



# LEBANON CITY COUNCIL SPECIAL MEETING AGENDA

March 25, 2026 at 6:00 PM

Library Community Meeting Room  
55 Academy Street, Lebanon, Oregon

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## MISSION STATEMENT

*We provide services that foster a resilient, safe, and growing community, strengthened by our community connections*

**Mayor: Kenneth Jackola**

**Council President Michelle Steinhebel | Councilor Dominic Conti | Councilor Marcellus Angellford**

**Councilor Jeremy Salvage | Councilor David McClain | Councilor Dave Workman**

## 6:00 PM – CITY COUNCIL SPECIAL SESSION

### CALL TO ORDER / FLAG SALUTE

### ROLL CALL

### CONSENT CALENDAR

*The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.*

1. **AGENDA:** Lebanon City Council Agenda – March 25, 2026

### PRESENTATION / RECOGNITION

### PUBLIC COMMENTS

*Citizens may address the Council by filling out a testimony/comment card prior to speaking and hand it to the City Recorder. Each citizen is provided up to 5 minutes to provide comments to the Council. The Council may take an additional two minutes to ask clarifying questions. The City Recorder will accept and distribute written comments at a speaker's request. Public comments can also be submitted by email to [city.recorder@lebanonoregon.gov](mailto:city.recorder@lebanonoregon.gov) prior to **5:00 p.m. on March 24, 2026**. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.*

### PUBLIC HEARING(S)

### REGULAR SESSION

2. Kennedy Jenks Wastewater Treatment Plant Design Contract Approval
3. Public Defender Contract Renewal for the City of Lebanon
4. Consultant Guidance for Municipal Jail Levy Process - Information Only

### ITEMS FROM COUNCIL

### PUBLIC/PRESS COMMENTS

*An opportunity for citizens and the press to comment on items of city business.*

**NEXT SCHEDULED COUNCIL MEETING(S):** April 8, 2026 @ 6PM

**ADJOURNMENT**

*INSTRUCTIONS FOR TESTIFYING ON AGENDA AND NON-AGENDA ITEMS:*

*Everyone is welcome to attend City Council meetings. If you cannot attend, written testimony must be received by noon prior to the meeting via email to [city.recorder@lebanonoregon.gov](mailto:city.recorder@lebanonoregon.gov). Persons who desire to access the Zoom meeting to give oral testimony regarding a Public Hearing can contact the City Recorder by email at [city.recorder@lebanonoregon.gov](mailto:city.recorder@lebanonoregon.gov) by noon prior to the meeting so that the City Recorder can provide instructions.*

*City Council meetings are recorded and available on the City's YouTube page at:*

*<https://www.youtube.com/user/CityofLebanonOR/videos>*

*The meeting location 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 before the meeting to the City Recorder at 541.258.4905.*



925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4918  
www.lebanonoregon.gov

# MEMORANDUM

*Engineering Services*

To: Mayor Jackola and City Council

Date: March 18, 2026

From: Jason Williams, Public Works Director

Subject: **Approval to Award Engineering Service Contract**  
Wastewater Treatment Plant Biosolids Improvements  
Project No. 26704

## I. INTRODUCTION

City staff is currently working with Kennedy Jenks on the Biosolids Treatment Improvements Project at the Lebanon Wastewater Treatment Plant (WWTP). Kennedy Jenks is providing project management, site investigations, environmental review, and pre-design services to support development of the project. This work builds upon planned improvements, including the recently completed Utility wastewater treatment plant master plan completed by Kennedy Jenks. The current WWTP 30% design is being funded through wastewater funds. Once 30% design is complete the City will have an accurate reflection of total project costs.

ORS 279C.115 (2) provides that “A contracting agency may enter into a contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or related services directly with a consultant if the project described in the contract consists of work that has been substantially described, planned, or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under rules adopted under ORS 279A.065. and the new contract is a continuation of the project.” Staff considers this Contract a continuation of the original contract with Kennedy Jenks.

## II. RECOMMENDATION

I recommend the City Council pass a motion to award Kennedy Jenks the Engineering Service Contract for \$2,187,522.



