outfall
 - Associated yard piping and all appurtenances.
- Bio-solids are processed in the secondary treatment tanks within the Davco plants. Initial hauling and disposal shall be completed via tanker truck transported to the Medford RWRF.
- There are no significant or chronic SSOs in the municipal separate sanitary sewer system.
- Approximately 100% of the City is sewered.
- The WWTF will receive domestic/commercial wastewater.
- The WWTF includes some industrial users of the City Wastewater System.
- Contract operators do not provide any administrative or billing services on behalf of the City.

1.1 Background and Objectives

The objectives of outsourcing of operations include:

- Managing operating and capital expenses
- Minimizing or eliminating permit violations
- Providing technical assistance to address the City's existing assets, future capacity, and regulatory issues
- Removing day-to-day system operation and oversight requirements by the City.

It is understood that the information contained in the RFQP and the experience, guarantees, price for the initial service, pricing considerations and related innovative approaches demonstrated by the Contractor shall be the general basis for the selection of a Contractor for the consideration to provide these scope of services and future facility services. Information submitted to the City by each Contractor shall be in two documents:

- Qualifications and Technical Approach
- Price Proposal

The City expects to select the most qualified, responsive, resourceful, and experienced Contractor based on the review by the City and its evaluation/selection committee. The Contractor will be selected at the sole discretion of the City based on the review of and scoring of the Contractors' overall submittals.

Upon selection of the finalist, the City will begin scope clarifications, draft agreement revisions, and final price negotiations with the selected Contractor. Should the negotiations fail to result in an executed agreement with the selected Contractor, the City may elect to terminate negotiations with the selected Contractor and begin negotiations with the next most preferred Contractor (and so on) or cancel the procurement process.

It is understood that each Contractor interested in providing the services shall evaluate and inspect the facility and review data that the City has available, including construction plans and specifications, design reports, permits, compliance reports and shop drawings, operating budgets, audit reports, and other pertinent data. Arrangements for the inspection and/or copying of the documents shall be coordinated through the Project Coordinator.

1.2 Purpose of Solicitation

In issuing this RFQP, the City is seeking to ensure the optimal operation of the facilities by contracting with a Contractor having the technical and financial resources to perform the required operation, maintenance, and management services. The City's ultimate objectives for the operation of the current and future facilities is to select a contractor who will provide a strong technical support team, operate safely and in compliance with all regulatory requirements, implement sustainable and effective maintenance programs, and provide efficiencies in labor and materials, and partner with the City by effectively communicating operational issues, compliance reporting, capital needs and other pertinent information to the City Engineer and City Manager.

Proposals submitted by Contractors in response to this RFQP will be evaluated in accordance with the criteria outlined in Section 5 of this RFQP. Based on the City's evaluation of the RFQP, a Contractor will be selected by the City for contract negotiations. A response to this RFQP is mandatory for consideration.

1.3 Overview of Services

The City is seeking qualified Contractors capable of providing operation, maintenance, management, and other related services for the facilities. The Contractor, ultimately selected from the Contractors pursuant to the City's comprehensive procurement process, shall be required to provide various services associated with all or a portion of the facilities. This may include, but not be limited to, provision of:

- Labor and benefits
- Laboratory and analytical services
- Routine maintenance of facilities and associated equipment
- Reporting to regulatory agencies
- Management of the operations and maintenance
- Hauling and disposing of bio-solids (including grit)

The Contractor will be responsible for satisfying the State of Oregon regulatory requirements and for operating, maintaining, and managing the facilities in compliance with all other applicable local, state, and federal laws and regulations. Services for the operation, maintenance, and management of the facilities shall be provided in a safe, secure, effective, and efficient manner. Workplace safety shall be maintained at all such facilities according to best practices in these types of facilities nationwide.

Contractor shall be liable for those fines or civil penalties which may be imposed by a regulatory agency for violations of the effluent quality requirements that are a result of Contractor's negligent operation.

Contractor shall be liable for all judgments, liabilities, damages, claims, and other costs (including, but not limited to, City attorney fees) associated with any suits precipitated by violations of the GHWWTF's

wastewater discharge permit, caused by Contractor's negligence. Should City be assessed fines as a result of Contractor negligence in performance of its contractual obligations, Contractor will reimburse City for such fines.

The Contractor is responsible for training of its employees. City will provide guidance during the transition between current employees and Contractor, as needed.

Contractor will use applicable City and State of Oregon public purchasing rules to purchase all maintenance and operating supplies, including chemical acquisition used at the GHWWTF, unless the Contractor can procure the item at better total price to City through its own sources, or an emergency situation necessitates the use of other methods of procurement.

Each year, the Contractor shall create a capital budget and an operations and maintenance cost (including chemicals and utilities) budget to be incorporated into the City's budgeting process.

Contract laboratories utilized for DMR required analysis are subject to auditing by City. Any change in laboratories used by the City for treatment analysis or DMR submissions must be approved by City prior to the change.

1.3.1 Scope of Work

- A. The contractor is responsible for GHWWTF operations and maintenance in compliance with OR DEQ permit, applicable DEQ MAO, and all applicable Federal, State, and Local regulations as follows:
- O&M of GHWWTF
 - The GHWWTF is to be staffed in accordance with OR DEQ requirements, but at no time less than a minimum eight hours per day seven days per week, 365 days per year.
 - Permanent on-site staffing at a minimum shall be in accordance with the OR DEQ minimum staffing requirements for operations, maintenance, and management personnel.
 - The contractor, at a minimum, must employ personnel with the following qualifications:
 - Contractor's principal-in-charge must have substantial experience in wastewater operation and maintenance and possess either a Grade II Wastewater Operator's license and Grade II Collections System license or equivalent from another state with reciprocity or a Professional Engineers license in Oregon or in another state with eligibility to obtain an Oregon license within 6 months of Contract execution. The principal-in-charge must attend all meetings required to update City officials of the operation of the facility. The principal-in-charge must be responsible for contract administration and operation and maintenance overview.
 - Contractor's full time on-site GHWWTF manager/superintendent must have at least ten (10) years of experience in wastewater treatment including significant experience with the CAS operations and possess a Grade II Wastewater Operator's License.
 - Contractor must employ full time in-house repair and maintenance personnel with expertise in the areas of:
 - Pumps
 - Valves
 - Instrumentation
 - All monitoring and sampling required by Federal, State, and local regulations, or as operating conditions may require.
 - Effluent priority pollutants
 - Bioassays
 - Discharge Monitoring Report Influent and Effluent compliance monitoring
 - Sludge Processing and disposal

- B. The Contractor is responsible for:
- Sampling programs required by consent agreements above and beyond the discharge permit requirements.
 - Influent troubleshooting of process upsets as necessary.

The City's testing account to be used by the contractor to pay for analytical costs as a pass-through, as approved by the City.

- C. The contractor is responsible for sludge collection, any analysis or monitoring necessary, and hauling off-site. The contractor is responsible for scheduling and coordinating the sludge hauling to the Medford RWRP.
- D. Contractor is expected to submit monthly reports to the City
- Discharge monitoring reports (DMR) and monthly operation and maintenance reports (MOR) as submitted to OR DEQ.
 - Wastewater verification and monitoring report.
 - Maintenance account report.
 - Executive summary including contract parameters and electrical usage.
 - Cost of all utilities, including water and electricity for GHWWTF
 - Cost of all fuels for generators and other equipment
 - Cost of all process chemicals and supplies
 - Cost of SCADA and alarm communication services
- E. The contractor shall provide necessary insurance for liability coverage for environmental fines and liability as well as any costs resulting from negligent operations that result in GHWWTF upsets or equipment failures, and be able to describe specifically how that coverage would apply to the City projects within the design capacity and capability to operate the project so that the requirements of the City's NPDES, MAO and subsequent modifications are met. The successful proposer shall be responsible for meeting the requirements of City's NPDES permits.
- F. The City is responsible for:
- Capital repair/replacement costs as identified in the annual capital replacement budget.
 - Repair and maintenance costs in excess of a \$10,000.00 contract minimum.
 - Utility costs, including electric, water, and gas
 - Network and WIFI connectivity

It is understood that the City cannot list every generally accepted practice that should be associated with a scope of work of this magnitude. As such the City has an expectation that the selected contractor perform the necessary scoping items that are reasonable and rational. The City does not expect to receive out of scope change orders because a single specific item was not discussed in this scope. The contractor is encouraged to seek clarity from the City and the City's engineer about expectations.

