



City Hall
206 N. Main St.
Toledo, Oregon 97391
6:00 p.m.

TOLEDO CITY COUNCIL
Regular Meeting – also via Zoom Meeting Platform
March 19, 2025

Virtual Meeting: The City Council will hold the meeting for the City Council and staff in person as well as through the Zoom video meeting platform. The public is encouraged to attend the meeting electronically. Visit the meetings page on the city website for meeting login information.

Public Comments: The City Council may take limited verbal comments during the meeting. Written comments may be submitted by email to lisa.figueroa@cityoftoledo.org 3:00 p.m. the day of the meeting to be included in the record. Comments received will be shared with the City Council and included in the record.

1. **Call to Order, Pledge of Allegiance and roll call**
2. **Presentations**
Mid Coast Water Conservation Consortium - Water Resources Consultant, Suzanne de Szoeko
3. **Visitors/Public Comment**
(The public comment period provides the public with an opportunity to address the City Council regarding items not on the agenda. Please limit your comments to three (3) minutes).
4. **Consent Agenda**
There are no items for discussion
5. **Discussion/Decision Items**
 - Approve an expenditure up to \$202,489 for the replacement of the Ammon Water Tank
 - Approve an expenditure up to \$96,866 for sewer main lining on NW French St. and SE Alder Way
 - Discuss options for City Council Goal setting
 - Oral report regarding recruitment to fill the Human Resources position and Finance Director position and the City Manager Position
6. **Reports and Comments**
 - Committee updates
7. **Adjournment**

Comments submitted in advance are preferable. Comments may be submitted by e-mail at lisa.figueroa@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling city offices at (541) 336-2247.



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
1.To enhance and sustain public infrastructure and facilities by implementing plans...	March 19, 2025	Approve an expenditure up to \$202,489 for the replacement of the Ammon Water Tank
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director B.Lorimor	City Recorder L.Figueroa	Choose an item.

Recommendation:

Motion to approve an expenditure of up to \$202,489 for the Scope of Services provided by Civil West Engineering for the replacement of the Ammon Water Tank.

Background:

Council has already approved signing the contract with Civil West Engineering for the scope of service provided for the Ammon Water Tank replacement. City Attorney Mike Adams was appointed “purchasing manager” as a signer for items up to \$25,000. The scope of service for Civil West will cost considerably more than the allowance set forth for Mr. Adams. The projected cost of their service is \$202,489.

Fiscal Impact:	Fiscal Year:	GL Number:
Up to \$ 202,489	2024-2025	041-410-620520

Attachment:

1. Scope of service by Civil West Engineering



Rogue Valley Office
830 O'Hare Parkway Suite 102
Medford, OR 97501
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

North Coast Office
409 SW 10th Street
Newport, OR 97366
541-264-7040

ENGINEERING SERVICE AGREEMENT

Date: December 30, 2025

Project Number: 2902-xxx

To: Brian Lorimor, Public Works Director, City of Toledo (City)

From: Timothy Gross, PE, Senior Project Manager, Civil West Engineering Services, Inc. (CWES)

RE: **City of Toledo - Ammon Tank Replacement Scope of Services**

Per the General Services Agreement for City Engineering Services (Engineer of Record) effective May 6, 2024, this Task-Based Scope of Services is prepared for purposes of replacing the existing Ammon water storage tank.

Background and Understanding

The Ammon Road Storage Tank is a 1-MG painted welded steel tank located in the eastern portion of Toledo along Ammon Road. The tank was constructed in the 1970's and is approximately 75 feet in diameter and 30 feet tall. The Ammon Road Tank has a normal maximum water surface elevation of 300 feet matching that of the clear well tank at the water treatment plant. The tank interior received spot repair painting in 1983. The tank exterior was repainted in 1984. Radio telemetry was installed in 2007.



The Ammon Tank provides water pressure for portions of the distribution system east of the Olalla Slough and is the primary water supply for the Georgia Pacific Mill.

The City has requested that Civil West prepare a scope of work to complete the design and construction management for a replacement tank of the same capacity, elevation, and location as the existing Ammon tank.

Part A: Scope of Work – Design Engineering Services

Task 1 – Project Management & Administration. Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project and to ensure quality and timeliness of deliverables. This will include organizational issues, financial, and other administrative requirements. Coordination with the owner, design team, jurisdictions, and other affected parties will be accomplished.

Task 2 – Field Survey and Basemap Development. This task includes establishing horizontal and vertical control and conducting a topographic survey of the Ammon Tank and surrounding area. The survey will include

identification of existing utilities, locations of bore holes associated with geotechnical investigations, wetland boundaries if identified, and other structures and location/elevation information needed to complete the design. Information will be compiled in a basemap created in Autodesk AutoCAD 3D and tied into the local State Plain Coordinate system and NAV88 elevation datum.