**STANDARD TERMS AND CONDITIONS  
FOR AGREEMENT TO PROVIDE  
ENGINEERING SERVICES TO THE  
CITY OF LEBANON, OREGON**

**Wastewater Treatment Plant Biosolids Imp.  
Project No. 26704  
30%Design Contract**

Engineering Services  
925 S. Main Street  
Lebanon, Oregon 97355

TEL: 541.258.4923  
FAX: 541.258.4954  
www.lebanonoregon.gov  
engineering@lebanonoregon.gov

**ARTICLE I: SCOPE**

For consideration set forth in Article V, the firm of KENNEDY JENKS, a professional engineering firm, hereinafter referred to as the ENGINEER, agrees to provide engineering services to the City of Lebanon, Oregon, a municipal corporation, hereinafter referred to as the CITY, for the services described in Attachment 'A', which is hereby incorporated into this Agreement by this reference as if fully set forth at this point. Unless modified in writing as set forth in Article II by the parties hereto, the duties of the ENGINEER and the CITY shall not be construed to exceed those services and duties specifically set forth in this Agreement.

**ARTICLE II: MODIFICATIONS**

The CITY and the ENGINEER shall not make modifications to the attached exhibit or these Standard Terms and Conditions except in writing as an Amendment to the Agreement. Said modifications shall be agreed to by both parties, with the scope of work, schedule, and compensation to be negotiated at the time the modification is proposed by either party. Modifications which do not meet these requirements shall not be binding, and no further compensation will be allowed for any work performed.

**ARTICLE III: RESPONSIBILITIES OF THE ENGINEER**

- A. Notice to Proceed: The ENGINEER will not begin work on any of the duties and services listed in Article I until the CITY directs in writing to proceed. Authorization to proceed on additional services not defined in Article I shall be in the form of an Amendment as defined in Article II.
- B. Level of Competence: The ENGINEER is employed to render professional services and shall be responsible, to the level of competence presently maintained by other practicing professional engineering firms in good standing and engaged in the same type of professional services, for the professional and technical adequacy and accuracy of designs, drawings, specifications, documents, and other work products furnished under this Agreement.
- C. Access to Records: The ENGINEER agrees to preserve and maintain for at least three years after final payment under this contract, any directly pertinent books, documents, papers, and records generated by or provided to the ENGINEER in the course of the performance of its duties under the terms of this contract. The ENGINEER further agrees that the CITY, or any of its duly authorized representatives, shall, during said period, have access to and the right to audit, examine, and reproduce such records and further agrees to include the above provision in all subcontracts.

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Wastewater Treatment Plant Biosolids Improvements, Project No. 26704  
30% Design Contract*

- D. Ownership of Documents: Upon completion of this Agreement and compensation to the ENGINEER, all data, drawings, and documents, including digital information, shall become the property of the CITY. The CITY will exercise discretion in any re-use of said documents and agrees to hold harmless the ENGINEER for any application of documents for any purpose other than the originally intended use.
  
- E. Compliance with Applicable Law: The ENGINEER covenants and agrees to comply with all of the obligations and conditions applicable to public contracts pursuant to ORS 279A.010, et seq, as though each obligation or condition were set forth fully herein. In addition, if this contract calls for a public improvement as that term is defined by ORS 279A.010(1)(cc), the ENGINEER further agrees to comply with all obligations and conditions applicable to public contracts for public improvements pursuant to ORS 279A.010(1)(aa) as though each obligation or condition were set forth fully herein. In addition, the ENGINEER covenants and agrees that in the performance of its duties hereunder, it will comply with all other state and federal requirements applicable to the CITY for projects of the type in question in effect at the time the services are performed.

The ENGINEER, its subconsultants, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.

**ARTICLE IV: RESPONSIBILITIES OF THE CITY**

- A. Authorization to Proceed: The CITY shall authorize the ENGINEER in writing to proceed prior to the ENGINEER starting work on any services listed in Article I.
  
- B. Access to Records, Facilities and Property: The CITY shall comply with reasonable requests from the ENGINEER for inspection or access to CITY records, facilities, and properties.
  