2. Operation, Maintenance, & Management

2.1 Asset Management Plan

- Provide and document all preventive maintenance and corrective maintenance for the GHWWTF and collection system with approved computerized maintenance management system (CMMS), or City approved equivalent electronic database.
- Provide and document all repairs; the total repair amounts shall be approved and budgeted for each fiscal year and based anticipated needs of the system. This amount shall be remitted to the

Contractor as part of the yearly Contract payment. City authorized repairs and related expenses above the approved amount will be paid for by City. Any amount that is remaining at the end of the fiscal year shall be entirely refunded to the City.

- Provide City with a detailed accounting of repairs on a monthly basis.
- Provide the City access to all laboratory testing and sampling.
- Conduct "repair versus replace" analyses for repair activities and coordinate with the City on their recommendation prior to final determination.
- Pay all direct costs incurred in normal project operations, and provide City, on a monthly basis, a report of direct costs in a mutually agreeable format identified.
- Calculate and report the flows and loadings for the GHWWTF.
- Responsible to administer all safety programs, inspections, training, safety equipment repair, and preventive maintenance required to comply with OSHA and State of Oregon regulations.
- Prepare all NPDES permit reports pertaining to the services in a timely manner to City, DEQ, and other appropriate regulatory agencies
- Bio-solids Management - Contractor shall prepare, implement, monitor, and report information for the Bio-solids Management Plan required by the City. This can include but is not limited to:
 - Responsible for treating, transporting, and disposing (land fill or RWRF) of all solids (including screenings, grit, and bio-solids) generated at wastewater treatment GHWWTFs including, but not limited to, obtaining a landfill contract, site specific preparation cost/logistics and permits necessary
 - Prepare and submit annual bio-solids handling reports. All bio-solids records must be retained and updated accordingly by successful proposer. The successful proposer shall provide copies of all reports to the City.
- Provide City with updated operations and maintenance standard operating procedures for both treatment and collections which shall be reviewed and updated annually.
- Provide City with updated emergency operating plan for the wastewater system which shall be reviewed and updated annually
- Be onsite to call-outs 24-hours/day and within 30 minutes of notification.
- In coordination with the City maintain aesthetics of all facilities associated with this RFQP to include but not limited, landscaping, exterior painting, etc.
- Provide access for periodic inspection of all facilities and allow for intermittent City participation in daily staff assignment meetings.
- Operate all processes and facilities in such a manner that odor problems are minimized including odors from grit, grease, scum, and other odor sources.
- Comply with DEQ and EPA requirements regarding GHWWTF operations and maintenance, and provide City with reports and other information regarding potential or actual violations involving the project.
- Comply with regulatory reporting requirements, including directly notifying regulatory agencies regarding potential or actual violations.
- Annually provide City with a Capital Improvement Purchase list for values greater than \$5,000. The list shall include items necessary for the GHWWTF, lift stations, any other applicable equipment, etc.
- Utilizing the facility plans and master plans as a baseline, conduct and prepare a facilities assessment report which will evaluate the condition of GHWWTF and major equipment in detail. This report will be re-evaluated at the midway point of the contract's duration. This report will be utilized to submit a Capital Improvement Forecasting Plan which shall be in the form of a 3-year plan to be updated annually.
- Maintain site vehicle cleanliness and appearance to the standard identified by the City.
- Provide an annual presentation of O&M services status to City Council, in coordination with City Manager and City Engineer.

- Coordinate and work with City to explore alternative delivery methods to implement capital improvements in the most cost-effective manner.
- Make regular, routine purchases of new and replacement equipment, other than capital equipment.
- Cooperate and assist with City and any consultants and contractors retained by City for any planning, design, and construction related to the GHWWTF, and any other facilities, vehicles or project equipment. Cooperate with City and any consultants retained by City for any performance audits of the project, and provide access to operational cost information during normal business hours.
- Responsible for rodent and other vector control at all facilities as needed.

2.2 Staffing

Staff the project with employees who have met the certification requirements of the State of Oregon, and possess the skills and ability to perform routine maintenance and repairs on site and conduct ongoing training programs for all personnel to ensure proper operation and maintenance of all systems. On an annual basis, provide the City with a list of staff members and the certifications.

- Due to the small nature of the staff, it is essential that all staff be cross trained. For example, this can include but is not limited to: operators being trained at the GHWWTF and being familiar with the lift stations tributary to each, having a working knowledge of the instrumentation and the software associated, staff having flagger training, crew trained on transportation of bio-solids, crew trained on bio-solids reporting, etc.

2.3 Collections

Clean and maintain collection system.

- Provide routine operation and maintenance of the sanitary sewer collection system to include:
 - CCTV inspection of all gravity sanitary sewer lines except service laterals, on a 5-year cycle
 - Clean all gravity sanitary sewer lines except service laterals, on a 3-year cycle.
 - Maintain one STEP pump system and one E-One grinder pump.
- Be available to respond to callouts 24-hours/day and within 30 minutes of notification during work hours and within 60 minutes outside work hours (work hours are 8:00am to 5:00pm, Monday through Friday).

2.4 Description of Facilities

2.4.1 Gold Hill Wastewater Treatment Facility

The wastewater treatment GHWWTF, located at Gold Hill, Oregon is operated under NPDES 102494 and consists of a CAS facility with a present design capacity of 0.35 million gallons per day (MGD). It is anticipated that the GHWWTF will be replaced with a new CAS plant within the next 5 years. It is expected that the Contractor will provide input on the new plant during the design process and operate the existing plant while the new plant is under construction at the same location. The treatment plant operator will be expected to coordinate construction and operations with the construction contractor.

2.4.2 Current Treatment Plant Operator

(RVSS) currently operates and maintains the GHWWTF. The current contract with RVSS is set to expire March 31, 2023 with a 90-day transition period following contract termination. It is expected that the new contractor will work with RVSS over a portion of the 90-day transition period. Overlap of operations will occur during this period in which RVSS, the new Contractor, City staff and City Engineer will develop a plan to transition between certified operators.

3 Description of Procurement Process

3.1 Pre-Submission Conference

The City will conduct a **mandatory** pre-submission conference and be available to tour any facilities on February 1, 2023 starting at 10:00 am at the City Hall, located at 420 6th Avenue, Gold Hill, Oregon 97525.

The purpose of the pre-submission meeting is to answer questions regarding the Request for Qualifications/Proposals (RFQP) and the form the Technical Approach should take. All Contractors interested in submitting a proposal must contact the City Manager's office (contact Adam Hanks at adam.hanks@cityofgoldhill.com or (541) 855-1525, no later than 4:00 pm on January 25th, 2023, to indicate their intent to attend the pre-submission conference. Each interested Contractor should ensure that they meet or exceed the Minimum Operational Requirements set forth in this document.

At the meeting there will be a presentation of the project and a question-and-answer session. The meeting will adjourn and break for lunch. At 1:00 p.m. there will be a tour of the treatment GHWWTF currently under construction and major lift stations. All of the questions and answers will be documented and provided online for review. **This will be your only opportunity to tour the GHWWTF.** Attendance to this meeting is mandatory. Submittals will not be accepted from contractors that did not attend the required meeting.

The City will make copies of certain pertinent materials available on the day of the pre-submission conference and tour. This pertinent information should be sufficient for the Contractor to submit a proposal and develop an understanding of the wastewater operations, maintenance, and management. Copies of materials that may be provided to potential Contractors will include but are not limited to: compliance reports, recent inspection reports, daily operating records, wastewater facility plan, construction plans and other pertinent data.

A summary procurement schedule of the major activities associated with this solicitation process is presented below. This schedule is based on the City's intent to enter into an agreement with the selected Contractor that will begin on April 7, 2023 with the sole operating responsibility on June 1, 2023.

Activity	Date
Issue RFQP	January 17, 2023
Mandatory pre-submission conference	February 1, 2023
Last day for RFI's	February 17, 2023
Last day for addendums	February 20, 2023
Receive proposals from Contractors	February 22, 2023
Evaluation of submittals complete	March 8, 2023
Initiate contract negotiations with most qualified Contractor	March 14, 2023
Award contract	March 27, 2023
Contract Start Date	April 7, 2023

3.2 City Rights and Options

The City, at its sole discretion, reserves the following rights:

- To supplement, add to, delete from and change this solicitation document
- To determine which Contractor, if any, should be selected for negotiations
- To reject any or all proposals received pursuant to this RFQP
- To supplement, amend, substitute or otherwise modify this RFQP at any time

- To cancel this RFQP with or without the substitution of another RFQP or pre-qualification process
- To request additional data or information after the submittal date, if such data or information are considered pertinent, in the City's sole view, to aid the review and selection process
- To conduct investigations with respect to the qualifications and experience of each Contractor
- To take any action affecting the RFQP or the services or facilities subject to this RFQP that would be in the best interests of the City
- To require one or more Contractors to supplement, clarify or provide additional information in order for the City to evaluate the RFQPs submitted
- To waive any defect or technicality in any RFQP received
- To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise
- To renegotiate the terms of the agreement, executed subsequent to this RFQP, after the commissioning of the proposed new CAS treatment plant.