Task 3 – Geotechnical Investigations – This task is proposed to include geotechnical drilling, laboratory testing, and an analysis and engineering report including: site preparation recommendations, recommendations for tank base design, and a site-specific seismic hazard study. Since it is assumed that the tank will be in the same general location, geotechnical analysis is proposed to be conducted immediately adjacent to the existing tank. It is proposed that a subconsultant be retained for this work. This scope of work includes estimated fees for the geotechnical work and analysis but actual costs plus 15% will be passed through to the client.

Task 4 – Engineering Design Services and Project Documents. This task will include design services required to complete plans, technical specifications, and contract documents that will be used for permitting, to procure the materials and services to complete the work, and the construction of the improvements. CWES will work with the City to select the type of tank that is desired, and to identify and specify desired features which may include: seismic valves, seismic isolation joints, improved SCADA systems, pipe reconfiguration in the yard, and other features. It is anticipated that the contract documents will define the features and design specifications that the tank and associated foundation must meet, and then the tank manufacturer of the selected contractor will provide the structural design of the tank and foundation. The tank and other structures on the site will need to be permitted through the Lincoln County Building Department. CWES will prepare progress reports and submittals for City review at 35%, 65%, and 95% completion stages. 95% plans will be submitted to the Oregon Health Authority (OHA) Oregon Drinking Water Program for review before the project is bid. Subtasks include the following:

Preparation of Construction Drawings – Drawings will be well organized, clear, and accurate in order to describe the details and finished product for a contractor to perform the work. Through this Task, our engineering team will prepare detailed plan sheets including:

- Plan view of new tank and related improvements
- Section and elevation view of new tank and improvements
- Valve vaults and control building
- Detail drawings of planned improvements
- Electrical and control diagrams and plans
- Security fencing
- Other design elements required for a complete design

Preparation of Technical Specifications – CWES will prepare detailed and comprehensive technical specifications for the project to define and specify material requirements, workmanship requirements, measurement and payment issues, and other general project parameters. The technical specifications will be organized in industry-standard format and will include all information needed to prepare accurate bids and direct the contractor and tank manufacturer during tank design and construction.

Preparation of Contract and Bidding Documents – CWES will prepare the project advertisement, bidding documents, general and supplemental conditions and other documents needed to administer the project. These documents, together with the specifications and drawings, are referred to as contract documents.

Task 5 – Bid Phase Services. CWES will coordinate the advertisement of the project, respond to bidder inquiries, prepare and post addendum as needed, and will coordinate and attend a pre-bid conference. CWES will

also coordinate and attend a bid opening at City Hall that will include opening the bids, recording the bids and associated forms, reviewing bids for accuracy and completeness, and preparing a bid summary and bid tabulation for distribution to the City and bidding contractors. We will prepare an award recommendation memo for the Local Contractor Review Board (City Council) and will assist in the administration of the contracting process.

Task 6 – Engineering Services During Construction. During this phase of work, we will provide engineering support to manage the project on behalf of the City and provide construction inspection and observation services as needed. A brief summary of each of these subtasks is provided below:

Construction Engineering Management – Construction engineering management will include review of submittals, processing requests for clarification or information, processing payment requests, evaluating requests for change orders (if applicable), reporting to the City on progress, directing the resources and actions of our inspection team, and other related services.

Construction Observation and Inspection – Our team will provide regular inspection services on the project to document the activities of the contractor and ensure that the requirements and terms of the project documents are being met. We will prepare detailed daily inspection reports when on site and will document progress with photographs for the permanent record. Problems or concerns will be discussed with the contractor and the construction engineering manager. The inspector will be the eyes and ears for the engineering team and the City during construction.

Task 7 – Post Construction Engineering Services. Once construction is complete, a number of administrative and housekeeping items remain to complete the project. These include:

Final Inspections and Punch Lists – Our construction engineering team will work with the contractor and the City to complete a punch list and follow up to ensure that all loose ends, details, cleanup, and other construction activities are completed to the satisfaction of the City. This includes ensuring all operating and maintenance documentation and warranty information is provided by the contractor/tank manufacturer.

Final Payment, Retainage Release and Documentation – CWES will work with the City and the contractor to process final payments, retainage release, and documentation of substantial and final completion of the work.