- C. Timely Review: The CITY shall examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by the ENGINEER, obtain the advice of an attorney, insurance counselor, accountant, auditor, and other consultants as the CITY deems appropriate for such examination and render in writing decisions pertaining thereto in a timely manner so as not to unreasonably delay the services of the ENGINEER.

**ARTICLE V: COMPENSATION**

The CITY agrees to pay for the services in Article I in accordance with the compensation provisions in this Agreement. As consideration for providing the engineering services as defined in Article I, the CITY will pay the ENGINEER for actual hours worked by position or crew, and for office and field supplies, at the applicable rates listed in Attachment 'A'. There will be no compensation for the operation of company-owned vehicles. Compensation for other direct expenses will be at cost plus 10 percent. The total compensation for all services shall not exceed a total of **\$2,187,522.00** without prior written authorization from the CITY.

Payment will be made within 30 days after the receipt of billing for each service rendered during the month. If payment is not made within 30 days, interest on the unpaid balance will accrue beginning on the 31st day at the rate of 1 percent per month or the maximum interest rate permitted by law, whichever is less. Such interest is due and payable when the overdue payment is made, unless

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delay in payment is due to a contested billing. The CITY has the right to appeal or ask for clarification on any ENGINEER billing within 30 days of receipt of billing. Until said appeal is resolved or clarification is accepted, no interest will accrue on that portion of the billing. In the event of a contested billing, only that portion so contested shall be withheld, and the undisputed portion shall be paid in accordance with Article V.

#### **ARTICLE VI: INDEMNIFICATION**

The ENGINEER agrees to indemnify and hold harmless the CITY, its agents, officers, and employees, from and against any and all liability, claims, suits, loss, damages, costs, and expenses to the extent caused by the negligent or intentional misconduct, errors, or omissions of the ENGINEER, its officers, employees, or agents.

#### **ARTICLE VII: INSURANCE**

The ENGINEER shall obtain at ENGINEER's expense the insurance specified under this agreement prior to performing under this contract and shall maintain it in full force and at its own expense throughout the duration of this Agreement and all warranty periods. ENGINEER shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to CITY.

- A. Commercial General Liability insurance covering bodily injury, death and property damage on an Occurrence Form providing not less than \$1,000,000 per occurrence for bodily injury and property damage with not less than a \$2,000,000 General Aggregate. The CITY, its agents, officers, and employees shall be listed as an "Additional Insured" as respects this Agreement.
- B. Automobile Liability insurance covering all owned, non-owned, or hired vehicles providing not less than a \$1,000,000 per occurrence limit for any owned, non-owned or hired autos.
- C. Workers' Compensation insurance as required by Oregon Revised Statutes and including Employers' Liability insurance with limits not less than \$500,000.
- D. Professional Liability insurance with a limit not less than \$100,000 per occurrence and \$300,000 aggregate.

The ENGINEER shall provide the CITY Certificates of Insurance for each of the required insurance coverages prior to providing any services under this Agreement. Each certificate shall provide 30 days' notice of cancellation.

#### **ARTICLE VIII: ASSIGNMENT**

This Agreement is to be binding upon the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other, which shall not be unreasonably withheld. No assignment of this Agreement shall be effective until the assignee assumes in writing the obligations of the assigning party and delivers such written assumption to the other original party to this Agreement.

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Use of subconsultants by the ENGINEER or subsidiary or affiliate firms of the ENGINEER for technical or professional services shall not be considered an assignment of a portion of this Agreement, and the ENGINEER shall remain fully responsible for the work performed, whether such performance is by the ENGINEER or subconsultants. No subconsultants shall be used without the written approval of the CITY.

Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the CITY and the ENGINEER.

**ARTICLE IX: INTEGRATION**

These terms and conditions and the Agreement to which they are attached represent the entire understanding of the CITY and the ENGINEER as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. This Agreement may not be modified or altered except in writing as specified in Article II.

**ARTICLE X: SUSPENSION OF WORK**

The CITY may suspend, in writing, and without cause, all or a portion of the work under this Agreement. The ENGINEER may request that the work be suspended by notifying the CITY, in writing, of circumstances that are interfering with the progress of work. The ENGINEER may suspend work on the project in the event the CITY does not pay invoices when due. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds 90 days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project, in accordance with Article XI.