3.3 Expense of Submittal Preparation

The City accepts no liability for the costs and expenses incurred by the Contractors in responding to this RFQP, preparing responses for clarification, attending interviews, participating in contract development sessions or meetings and presentations required for the contract approval process. Each Contractor that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement process.

3.4 Information Disclosure to Third Parties

The public disclosure of the contents of each proposal submitted in response to this RFQP is generally governed by state law. By responding to this RFQP, Contractors waive any challenge to the City's decisions in this regard.

If any submittal contains confidential technical, financial, or other types of information, the Contractor must clearly label the specific portions sought to be kept confidential and specify the exemption that the Contractor is relying upon. Marking all, or substantially all of, a response as confidential, may result in the response being considered non-responsive by the City.

Notwithstanding the foregoing, Contractors recognize and agree that the City will not be responsible or liable in any way for any losses that the Contractor may suffer from the disclosure of information or materials to third parties.

3.5 Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFQP will be made orally to any Contractor. Contractors must request such interpretation or clarification in writing from the City.

If any Contractor has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing by email no later than 2:00 pm local time on February 17, 2023:

Dan Scalas, P.E., City Engineer
 Adkins Engineering & Surveying
 City of Gold Hill
 Gold Hill, OR 97525
 Office: (541) 855-1525
 Adkins Office: (541) 884-4666
 Email: dscalas@adkinsengineering.com

Only emailed contacts will be acknowledged.

Any and all such interpretations, responses to questions/clarifications, and supplemental instructions will be made in the form of written addenda, which will be sent to all recipients of the RFQP and shall become part of this RFQP. Copies of all questions and answers, and any addenda to supplement the RFQP, will be sent through QuestCDN to all Contractors listed on the Plan Holders List no later than two (2) days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

Any Contact with City officials or staff during the RFPQ process must be approved by the Interim City Manager, Adam Hanks. Failure to abide by this criterion will be grounds for disqualification from the selection process.

3.6 Equal Opportunity Requirements

The selected Contractor, in the performance of all services, will not discriminate on the grounds of race, color, religious creed, national origin, age, sex, or handicap in employment practices in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

The successful proposer shall enter into a standard professional services contract with the City.

4 Submittal of Proposals

Any Proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

4.1 General Instructions and Submittal Deadline

Contractors are requested to submit one original and ten (10) copies of the proposal to:

City Manager
City of Gold 420 6th Ave. / PO Box 308
Gold Hill, OR 97525

Proposals are due on February 22, 2023, by 2 pm local time. No facsimile copies will be accepted. The package should be clearly labeled "Proposal for the Operation, Maintenance, and Management of the Gold Hill Wastewater Treatment Facilities."

4.2 Qualifications and Technical Approach

The Qualifications and Technical Approach document must provide the following information and be organized into sections that include at least the following:

- Cover Letter
- Minimum Operational Requirements
- Qualifications
- Technical approach of operation for both treatment plant and collections system
- Technical biological understanding of an CAS plant
- Technical approach on bio-solids treatment and dewatering within an CAS plant
- Price proposal – including phasing and scope breakdown (i.e. inspection, start-up, O&M)
- Appendices (primarily for supporting financial information)
- Subcontracting structure, qualifications and contractual relationship with prime contractor

Narrative pages are to be 8-1/2 x 11 inches, and all materials shall be bound into one volume. A clear and concise presentation of information is encouraged.

Contractors are required to organize the information requested in this RFQP in accordance with the format outlined. Failure of the Contractor to organize the information required by this RFQP as outlined may result in the City, at its sole discretion, disqualifying the Contractor from further consideration.

4.2.1 Cover Letter

The proposal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address, and telephone and facsimile numbers of the Contractor along with the name, title, address, and telephone and facsimile numbers of the executive that has the authority to contract with the City.

4.2.2 Minimum Operational Requirements

This section establishes standards of experience and financial capabilities that the City requires for a Contractor to be considered qualified. The City, at its sole discretion, will decide if a Contractor meets the standards. Full-service public-private contracts for operation, maintenance, and management means, at a minimum, providing all labor and management, paying all operation and maintenance expenses, and guaranteeing performance, including regulatory agency compliance.

Contractor must:

- Have been in the business of providing full-service public-private contracts for operation, maintenance, and management of wastewater treatment facilities for at least five (5) years.
- Have existing full-service public-private contracts for operation, maintenance, and management of wastewater treatment facilities that have been in effect for at least three (3) years.
- Have operated treatment facilities in the State of Oregon for at least three (3) years.
- Have operated facilities that are comparable in size and complexity to the City's facilities.
- Have experience utilizing business systems in full-service public-private contracts for operation, maintenance, and management of treatment facilities. Describe the systems and cite examples of past and present utilization.
- Have experience in working with engineers to modify treatment systems to improve performance
- Have experience in successfully implementing risk management plans.
- Have experience in successfully implementing emergency response plans. Describe the Contractor's experience in preparing for or responding to emergency situations and in assisting communities to address critical needs in these situations. Identify the number of the Contractor's employees in the region who could supplement the efforts of existing on-site staff should the need arise.
- Have a record of health, safety, and environmental compliance. Provide the Contractor's information about any health, safety, or environmental violations within the last three (3) years. Describe the Contractor's approach to meeting and guaranteeing permit compliance.
- Be able to furnish liability and property damage insurance of not less than \$2,000,000 combined single limits for bodily and/or property damage. Submit evidence of the ability to provide coverage in this amount.
- Be able to secure a performance bond from a surety licensed in the State of Oregon an amount equal to the annual contract value. The Contractor shall provide a letter from a surety, indicating the ability to secure this bonding.

4.2.3 Qualifications

Contractors shall demonstrate their ability to undertake the City's project by providing the technical qualifications of the Contractor, individual team members, and principal subcontractors, if applicable. The City reserves the right to conduct an independent investigation of the Contractor's technical qualifications by contacting project references, accessing public information, inspecting

facilities, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Contractor shall provide the following information to demonstrate its technical qualifications:

4.2.3.1 Corporate Profile:

- Include the full name, tax identification number, main office address, telephone and facsimile numbers, and email addresses of the Contractor and the principal contact person. This shall include a description of the Contractor or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party: A project organization chart clearly delineating lines of authority within the organization is required. The history, ownership, organization, and background of the Contractor shall also be provided.
- If the Contractor is a joint venture, the required information shall be submitted for each member of the joint venture Contractor. The Contractor shall describe the history of the relationships among team members, including a description of past working relationships.
- The proposal shall also identify which portions of the work, if any, will be subcontracted. If subcontractors are proposed, the proposed contractual relationships between the Contractor and all major partners and subcontractors relative to the project shall be outlined in the proposal.
- Identify when the Contractor was organized and, if a corporation, where incorporated and how many years engaged in providing contract operations, maintenance, and management services under that name.
- Provide a description of the circumstances, if any, related to any City employee, City Council member or other officer, employee, or person who is payable in whole or in part from the City that has or had any direct or indirect personal interest in the Contractor.

4.2.3.2 Corporate Core Values

- Describe your Contractor's overall organizational structure, including relationships with parent companies and subsidiaries. Include a history of your company's ownership over the last five years.
- Describe your senior management structure and its turnover history in the last five years, specifically with respect to your contract operations Contractor and your parent company. Write a brief summary of your corporate senior management structure and the number of years each of the senior management personnel have been in their positions.
- Provide any Corporate Policies/commitment statement concerning Safety, Health and Environment (SHE).
- Describe the impact of SHE performance upon the compensation of management and the employee
- List the awards and recognition your Contractor has received in the past 5 years within the state of Oregon. Discuss additional relevant awards and recognitions for quality, business leadership and operations standardization. You may provide a more comprehensive list of awards in other geographic areas as a supplement or appendix to your submittal.
- Provide current wage and benefit structure.

4.2.3.3 Financial Qualifications:

- Submit audited financial statements for the past three (3) fiscal years. The financial statements must include income statements, balance sheets, and statements of cash flow.

4.2.3.4 Relevant Experience and References:

- Provide information about the Contractor's overall experience with operating wastewater treatment facilities in the United States. Provide details (size, duration of relationship, and processes utilized) on representative treatment facilities the Contractor operates under a private contract operations and maintenance arrangement in the United States.
- Describe the Contractor's experience and capacity to serve communities in the region.
- Provide a complete list of the Contractor's current projects with information about the contracted scope of services, contract start date, and client reference with complete contact information.
- Describe the Contractor's experience operating plants during capital upgrades and replacements.
- Describe any Contractor operating permit violations for facilities within Oregon. Include an explanation of the cause(s) and the means/timeframe required to resolve them.