Project Album Preparation – Civil West will prepare a “project album” for the project in hard copy and digital form, that will serve as a valuable permanent record of the project. We will provide the City with project files in a .pdf (Adobe Acrobat) format and the original CAD or other native file formats. Project albums will include the following elements:

- Full set of project as-builts and record drawings
- All project photos taken throughout the construction process for the permanent record
- All daily inspection reports
- Testing and certification documents
- Significant correspondence or letters of importance
- Payment requests documents
- Operation and Maintenance (O&M) information for all equipment and components
- Other important project records

Task 8 –Reimbursables. This task will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, lodging, reproduction and office expenses, and other reimbursable costs.

Part C: Work Not Included (or otherwise provided by others)

The following are not included in this proposal:

- Permit submittals and approval. The contractor and tank manufacturer will be responsible for submitting all permits associated with the project and meeting all County/State building codes and conditions. We will assist the contractor in the permitting process by providing data and other information as needed.
- Tank and Foundation Design. The tank manufacturer will be responsible for the structural design of the tank and foundation.
- Construction staking. The contractor will be responsible for any and all construction staking.
- All fees associated with agency permits (e.g. County, OHA) and any other direct costs from any entity or agency.
- All costs for advertisement and any other such expenses.
- Other tasks not specifically identified in this proposal

Part B: Fee Proposal

We propose the above work be performed for a combined fixed fee/time and materials basis for a proposed fee of **\$202,489**. The following table indicates the anticipated level of effort for the above tasks and was used for establishing the fee. However, our invoices will show only one cost item, “Engineering Services,” as we will not differentiate the tasks on our invoice unless requested. The proposed fee will be billed monthly on a percent complete, or time and materials, basis to the limit of the total agreed upon fee.

If additional services are requested by the City, an approved amendment for those additional services must be signed prior to the additional support services being provided. All additional time and material support for this project will utilize our current hourly rate schedule attached as Attachment A. All

Task No.	Task Description	Proposed Fee	Fee Structure
1	Project Management & Administration	\$7,620	Fixed Fee
2	Field Survey and Basemap Development	\$15,400	Fixed Fee
3	Geotechnical Investigations	\$35,692	T&M
4	Engineering Design Services and Project Documents	\$64,240	Fixed Fee
5	Bid Phase Services	\$6,400	Fixed Fee
6	Engineering Services During Construction	\$54,400	T&M
7	Post Construction Engineering Services	\$12,992	Fixed Fee
Total Proposed Labor Fee		\$196,744	
8	Reimbursables	\$1,500	T&M
9	Technology Charge	\$3,245	T&M
10	Survey Equipment	\$750	T&M
11	GPS Unit	\$250	T&M
Total Proposed Reimburseables		\$5,745	
<i>Total Proposed Fixed Fee Project Budget</i>		<i>\$106,652</i>	
<i>Total Proposed T&M Project Budget</i>		<i>\$95,837</i>	
Total Proposed Project Budget		\$202,489	

invoicing for this project will be due upon receipt. A monthly late charge of 9.0% will be added to any unpaid balance after 30 days.

Part C: Project Schedule

The following schedule is provided as a preliminary schedule for the City to consider.

Proposed Schedule:

1. Authorization to begin work:..... January 2025
2. 35% Design Submittal for comments: April 2025
3. 65% Design Submittal for comments: July 2025
4. 95% Design Submittal for comments: September 2025
5. Advertise Project October 2025
6. Open Bids/Award Contract.....November-December 2025
7. Construction.....May-November 2026

The schedule shown above is preliminary in nature and may vary depending on a number of issues. This schedule can be modified to meet budgetary and scheduling constraints of the City and their other projects.

We are grateful for this opportunity to provide these services to the City. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,



Timothy Gross, PE
Senior Project Manager
Civil West Engineering Services, Inc.
tgross@civilwest.net

Acknowledgement of Agreement:

Authorized Representative Signature Accepting Scope of Services

Date



Attachment A – Civil West Engineering Services, Inc. Rate Sheet

Civil West Engineering Services, Inc. - 2025 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$429
Principal Engineer	\$188
Regional Manager	\$183
Senior Project Manager	\$178
Senior Project Engineer	\$165
Senior Engineering Technician	\$139
Project Manager	\$173
Project Engineer	\$153
Staff Engineer	\$129
Engineering Technician	\$95
Drafter	\$84
Inspector 1	\$178
Inspector 2	\$155
Inspector 3	\$133
Administration / Marketing / Intern	\$59
Surveying	
Senior Surveyor (PLS)	\$173
Senior Survey Technician	\$139
Survey Technician	\$118
1-person Survey Crew	\$183
2-person Survey Crew	\$215
3-person Survey Crew	\$255
REIMBURSABLES	
Mileage	\$0.655 - or current IRS Rate
Survey Equipment	\$250/day
GIS Data Collection Unit	\$125/day
Technology Charge	2.0% of Direct labor Costs
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Lab Fees	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using	



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
1.To enhance and sustain public infrastructure and facilities by implementing plans...	March 19, 2025	Approve an expenditure up to \$96,866 for sewer main lining on NW French St. and SE Alder Way
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director B.Lorimor		

Recommendation:

Motion to approve an expenditure up to \$96,866 for street improvements on NW French St. and SE Alder Way and authorizing the execution of the service contract.