**ARTICLE XI: TERMINATION OF WORK**

The CITY may terminate all or a portion of the work covered by this Agreement for its convenience. Either party may terminate work if the other party fails to substantially perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by 15 days' prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, the ENGINEER shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The time spent on such additional work shall not exceed 10 percent of the time expended on the terminated portion of the project prior to the effective date of termination. The ENGINEER shall be compensated for work performed prior to the effective date of termination plus the work required for filing and closing as described in this Article. If no notice of termination is given, relationships and obligations created by this Agreement shall be terminated upon completion of all applicable requirements of this Agreement.

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**ARTICLE XII: FORCE MAJEURE**

Neither the CITY nor the ENGINEER shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other’s employees and agents.

**ARTICLE XIII: DISPUTE COSTS**

In the event either party brings action to enforce the terms of this Agreement or to seek damages for its breach or arising out of any dispute concerning the terms and conditions hereby created, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses, incurred therein, including such costs and fees as may be required on appeal.

**ARTICLE XIV: COURT OF JURISDICTION**

The laws of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and other claims related to it. Venue for litigation shall be in Linn County, Oregon.

RE: Agreement To Provide Engineering Services – Kennedy Jenks  
Wastewater Treatment Plant Biosolids Improvements, Project No. 26704  
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**KENNEDY JENKS:**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Corporation Tax No. (If Incorporated)*

\_\_\_\_\_  
*Social Security Number (If Individual)*

**CITY OF LEBANON, OREGON:**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
**Ron Whitlatch**  
*Print Name*

\_\_\_\_\_  
**City Manager**  
*Title*

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
**John E. Kennedy**  
*Print Name*

\_\_\_\_\_  
**City Attorney**  
*Title*

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**ATTACHMENT 'A'**

**SCOPE OF WORK / 2026 FEE SCHEDULE**

## **Task 01: Project Management**

This task consists of project setup, administration, accounting, scheduling, quality assurance and control (QA/QC), progress meetings, and health and safety.

### **01.01 Project Set-Up**

Kennedy Jenks will set up the project within Kennedy Jenks' accounting system, prepare subconsultant agreements, and issue a Project Work Plan to our design team, outlining the scope and budget, and baseline schedule.

### **01.02 Project Administration**

Kennedy Jenks will provide management and oversight of in-house project personnel and subconsultants throughout the project. This task will also consist of the provision of administrative support in the Kennedy Jenks's office for the duration of the project. Kennedy Jenks will review and monitor project budget and progress on a regular basis, as well as management of Kennedy Jenks in-house and subconsultant activities. Kennedy Jenks will allocate resources to meet project objectives based on this scope of work and will perform project controls activities to accomplish day-to-day management of the work.

Kennedy Jenks will prepare and maintain a Major Decisions Log that documents the City of Lebanon's (City) major decisions related to the Project.

#### *01.02 Assumptions:*

- Effort is based on a total project design duration of 12 months.

#### *01.02 Deliverables:*

- Major Decisions Log updates in electronic (pdf) format.

### **01.03 Project Accounting**

Kennedy Jenks will establish and maintain a Project accounting system to organize and track Project costs. Kennedy Jenks will prepare and submit monthly invoices electronically to the City. Invoices will show the breakdown of work completed to date by task for each staff, amount spent on the project to date, and remaining budget.

#### *01.03 Assumptions:*

- Effort is based on a total project design duration of 12 months.

#### *01.03 Deliverables:*

- Monthly invoices in electronic (pdf) format.

### **01.04 Project Design Schedule**

Kennedy Jenks will develop a baseline Project design schedule identifying the major activities for the Project (e.g. task and subtask level activities). The schedule will be updated bi-monthly for the duration of the design phase of the Project.

#### *01.04 Assumptions:*

- Effort is based on a total project design duration of 12 months.
- Construction Manager/General Contractor (CM/GC) Contractor will prepare Project schedule during construction.

*01.04 Deliverables:*

- Bi-Monthly design schedule updates in electronic (pdf) format.