4.2.3.5 O&M Experience and Existing Client Satisfaction

- Present a history of your operation and maintenance business for utility service projects, preferably in Oregon and in similar size to that of City, including your growth history, current business volume, number of Municipal sites, a map and list of sites operated, and focus of that business service. Also, provide references for at least three (3) of the municipal sites.
- Define your mix of business between government facilities, municipal facilities and municipal facilities with respect to operation.
- Provide an overview of your Contractor's experience in managing the operation and maintenance of municipal wastewater treatment facilities. Include a summary of the number of sites currently under management and the experience in operating facilities similar to or more complex than the City sites in size and technical description. Pictures of treatment facilities are recommended.
- Present a summary of your existing client base, your renewal rate and any problems that you have had with past clients. Also, describe the average life of your existing contracts with these clients.
- Provide the percent of Contractor's revenue received from O&M contract operations.
- Detail your company's bonding capacity and capability
- Provide your company's 3-Year profit trend (as% year over year).
- Describe your use of any quality management system for optimizing delivery of O&M projects.
- Provide your companywide O&M employee turnover rate and average longevity per employee.

4.2.3.6 Additional Capabilities:

- Detail the Contractor's capability to provide additional resources to assist in technical troubleshooting and capital planning. Explain how these resources are sourced (i.e., from affiliate companies, subcontractors) and whether these services are provided as part of the services offered under the base operating fee (as opposed to hourly billing).
- Detail the Contractor's capability to conduct the Oregon Department of Environmental Quality approved operator training/recertification classes for the City personnel.
- Highlight other capabilities of the Contractor that could be brought to bear on this project.

4.3 Technical Approach

In this section, Contractors will address their approach to operating, maintaining, and managing the Facilities, including:

- Management Team who will be accountable for the project and the technical personnel that will support the project
- The proposal shall identify individuals for Key Positions. Personnel changes in Key Positions will require City prior approval.
- Staffing Plan
- Transition Approach
- Operating Plan
- Maintenance
- Weekly operations reporting
- Monthly and yearly reporting applicable to local, state, and federal laws and regulations.
- Describe your training and certification programs for operations and maintenance personnel of sewer systems. Summarize your current percentage of certified operators and provide the certification levels/class. How many of these are certified in Oregon?
- Describe your plan for ongoing recruiting, training and development of operation and maintenance and operations personnel. Provide resumes of key staff that would manage and operate the City treatment plant and collection system, and discuss your management plan for overseeing the ongoing operation of the facilities
- Provide examples of successful programs or ideas your company has implemented at municipal wastewater treatment facilities you operate and indicate resultant capital or cost savings/efficiency improvements.
- Provide examples of pollution prevention or source reduction ideas you initiated at municipal wastewater treatment facilities.
- Provide examples of energy and cost saving measure that your company has implemented at municipal wastewater treatment facilities.
- Provide information and technical abilities and experience of your proposed plant manager and their immediate supervisor.
- Provide details about your liability coverage for environmental fines and liability as well as any costs resulting from negligent operations that resulted in plant upsets or equipment failures. Describe specifically how that coverage would apply to the City projects.
- List your Experience Modification Rate (EMR) for each of the last three years for your contract operations organization only.
- Summarize your Total Incident Rate (TIR) from your OSHA 200 log and the results of any OSHA audits over the last five years for your contract operations and maintenance organization only.
- Describe any legal actions or litigation on financial, legal, community actions or safety issues, environmental, which are pending or have been settled in the last ten years.
- Discuss how they might impact your ability to fulfill your obligations under the City/contractor contract.
- Provide any information regarding local, state, or federal environmental violations or enforcement activity that your company has been involved with.
- Summarize your Contractor's performance track record for wastewater treatment and collection facilities, which you have operated. Describe the number of agency audits during the past 3 years that have occurred for your operations and the fines and violations that have occurred at these facilities. Explain why the violations occurred and what your Contractor did in response to the violations.
- Describe your plan and audit method to achieve excellence in safety, health and environmental performance. Provide any additional details that will assist City in understanding your approach and commitment to maintaining environmental compliance at the facility.
- Describe how you maintain competence and current understanding of environmental regulatory statutes.
- Describe potential opportunities where scope of work efforts may be shared with non-certified City

staff.

4.4 Price Proposal

A Price Proposal shall be provided. The submittal document for complying with the Price Proposal portion of this procurement must contain at least the following topics:

- Summary
- Details of price proposal for operating and maintaining the current scope of services
- Estimated, future price adjustments for the additional improvement upgrades to the Facilities and appurtenances as outlined in the most recent Wastewater Facility Plan
- Basis for determining annual pricing adjustments
- Terms and conditions

The Price Proposal shall be submitted in accordance with the following format and shall be complete in every detail. The price shall identify all appropriate terms and conditions associated with the Price Proposal. All pricing exceptions shall be noted. Failure to do so will be considered cause for disqualification. The following definitions shall be applicable to the price items requested in this section:

- The successful proposer will be responsible to provide the City with an initial Direct Cost.
- The Direct Cost includes both labor and non-labor costs.
- Non-labor costs are repairs, office supplies, copy machines, computers, petroleum, insurance, etc.

For the purposes of this scope, the proposer must provide labor costs (benefits included) for the assumed FTEs that are requested in this RFP. Additionally, if the proposer feels that the FTE assumption can be adjusted, either higher or lower, an additional cost can be provided. It is the responsibility of the proposer, if an additional cost is provided, to clearly state what each change is from the assumed FTE and clearly state a justification for each change. It is not the responsibility of the City to interpret the assumptions of the proposer. If the additional costs are not clear and concise they will be rejected and not reviewed and evaluated with the overall proposal. The assumed FTEs are as follows:

- Personnel Services - Includes, but is not limited to, salaries, wages, overtime, pay differential, longevity, unemployment compensation, holiday pay, meal allowance, education assistance, hospital, medical, dental plans, life insurance, retirement contributions, sick leave and other costs directly attributable to employees.
- Equipment - Includes, but is not limited to, office equipment, laboratory equipment, safety equipment, tools, communication equipment, maintenance equipment, vehicles, mechanical equipment, and manually operated equipment.
- Materials and Supplies - Includes, but is not limited to, gasoline and diesel fuel, vehicle supplies, vehicle accessories, office supplies, duplication and photo supplies, medical supplies, chemicals, laboratory supplies, clothing and uniforms, and other materials and supplies.
- Maintenance and Repair Limit Budget - Includes the total of all maintenance and repair expenditures, including, but not limited to, repair parts, maintenance equipment, maintenance supplies, outside maintenance services, oil and grease, packing, and maintenance equipment rental. Contractor on-site labor shall not be included.
- Other - Includes amortization of contractor-furnished capital and start-up costs and any and all expenses not identified in any other specific category.

Pricing shall be presented using the following format:

Price Proposal for First Full Year of Operation for the Current Scope of Services

Operations and Maintenance (GHWWTf & Collections)	
Personnel Services	\$
Equipment	\$
Materials/Supplies	\$
Outside Services	\$
Dewatered Bio-solids Hauling/Disposal	\$
Maintenance and Repair Limit*	\$
Other (Identify)	\$
Administration/Overhead/Profit	\$
Total Year 1 Contract Price	\$

**Contractor will use an annual cap of \$45,000 for the Maintenance and Repair Limit unless approved by the City Manager. A repair budget (repairs less than \$10,000 each) will be negotiated annually.*

The Contractor should present information in their Price Proposal that defines the general allocation to each proposed contract service area such that the combined individual sub-budgets equal the total price.

5 Review and Evaluation

Submissions received in response to the RFQP will be evaluated based on the Contractor's:

- Corporate capabilities and ability to perform the proposed services
- Experience in providing these and/or similar services
- Financial qualifications
- Technical approach
- Price proposal

Each Contractor's submission will be reviewed for completeness and responsiveness to the RFQP requirements. Based on its review and evaluation of the proposals, the City will select a Contractor to begin negotiations based on the Contractor's demonstrated ability to technically and financially perform the services outlined in this document. Specifically, proposals will be evaluated based upon the criteria presented in the subsequent paragraphs.

5.1 Evaluation Criteria

In evaluating the RFQP, the City will utilize the requirements outlined in this section to identify the Contractor best qualified to perform the services.