Background:

The City of Toledo has been inundated with I&I (inflow and infiltration) with its aging sewer infrastructure. Cured in place pipe (CIPP) lining would help solve the issues with excessive water entering our sanitary sewer system, reducing the amount of material being processed by our Wastewater Treatment plant and potential for leakage. Less product to process means less chemicals used, ultimately saving money in the long-run. These two instances as with other sewer lining jobs have been a part of our Capital Improvement Projects for I&I improvement.

Fiscal Impact:	Fiscal Year:	GL Number:
Up to \$96,866	2024/2025	042-420-620550

Attachment:

1. Contract for CIPP sewer lining work to be performed by West Coast CIPP supply

West Coast CIPP Supply
 4470 60th Ave NE
 Salem, OR 97305
 office@westcoastcippsupply.com



Estimate

ADDRESS
 City of Toledo

SHIP TO
 City of Toledo

ESTIMATE # 1100
DATE 06/19/2024

PURCHASE ORDER #
 C-1500

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	CIPP	NW French 466' on google earth	466	83.00	38,678.00
	CIPP	SE Alder Way install CIPP liner	749	62.00	46,438.00
	Mobilization	Mobilization of equipment, materials shipping, and lodging	1	9,250.00	9,250.00
	Traffic Control	Single lane closure	1	2,500.00	2,500.00
	excluding	Grass seed, Traffic control, permits, bypass, grubbing, disposal of any kind, water access	1		0.00

SUBTOTAL	96,866.00
TAX	0.00
TOTAL	\$96,866.00

Accepted By

Accepted Date

C-More Pipe Services Co.
1717 SE Lexington St
Portland, OR 97202
+15033838412
<http://www.cmorepipe.com>



Estimate

ADDRESS

City Of Toledo

ESTIMATE # Q-1149

DATE 07/15/2024

DATE	SERVICES	QTY	RATE	AMOUNT
	Mobilization	1	12,025.00	12,025.00
	Mobilization of Trucks, equipment			
	CIPP LINER	357	118.00	42,126.00
	SE Beach @ 357' on Google Earth			
	CIPP LINER	180	139.00	25,020.00
	8" X 6mil liner installed Dundan / 11th pl.			
	CIPP LINER	749	81.00	60,669.00
	SE Alder Way 749' on Google Earth			
	CIPP LINER	466	108.00	50,328.00
	NW French 466' on Google Earth			
	Traffic Control	1	3,250.00	3,250.00
	Single Lane Closure			
	Excavation of CO if needed. Water access, permits Need to finish TV clean and verify measurements			
	Lateral Reinstatement	1	325.00	325.00
	Labor & Equipment to Reinstate Laterals after Lining Unknown Quantity			

TOTAL

\$193,743.00

Accepted By

Accepted Date

*Alder way
+
French st = \$126,272*

Please make checks payable to C-More Pipe Services

CITY OF TOLEDO

TELEPHONE QUOTE FORM					
<u>Department</u> Public Works	<u>Description of Product to be given to each Vendor:</u> CIPP Lining				
<u>Approvals</u>					
<u>Date Item Ordered</u>					
(Highlight Company Ordered From)					
<u>Company: Name/Address</u>	<u>Contact Person</u>	<u>Phone/Fax #'s</u>	<u>Quantity</u>	<u>Per Unit Price</u>	<u>Total Price</u>
1) West Coast CIPP 4470 60th Ave NE Salem, OR 97305	Phil C. 6/19/24	(503) 422-2477	NW FRANK 466' SE ALDER WAY 749'	\$38,678 \$46,438 + mobilization traffic control \$11,750 =	\$96,866
2) SAK Construction 2050 McGilchrist St. SE Salem, OR 97302 7/12 - wait return calls	Sam, Nate 7/18 Umail, email - No response	(503) 509-8327	" "	" "	-
3) C-more pipes 1717 SE LEXINGTON ST. Portland, OR 97202	KC Quote received 7/15/24	(503) 871-6503	NW FRANK " " SE Alder Way "	\$58,328 \$60,669 traffic control 3 mobilization \$15,275	\$126,272
4)					
Date 6/19, 7/12, 7/15, 7/18					
Signature and Printed Name of Individual Obtaining Quotes 					

Note: Please attach a copy of form to payment request sent to Accounts Payable

Brian C. DuDuck