**01.05 Quality Assurance and Quality Control**

Each deliverable will receive a Quality Control (QC) review prior to submission to the City from Senior Kennedy Jenks engineers, not directly associated with the project, so that it is an independent review. QC reviews for deliverables associated with this scope of work are budgeted separately under the specific associated deliverable task.

Kennedy Jenks will conduct an in-house Project Initiation Review (PIR) meeting, monthly internal project reviews, and a Concept and Criterion (C&CR) meeting early in the Project to obtain focused project management and technical input from senior Kennedy Jenks staff. The meetings will be held at Kennedy Jenks's office. The PIR meeting will be attended by up to 3 key Project team members. The C&CR meeting will be attended by up to 8 key project team members.

**01.06 Progress Meetings**

Kennedy Jenks will conduct bi-weekly (two per month) progress meetings with City's Project Manager (PM) that will include a review of progress, discussion of items requiring feedback, list of outstanding issues requiring resolution, status of scope, schedule and budget, and review of risks. Kennedy Jenks will provide meeting agendas and meeting minutes. The meetings are anticipated to have a 0.5-hour duration and will be attended via Microsoft Teams format by Kennedy Jenks' PM and Project Technical Lead (PTL).

*01.06 Assumptions:*

- Effort is based on a total project design duration of 12 months.
- Bi-weekly progress meetings will be attended by the City's PM.

*01.06 Deliverables:*

- Meeting agendas and notes in electronic (pdf) format.

**01.07 Health and Safety**

Work is expected to involve City escorted site visits (walkthroughs) for observation purposes only. A Hazard Appraisal & Recognition Plan (HARP) will not be prepared but appropriate PPE will be worn by Kennedy Jenks' staff when onsite.

**01.08 Project Closeout (To be added by amendment)**

Services related to project closeout are not included in this scope of work. They will be added by amendment if the City chooses to complete the Project beyond the 30% design completion level.

**Task 02: Site Investigations**

**02.01 Site Survey**

Kennedy Jenks, through the services of its survey subconsultant, K&D Engineering, Inc. (K&D), will prepare a site survey that consists of the locations of existing structures, facilities, surface features, utilities, easements and rights-of-way.

Existing facilities and buildings will be located, and additional spot elevations will be identified to provide a base map showing visible above ground improvements. Surface elevations will be converted to contours with a contour interval of one foot. The survey will include visible

underground utility mark-outs. The survey will identify potential overhead utility conflicts related to the proposed improvements where they may impact the use of cranes or similar needed for large equipment construction.

*02.01 Assumptions:*

- Datums: The survey will be completed using North American Datum 83 (NAD 83) and North American Vertical Datum 1988 (NAVD 88).
- Coordinate System: Oregon State Plane Coordinate System, North Zone.
- Total area to be surveyed will be approximately 13 acres.
- Potholing of existing utilities is not included in this scope of work. It can, however, be added upon request by contract amendment.
- The City will mark utilities inside the WWTP fence line within the portion of the overall project site in which excavation is expected to occur. This area will be approximately 1.5 acres and will predominantly be restricted to the northeastern portion of the WWTP site.
- Survey does not include a boundary survey, subdivision of lands, or land title survey.

*02.01 Deliverable:*

- Survey base map in electronic (pdf) format.

**02.02 Geotechnical Investigation**

Kennedy Jenks, through its subconsultant, Foundation Engineering, Inc. (FE), will develop and implement a geotechnical investigation consisting of exploratory test pits, laboratory testing, engineering analysis, and preparation of a geotechnical report to support the design of the Project. The geotechnical report will summarize findings of the subsurface exploration and laboratory testing and provide a discussion of the anticipated soil and groundwater conditions. It will provide recommendations for site preparation, subgrade structure design, foundation design, slab design, trenching, and pavement design.

*02.02 Assumptions:*

- Up to 6 test pits with depths up to 8 feet will be excavated using a mini excavator or backhoe.
- No permitting will be required for site investigations, and a work plan will not be required.

*02.02 Deliverable:*

- Draft and final geotechnical report in electronic (pdf) format.

**Task 03: Environmental Resources**

Kennedy Jenks, through its subconsultant, Pacific Habitat Services (PHS), will complete the Environmental Resources task for the Project.