The City will follow a selection procedure that involves the review of all qualified proposals, the evaluation and ranking of proposals, negotiation of fees, and award of contract is based upon our local and state procurement requirements. The previous section titled; submittal of proposals describes the minimum information required in the proposal. Contractor selection will be performed by the evaluation committee and will be based on the proposal package requirements and the following criteria.

5.1.1 Project Staffing

- Is the principal-in-charge qualified to manage all phases of the project?
- Does principal-in-charge have experience in managing a bio-solids program (hauling,

disposing, reporting, monitoring, etc.)?

- Does the principal-in-charge have experience with operating treatment WWTFs in similar size and type as City?
- Does the principal-in-charge have experience with operating and managing a sewer collection system?
- Does the principal-in-charge have sufficient credentials that meet NPDES permit requirement (Wastewater Operator Certification in Collection and Treatment)?
- Does the support staff have sufficient experience with related work?
- Does support staff have Wastewater Operator Certifications in Collection and Treatment? Does the support staff have sufficient experience with related work?
- Are all required disciplines represented in this scope of work?
- Have key personnel worked successfully together on past projects?
- If sub consultants are proposed, have they worked with the key personnel before?
- Have all team members had similar experiences regarding project scope and magnitude?

5.1.2 Project Experience

- Are similar and current projects submitted as examples?
- Does the reference confirm a “job well done”?
- Are references current and accessible?
- Does Contractor show experience working successfully with public agencies and under the public contracting statutes and requirements?
- Does Contractor show experience with O&M projects in public sector?
- Was a detailed listing of any ongoing claims provided?

5.1.3 Proposal Approach

- Does proposal present all required material in a clear and professional manner?
- Does proposal address all required information?
- Is a clear understanding of the project stated and demonstrated throughout?
- Is the scope detailed and comprehensive?
- Is the scope consistent with the teaming and staffing levels?
- Is Contractor’s overall O&M plan for the project clear and concise?
- Does the approach at a minimum address the following:
 - Indicate the resources available to provide operation maintenance and management services for the sewer system.
 - Indicate the in-house resources and identify resources outside of organization.
 - Discuss approach and experience interfacing with municipalities and stakeholders.
 - Describe project tracking and cost control within the established budget throughout project.

5.1.4 Scheduling Approach

- Describe how your Contractor will ensure the City’s schedules are met. Specifically, how will your Contractor organize your work, staffing, and coordinate team members in order to ensure that all schedule milestones are achieved?
- How will delays be mitigated? How will Contractor report progress?
- How will you ensure that the NPDES and bio-solids permits monitoring and reporting requirements are met, corrective and preventative maintenance occurs to all lift stations, and timely disposal of bio-solids occurs?

5.1.5 Project Fee Component

The fee component will be evaluated on clarity of the cost breakdown, the cost itself, and what is

included or excluded in the breakdown of cost.

5.2 Evaluation of Proposals

Each proposal will be reviewed against the terms of this RFQP to determine if the submittal is complete and responsive and how well the Contractor satisfies the evaluation criteria. The City may reject any submittal found to be incomplete, unresponsive, or not in compliance with the format requirements set forth in this RFQP. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the City.

The City regards the submission of the technical approach portion of the proposal in response to the RFQP as the most important factor in the selection of a Contractor to provide services for the operation, maintenance and management of the current scope of services and their capabilities to provide innovative improvements at a future date. The City reserves the right to add to or eliminate any portion of the listed services that are in the best interests of the City. The City reserves the right to reject any all responses to the RFQP and is under no obligation to award a contract.

The City intends to select the most responsive and qualified Contractor and to negotiate the terms of an Agreement, then the price with this Contractor. However, should the negotiation with the most responsive Contractor not produce an acceptable contract arrangement, the City will request the next most responsive Contractor to begin negotiations.

The responsibility for the final selection and negotiation rests solely with the City.

The City shall not be liable to any Contractor for costs associated with responding to the RFQP for the Contractor's participation in any oral interview, or for any costs associated with the negotiations.

RFQP scoring parameters are as follows:

Corporate Profile Qualifications - The Contractor will be evaluated based on the breadth of its capabilities, project organization structure, and years of experience providing similar services. The Contractor shall demonstrate that the company, either under its current name or its predecessor, has provided similar operation and maintenance services for a minimum of three (3) years.	10%
Experience & Technical Qualifications - The Contractor's experience will be evaluated based upon its past history (such as the number of projects and GHWWTF sizes) of successfully providing operations and maintenance services for similar facilities. The response will be evaluated based on the number of similar facilities operated and maintained under similar scenarios, and the number of contracts, duration of the contracts, and size of the facilities serviced. References will be contacted in order to verify satisfactory performance on other similar projects.	20%
Financial Qualifications - Financial information will be evaluated to determine the overall capacity of the Contractor to carry out the contractual commitments for the requested services. At a minimum, the Contractor must demonstrate tangible net worth, in each of the past three (3) years of at least \$3 million. The Contractor also will be evaluated based upon its ability to secure a performance bond in the amount of the annual service fee to provide services in accordance with the agreement. The Contractor shall demonstrate that the company, or any affiliate of the company, has never filed for bankruptcy.	15%

Technical Approach - The Contractor will be evaluated based upon the capability and experience of the proposed management team in operation, maintenance, and supervisory positions for projects of a similar nature. Contractor shall also demonstrate its understanding of the facilities and that it possesses technical resources knowledgeable of key issues related to the facilities such as process control, laboratory QA/QC, biosolids management, system maintenance, and capital improvement planning.	40%
O&M Cost	15%

5.3 References

All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal.

- List of government jurisdictions along with contact name and number, your Contractor is currently providing operation, maintenance, and management services for sewer plants and collections systems (including plants that incorporate Conventional Activation Sludge (CASs) treatment) within the last 10 years.
- Relevant Project Summary/Profile Sheets completed within the last 10 years. At a minimum, the sheets shall provide a brief description of the project, provide length of time that they have provided services for, size of collection system, size and type of treatment plant. Identify any claims associated with the project. Provide owner information and contact person.
- Additionally, the sheets should also include the following information:
 - Provide references. Indicate the project involved and the individual's role. Provide contact information for the reference.
 - Revenue and expense budget.
 - Description of computer systems utilized and the extent of automations systems at this facility.
 - Duration of contract.



City Manager Report

January 9, 2022

1. **Elected Officials Handbook** – Staff has assembled a binder for each Elected Official to use as reference for the upcoming year. The binder contains three documents that have been previously mentioned and likely familiar to the existing Council. The documents are:
 - League of Oregon Cities (LOC) publication – “Local Government, The Basics”
 - Gold Hill Resolution 12-R-11 - Council Rules
 - Gold Hill City Charter

In addition to having these three resource documents, the binder can be used for Council meeting packets and other Council related business. If you have other documents you would like printed copies of for this binder, please let me know.

2. **City Website** – The new website will be launched in the coming days. The data was moved from the prior website so there will be some additional time spent to re-organize that data, add new data and add as much to the calendar for 2023 as possible in the coming weeks. We will also be publicizing the website’s subscription tool which allows interested community members to sign up and automatically receive email updates when new information (news, calendar events and Council business primarily) is posted to the website.
3. **DEQ TMDL Annual Report**– The City has an approved five year action plan with DEQ and is required to submit an annual report on implementation activities completed each fiscal year in support and furtherance of the agreed upon actions. Our FY2020-21 report was submitted by the November 1, 2022 due date and was accepted by DEQ on December 27, 2022.
4. **Oregon Health Authority (OHA) – 2022 Water System Survey Report**– OHA staff recently completed a required three year survey/assessment of the City’s water system, both treatment and delivery/distribution. A number of items were included in the final report for follow-up, including public noticing for water system customer education that will be posted to the City website. Several other items relate to needed infrastructure capital projects that will be discussed as part of the FY 2023-24 budget process.

Our water treatment plant contractor is Southern Oregon Water Technologies, with Michael Bollweg (Owner) and Debbie Bunker as our primary operators and invaluable advisors keeping the water treatment plant operating as we look to make improvements to the infrastructure to maintain water quality and treatment volume necessary to serve the community.