**03.01 Environmental Resources Study and Report**

Project funding sources have not yet been confirmed, but state (Oregon Department of Environmental Quality [DEQ] Clean Water State Revolving Fund [CWSRF]) or federal (United States Army Corps of Engineers [USACE]) funding is likely. These funding sources require an environmental review report that considers impacts on both the natural and the human environment. In Oregon, CWSRF uses the State Environmental Review Process (SERP) that

requires cultural resources consultation (SHPO), tribal coordination, Endangered Species Act (ESA) species review, floodplain/wetland analysis, public notice and comment period, and documentation of alternatives analysis. The Corps funding also requires an assessment of the above factors.

PHS will review available relevant documents and data to understand the environmental issues associated with the location and the operation of the WWTP. PHS will conduct a field survey to document existing site conditions, prior to which they will obtain data on ESA species from the Oregon Biodiversity Information Center.

PHS will prepare a draft and final version of the Environmental Information Document that can be used for the SERP process. The report will follow the format typical of SERP documents. The narrative will include a discussion of existing conditions, with the results of the on-site assessments, the state and federal regulatory requirements, and, if necessary, mitigation options. A final version of the report will be completed after receiving comments on the draft document. PHS will also prepare and contribute to the report's graphics.

*03.01 Assumptions:*

- Environmental field survey will be limited to within the WWTP site extending to a maximum of 10 feet outside the fence line.

*03.01 Deliverable:*

- Draft and final Environmental Information Document in electronic (pdf) format.

**03.02 State Environmental Review Process**

Because the source of Project funding has not yet been confirmed, additional effort may be required beyond that associated with the environmental resources study and report task that is not included in this scope of work. Should the City secure funding through the CWSRF program, additional effort may be needed and can be added by contract amendment.

**03.03 Federal Environmental Review Process**

Because the source of Project funding has not yet been confirmed, additional effort may be required beyond that associated with the environmental resources study and report task that is not included in this scope of work. Should the City secure funding through federal funding sources such as the USACE, additional effort may be needed and can be added by contract amendment.

**Task 04: Permitting and Public Utility Coordination**

Kennedy Jenks will provide the following permitting and public utility coordination services consisting of revisions to the City's Biosolids Management Plan, assistance with building permits, and coordination services associated with electric, natural gas, water, and telecommunications utilities.

Kennedy Jenks does not anticipate the need for public hearings and has thus not included such assistance in this scope of work. However, if required, it can be provided upon request by contract amendment.

**04.01 Biosolids Management Plan (To be added by amendment)**

Services needed to revise the City's Biosolids Management Plan (Plan) to include the planned changes to the WWTP's biosolids treatment facilities associated with the Project are not

included in this scope of work. The Plan will need to be revised, however, should the City wish to complete the Project. These services can be added upon request by contract amendment.

**04.02 Building Permits – (To be added by amendment)**

Services to assist the City in obtaining Building Permits from the Authority Having Jurisdiction (AHJ) are not included in this scope of work. However, Building Permits will be needed should the City wish to complete the Project. These services can be added upon request by contract amendment.

**04.03 Electrical Utility Coordination**

Coordination with local electrical utility will be initiated; historical loads and electric consumption will be requested to satisfy National Fire Protection Association (NFPA) 70 requirements. This information will be provided by the City to the electrical utility to coordinate preliminary paperwork needed to upgrade the electrical service to the Plant, if warranted during the design phase.

*4.03 Assumptions:*

- Utility has historical electrical consumption and peak kW demand records of at least 12 previous months.
- Utility has records of existing transformer size and available capacity to the Plant.
- Effort for this task is based on Kennedy Jenks providing up to 32 hours of professional assistance.

*04.03 Deliverables*

- Provide historical data, utility representative point of contact information.

**04.04 Natural Gas Utility Coordination**

Coordination with local natural gas utility will be initiated; demand requirements, including gas heating input and pressure, will be provided to the City to coordinate new natural gas service to the plant. Natural gas utility point of connection will be coordinated for new service into the plant once the preliminary design phase is completed.