5. **ODOT – Small Cities Allocation (SCA) Grant** - The City received grant funding in the most recent cycle of funding opportunities from the ODOT-SCA program. The grant totals \$220,775 for surface improvement projects including:

- Jacoby St between 5th and 6th
- 5th Av between Lafayette and Norris
- Riverside/Chavner Av (road surface expansion at east end curve)
- Beeman St between 4th and 5th
- Estramado St between 1st and 2nd



Oregon

Kate Brown, Governor

Department of Environmental Quality

Western Region Medford Office

221 Stewart Avenue, Suite 201

Medford, OR 97501

541-776-6010

FAX 541-776-6262

TTY 711

December 27, 2022

Adam Hanks
City Manager
City of Gold Hill
420 6th Avenue
Gold Hill, Oregon 97525

Re: Review of the 2021-2022 TMDL Implementation Plan Annual Report for the City of Gold Hill

Dear Adam,

Thank you for your work submitting the City of Gold Hill's 2021-2022 TMDL Implementation Plan Annual Report. DEQ received your report on 11/01/22. I have reviewed your annual report and have found that it meets the requirements of your TMDL Implementation Plan. We would like to reaffirm that we are available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact me at (541) 776-6272 or via email at meyers.bill@deq.state.or.us

Sincerely,

Bill Meyers
Rogue Basin Coordinator

cc: Heather Tugaw, Watershed Manager, DEQ



City of

GOLD HILL

**P.O. Box 308 • Gold Hill, OR 97525
(541) 855-1525 Fax (541) 855-4501**

October 31, 2022

Bill Meyers
Department of Environmental Quality
221 Stewart Av, Ste 201
Medford, OR 97501

Mr. Meyers,

The Gold Hill TMDL Annual Report for Fiscal Year 2022 has been completed and attached for your review. Gold Hill encountered some staffing vacancies and turnover both during and immediately subsequent to this reporting period affecting the continuity and cadence of some of the implementing actions contained within the report. However, a commitment remains to implement the agreed upon action and continue to improve on the breadth and depth of each action within the plan.

The majority of the actions and activities within this reporting period can be characterized as maintenance and continuance of prior work. While less than flashy, the ability to maintain this baseline level of commitment to the TMDL plan is a challenge given the limited staffing resources for both field operations and administrative/management activities.

The City now has a functioning Municipal Court to aid in enforcement activities, has a vegetation management plan for the Sports Park, will soon be going live with an improved website both for public benefits and administrative tool improvements and has stabilized staffing for the remainder of the current year 3 reporting period which will aid in improved implementation report results at this time next year.

Thank you for your assistance and guidance in Gold Hill's efforts to protect water quality.

Sincerely,

Adam Hanks
Interim City Manager, Gold Hill

2020-2025 TMDL Implementation Plan: City of Gold Hill

Source <i>What source of this pollutant is being addressed?</i>	Strategy <i>What is being done or what will be done to reduce or control pollution from the source?</i>	How <i>Specifically, how will this be done?</i>	Fiscal Analysis <i>Who will implement?</i>	Measure <i>How will successful implementation or completion of this strategy be measured?</i>	Timeline <i>When will the strategy be completed?</i>	Milestone <i>What intermediate goals will be achieved and when? How to know progress is being made?</i>	Annual Status Update <i>Briefly report on actions taken to meet this measure and achieve this milestone</i>
Temperature (also addresses Dissolved Oxygen)							
Solar Radiation.	Enforce City riparian ordinance 14-05-Amended	Enforce ordinance through recently re-established municipal court with fines and fees	Staff Time	List of riparian ordinance actions taken.	Ongoing	Annual reports will track riparian ordinance actions taken.	Year 1: July 2020-June 2021 No riparian ordinance actions occurred this year – Municipal Court is not active yet. Year 2: July 2021-June 2022: Municipal Court is set up and able to be utilized for code enforcement. No riparian ordinance actions have occurred this year. Communication with Jackson County Sheriff's Office for Code Enforcement assistance has recently been initiated Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
	Develop or participate in a Riparian Restoration Program to remove invasive species and plant or restore native species along stream corridors.	Signed lease agreement with Freshwater Trust to provide logistics and labor for invasive removal, planting & ongoing maintenance	Freshwater Trust	Reports from Freshwater Trust regarding recorded temperatures	Ongoing for the next twenty years	Reporting will demonstrate progress.	Year 1: July 2020-June 2021 This item will have to be removed from the plan unless there is some other metric to consider tracking. Though TFT is continuing to provide support to the Lampman Park project, they do not monitor the water temperature. I can report that they have removed a significant number of invasive species along the riverbanks and have replanted native species. Their maintenance is ongoing. Year 2: July 2021-June 2022: No change. TFT continues their work at Lampman, but no water temperature readings that I am aware of.
	Maintain healthy streamside vegetation on publicly owned lands	Seek opportunities to protect, or plant native trees and shrubs on public lands.	Staff time.	Track opportunities identified and projects implemented.	Annually as funding is available	Identify Implemented projects on an annual basis.	Year 1: July 2020-June 2021 This year a grant from ODF was received, and 10 acres of blackberries were removed from our sports park along the river, allowing native trees room to breathe. We spent some of our own money to accompany the grant and had another acre of blackberries removed from the beach park. Year 2: July 2021-June 2022: Staff continue to do vegetation removal and now have a Vegetation management plan completed by Jackson Soil and Water Conservation District to guide the work. Additional

2020-2025 TMDL Implementation Plan: City of Gold Hill

								equipment purchases are planned to aid in vegetation management. Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
Source <i>What source of this pollutant is being addressed?</i>	Strategy <i>What is being done or what will be done to reduce or control pollution from the source?</i>	How <i>Specifically, how will this be done?</i>	Fiscal Analysis <i>Who will implement?</i>	Measure <i>How will successful implementation or completion of this strategy be measured?</i>	Timeline <i>When will the strategy be completed?</i>	Milestone <i>What intermediate goals will be achieved and when? How to know progress is being made?</i>	Annual Status Update <i>Briefly report on actions taken to meet this measure and achieve this milestone</i>	
	Prevent storm drain clogging and deterioration	Street sweeping and creating a schedule for catch basin cleaning; storm drain line cleaning	Staff time	All catch basins will be included on a list for annual maintenance.	Annually – semi-annually if needed	A completed maintenance schedule each year.	Year 1: July 2020-June 2021 Streets were swept on three different occasions, and storm drains were cleaned annually. The storm drains along 2 nd Avenue had filters installed. Year 2: July 2021-June 2022: Street sweeping was completed two times citywide and several other partial cleanings as needed occurred. Problem storm drains were cleaned, but no system wide cleaning occurred in this reporting period. Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025	
	Reduce warm stormwater runoff volumes. Post Construction	Require new development projects to maintain post development peak runoff rates that are similar to pre-developed rates	Staff time	Report on status and progress	Ongoing	Report on number of new projects to demonstrate progress.	Year 1: July 2020-June 2021 Nothing to report. Year 2: July 2021-June 2022 Nothing to report Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025	

2020-2025 TMDL Implementation Plan: City of Gold Hill

New Approaches and Projects	Explore new projects and program innovations to meet the goals of the Temperature TMDL.	Staff time	New approaches will be in response to new technology, innovations or adaptive management. Can include attending trainings or workshops.	Annually, as appropriate	New approaches will be identified with success indicators determined. Report on trainings and workshops attended.	Year 1: July 2020-June 2021 Our utility worker attended a Stormwater Fundamentals & Inspection Training workshop to increase his understanding of how to maintain our storm drain system. Year 2: July 2021-June 2022: No new information to report Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025	
Source What source of this pollutant is being addressed?	Strategy What is being done or what will be done to reduce or control pollution from the source?	How Specifically, how will this be done?	Fiscal Analysis Who will implement?	Measure How will successful implementation or completion of this strategy be measured?	Timeline When will the strategy be completed?	Milestone What intermediate goals will be achieved and when? How to know progress is being made?	Annual Status Update Briefly report on actions taken to meet this measure and achieve this milestone
Bacteria (also addresses pH, Dissolved Oxygen, Nutrients)							
Human waste	Prevent human waste, i.e. oil, grease, paint and other pollutants from entering the storm drain system	Street sweeping and creating a schedule for catch basin cleaning; storm drain line cleaning	Staff time	All catch basins will be included on a list for annual maintenance.	Annually – semi-annually if needed	Track number of catch basins, drains, lines, manholes, ditches cleaned each year.	Year 1: July 2020-June 2021 Streets were swept on three different occasions, and storm drains were cleaned annually. The storm drains along 2 nd Avenue had filters installed. Year 2: July 2021-June 2022 Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025

2020-2025 TMDL Implementation Plan: City of Gold Hill

Fecal sources from pets and wildlife.	Continue to provide pet waste bags for dog owners along the bike path and in the sports park	Develop an inventory of parks/public areas that have pet waste disposal dispensers, and install new dispensers where needed.	Staff Time	Track number of existing stations and report new stations installed and number of bags ordered.	Ongoing	Inventory and goals established for future stations.	Year 1: July 2020-June 2021 There are seven pet waste disposal station located throughout our parks. We did not order any bags as we have a surplus in inventory. We are using approximately 150 bags/month. Year 2: July 2021-June 2022: Activities consistent with prior year and continue to function as intended Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
Reduce Runoff	Promote the use of LID features that mitigate pollution in stormwater runoff	Apply Sediment & Erosion Control codes; Require new construction to install LID technology to minimize impervious surface area and treat storm water onsite	Staff time	Revise outdated codes; compile a list of technologies that are effective in reducing bacterial levels	Ongoing	Reports on new construction and LID features installed.	Year 1: July 2020-June 2021 Wood chips were donated by Asplundh to use in parks and by reservoirs for erosion control. Year 2: July 2021-June 2022: No new information to report. Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
Source <i>What source of this pollutant is being addressed?</i>	Strategy <i>What is being done or what will be done to reduce or control pollution from the source?</i>	How <i>Specifically, how will this be done?</i>	Fiscal Analysis <i>Who will implement?</i>	Measure <i>How will successful implementation or completion of this strategy be measured?</i>	Timeline <i>When will the strategy be completed?</i>	Milestone <i>What intermediate goals will be achieved and when? How to know progress is being made?</i>	Annual Status Update <i>Briefly report on actions taken to meet this measure and achieve this milestone</i>
	Lead by Example: Municipal Operations	Maintain good Stormwater Management Practices on city property and projects. Includes: Good Housekeeping, fleet maintenance, proper material storage, sediment controls etc....	Staff time	Ongoing inspections, employee trainings, and continued implementation of good housekeeping stormwater management practices.	Ongoing	Annual update on actions taken.	Year 1: July 2020-June 2021 As mentioned above, the Stormwater Fundamentals & Inspection Training was an important step, as no one at the City had any knowledge of good housekeeping practices. The same employee also recently attended the OAWU conference, where he learned about Diamond Maps, and we now have a better work order/tracking/mapping system in place for all of services, not just stormwater. He's also made sure that our MSDS is up to date as part of his inventory update. The annual Community Clean Up day was held on 10/24/20, and six dumpsters of waste were hauled away. A Beach Park cleanup was held on 12/14/20, using riparian guidance from ODFW and Jackson Soil & Water Conservation.

2020-2025 TMDL Implementation Plan: City of Gold Hill

								Year 2: July 2021-June 2022: Continue to develop and implement best practices. Trained staff was able to train a new employee in Parks/PW ensuring that proper procedures are carried forward. Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
New Approaches and Projects	Explore new projects and program innovations to meet the goals of the Bacteria TMDL.	Staff time	New approaches will be in response to new technology, innovations or adaptive management. Can include attending trainings or workshops.	Annually, as appropriate	New approaches will be identified with success indicators determined. Report on trainings and workshops attended.	Year 1: July 2020-June 2021 Nothing to report. Year 2: July 2021-June 2022 Nothing to report – vacancy and turnover in Parks/PW staff makes trainings challenging Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025		
Source What source of this pollutant is being addressed?	Strategy What is being done or what will be done to reduce or control pollution from the source?	How Specifically, how will this be done?	Fiscal Analysis Who will implement?	Measure How will successful implementation or completion of this strategy be measured?	Timeline When will the strategy be completed?	Milestone What intermediate goals will be achieved and when? How to know progress is being made?	Annual Status Update Briefly report on actions taken to meet this measure and achieve this milestone	
Education and Outreach								

2020-2025 TMDL Implementation Plan: City of Gold Hill

Promote Awareness through Public Education and Involvement	Promote awareness	Keep city website updated for Water Quality including stormwater and TMDL topics	Staff time	Post water quality information, resources, and newsletters	Ongoing	Annual report summarizing updates and relevant links.	<p>Year 1: July 2020-June 2021 The city website has continued to be updated with Water Quality reports, along with reporting in our monthly newsletters.</p> <p>Year 2: July 2021-June 2022: Consistent with Year 1 report. Additionally, new website tools and vendor will aid in organized, timely posting of information easily accessible to the public (target go live date is Dec 15, 2022)</p> <p>Year 3: July 2022-June 2023</p> <p>Year 4: July 2023-June 2024</p> <p>Year 5: July 2024-June 2025</p>
		Engage residents in experiential learning opportunities that promote awareness as well as tools for changing behavior.	May have a regional tie-in. Consult with RVCOG	Workshop/Program participation and measurable results	Annually	Annual Action Plan and Subsequent Report	<p>Year 1: July 2020-June 2021 Didn't really see anyone this year due to COVID protocols.</p> <p>Year 2: July 2021-June 2022: Nothing to report, staffing stabilization should allow more training opportunities in year 3</p> <p>Year 3: July 2022-June 2023</p> <p>Year 4: July 2023-June 2024</p> <p>Year 5: July 2024-June 2025</p>
	Provide education about streamside gardening	Research native plants, refer to OSU manual for gardening west of the cascades; Prepare a list of native plants and vegetation for residents to refer to when landscaping their property	Staff time, printing costs.	Distribute list of native plants quarterly with Utility Mailings; Post native plant list on website; Monitor new landscaping sites for native plants	Annually	Interest and participation in the program will be the measure of progress.	<p>Year 1: July 2020-June 2021 This information can be obtained on our website.</p> <p>Year 2: July 2021-June 2022: information continues to be maintained on website</p> <p>Year 3: July 2022-June 2023</p> <p>Year 4: July 2023-June 2024</p> <p>Year 5: July 2024-June 2025</p>
Source What source of this pollutant is being addressed?	Strategy What is being done or what will be done to reduce or control pollution from the source?	How Specifically, how will this be done?	Fiscal Analysis Who will implement?	Measure How will successful implementation or completion of this strategy be measured?	Timeline When will the strategy be completed?	Milestone What intermediate goals will be achieved and when? How to know progress is being made?	Annual Status Update Briefly report on actions taken to meet this measure and achieve this milestone

2020-2025 TMDL Implementation Plan: City of Gold Hill

New Approaches and Projects	Explore new projects and program innovations to meet the goals of the TMDL.	Staff time – potential coordination with RVCOG and local groups	New approaches will be in response to new technology, innovations or adaptive management. Can include trainings and workshops.	Annually, as appropriate	New approaches will be identified with success indicators determined. Can include attendance at trainings and workshops	Year 1: July 2020-June 2021 – Nothing to report. Year 2: July 2021-June 2022: Nothing to report – staff stabilization should allow for more training opportunities in year 3 Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
TMDL Reporting	Continued participation in TMDL Program	City will continue to update , management on Stormwater/TMDL related actions	Staff Time	City staff will keep city council updated on Stormwater/TMDL related actions	Ongoing	Report on number of updates given annually Year 1: July 2020-June 2021 Council has been kept up to date. In particular, we have been keeping them apprised of a current project. Sweed Machinery on 2 nd Ave floods out because our storm drain system backs up when it rains hard. We are working with Sweed and our engineering firm to reroute and unplug the drains that are causing the issue. Year 2: July 2021-June 2022: Unsure of updates from staff to Council as City Manager and staffing turnover occurred throughout 2022. Will ensure updates for year 3 Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
	City will continue attend quarterly TMDL meetings.	Staff time	DIMAs will participate in quarterly TMDL meetings either in-person or via phone.	Ongoing	Quarterly Meetings will be attended by a representative from the city	Year 1: July 2020-June 2021 Quarterly meetings were attended. Beginning with the Nov 10 meeting, new City Manager Jerry Breckinridge will be attending as Gold Hill's representative. Year 2: July 2021-June 2022: Unsure of City Manager attendance for 21-22. New City Manager as of Oct 2022 and will ensure attendance Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
Source <i>What source of this</i>	Strategy <i>What is being done</i>	How <i>Specifically, how will this be done?</i>	Fiscal Analysis	Measure <i>How will successful implementation or</i>	Timeline <i>When will the</i>	Milestone <i>What intermediate</i>
						Annual Status Update <i>Briefly report on actions taken to meet this measure and achieve this milestone</i>

2020-2025 TMDL Implementation Plan: City of Gold Hill

<i>pollutant is being addressed?</i>	<i>or what will be done to reduce or control pollution from the source?</i>	<i>Who will implement?</i>	<i>completion of this strategy be measured?</i>	<i>strategy be completed?</i>	<i>goals will be achieved and when? How to know progress is being made?</i>	
	City will submit a TMDL annual implementation plan report yearly to DEQ	Staff Time	Annual Implementation reports are Due November 1 st for the preceding July 1 – June 30 reporting year.	Ongoing	Annual Reports Received	Year 1: July 2020-June 2021 Current report completed. Year 2: July 2021-June 2022: Complete and on track for compliance Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025
Funding	Evaluate the costs of program implementation.	Staff time	Establish costs of program implementation for the next plan year and identify funding sources as needed including staff time, grant funding, and other resources.	Annual	List program costs and sources (e.g., staff time, direct funding, grants, etc.).	Year 1: July 2020-June 2021 – We will continue to provide funding for employee training as needed. Year 2: July 2021-June 2022: Training efforts were limited in year 2 with staffing turnover. Budget will continue to ensure availability of funding for TMDL training and implementation Year 3: July 2022-June 2023 Year 4: July 2023-June 2024 Year 5: July 2024-June 2025

Jacoby St

258 ft x 15 ft average

Legend



6th Ave

Google Earth

5th Ave

5th Ave

100 ft



yellow raven propretions

6th Ave

Jacoby St

Jacoby St

Jacoby St

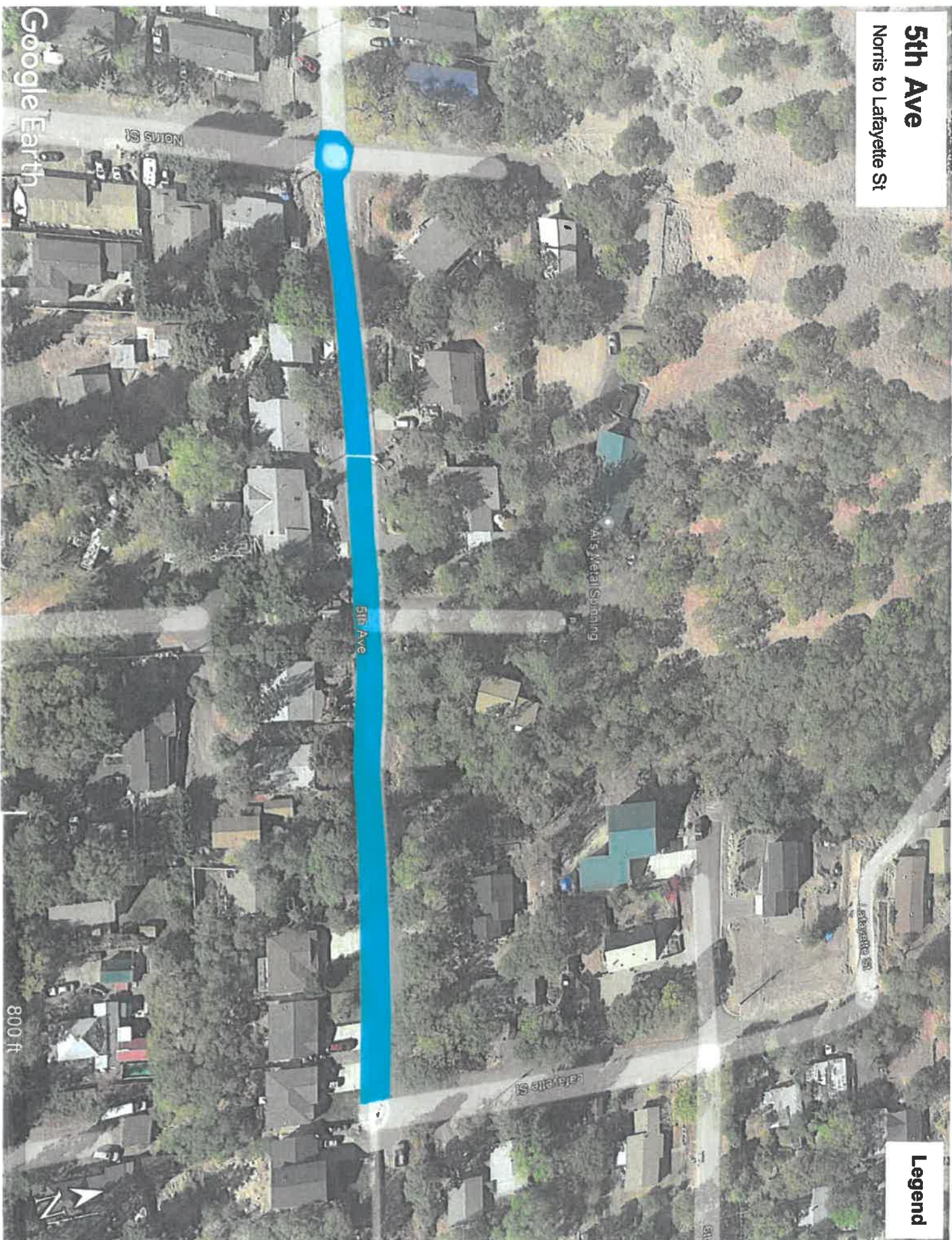
6th Ave

5th Ave

Jacoby St

Norris to Lafayette St

Legend

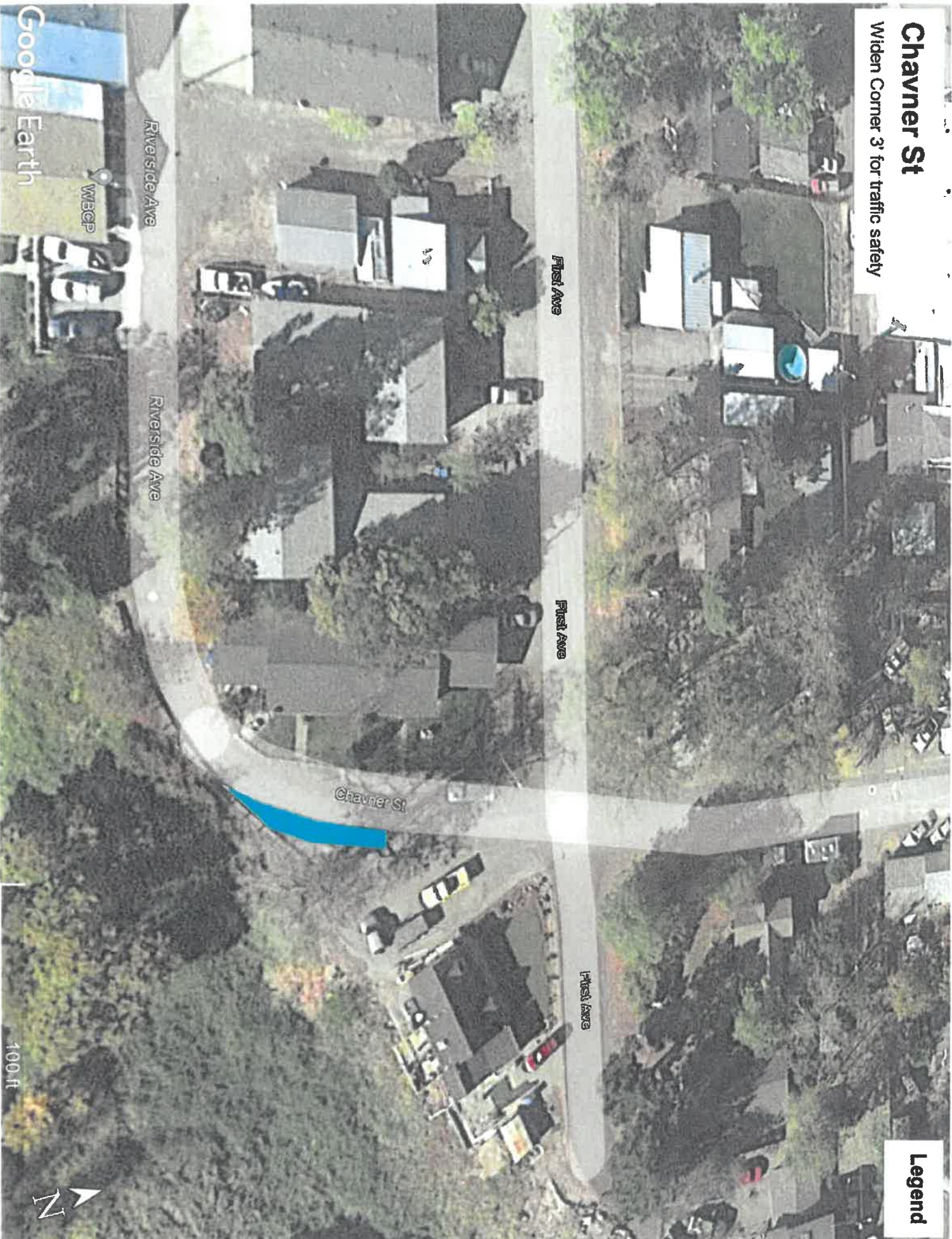


Google Earth

Chavner St

Widen Corner 3' for traffic safety

Legend



Beeman St

107 ft x 29 ft

Legend



Google Earth



100 ft

ESTRAMADO
Fredenburg St

grind and pave from 1st to 2nd

Legend