*04.04 Assumptions:*

- The City will be responsible for coordinating with the natural gas utility to provide the necessary gas service to the Plant to support the planned improvements.
- The natural gas utility can provide new service of sufficient capacity and pressure, and within the vicinity of the new facilities at the Plant, to accommodate the planned biosolids dryer.
- Effort for this task is based on Kennedy Jenks providing up to 24 hours of professional assistance.

**04.05 Water Utility Coordination – (To be added by amendment)**

Services related to coordination with the water utility are not included in this scope of work. However, these services may be needed should the City wish to complete the Project. These services can be added upon request by contract amendment.

**04.06 Telephone and Internet Service Provider Coordination – (To be added by amendment)**

Services related to coordination with the telephone and internet services provider are not included in this scope of work. However, these services may be needed should the City wish to complete the Project. These services can be added upon request by contract amendment.

**Task 05: Pre-Design (10%)**

The purpose of this task is to assess and present applicable system design criteria, preliminary facility sizing, preliminary equipment selections, code review, building type preferences, and preliminary site layout for the Biosolids Treatment Improvements Project (Project) for the City’s WWTP. The Pre-Design will initially prepare a series of technical memoranda (TMs) containing project strategy, design criteria, alternatives evaluations, summary descriptions of process and control strategies, and a listing of issues to be resolved. The TMs will be used as the basis for the pre-design report (PDR) which will provide a summary of the findings contained in the TMs, preliminary drawings, opinion of probable construction cost (OPCC), and a preliminary project schedule. The PDR will be used by the project team to guide the detailed design of the Project.

**05.01 Project Kick-off, Data Collection, and Data Review**

Kennedy Jenks will lead a project kick-off meeting with the City to discuss the scope of work, project schedule, communication protocols, project goals, and initial system design criteria. The meeting will provide an opportunity to discuss the project team’s initial thoughts on site layout, building construction alternatives, and equipment preferences.

Although Kennedy Jenks anticipates having much of the information needed to complete the Project, Requests for Information (RFIs) will be submitted to the City to address information gaps.

*05.01 Assumptions*

- The kick-off meeting will be held in person at the City’s WWTP. It will be attended by Kennedy Jenks’ PM, PTL, and civil, structural, architectural, mechanical, electrical, and instrumentation and control discipline design leads. Meeting duration will be up to 3 hours.
- Up to three RFI’s will be issued by Kennedy Jenks.

*05.01 Deliverables*

- Kick-off meeting agenda and meeting minutes in electronic (Microsoft Word and pdf) format.
- RFIs in electronic (pdf) format.

**05.02 Pre-Design**

The pre-design task will prepare a series of TMs and preliminary drawings that will be used as the basis for the PDR, OPCC, and preliminary project schedule. Pre-design TMs will consist of the following:

- TM 01 - Basis of Design
- TM 02 - Hauled Waste Receiving Station
- TM 03 - Solids Thickening
- TM 04 - Aerobic Digestion

- TM 05 - Biosolids Dewatering
- TM 06 - Class A Biosolids Treatment
- TM 07 - Code Review
- TM 08 - Site Civil Design
- TM 09 - Structural Design
- TM 10 - Architectural Design
- TM 11 - Mechanical Design – Building (HVAC, Plumbing and Fire Protection)
- TM 12 - Electrical Design
- TM 13 - Instrumentation and Control Design
- TM 14 - Site Utilities
- TM 15 - Permitting

Pre-design tasks will be organized as follows:

**05.02.01 General.** The General pre-design task will consist of stating the basis of design for the Project, identifying permitting requirements (building permits, demolition, and stormwater discharge) and developing pre-design level drawings. The basis of design for the Project including design horizon, service populations, wastewater flows and loads, and wastewater solids generation is assumed to be as presented in the City’s Wastewater Treatment Plant Facilities Plan (Facilities Plan) dated November 2025.

Two TMs will be produced:

- TM 01 - Basis of Design
- TM 15 - Permitting.

Pre-design level general drawings will consist of those for project location and vicinity maps, drawing index, abbreviations, general project notes and legends, design criteria, and process flow schematic.

**05.02.02 Civil.** The Civil Pre-Design task will consist of analyzing existing conditions, developing grading and drainage considerations, utility coordination requirements, landscaping, general civil design criteria, and pre-design level drawings. This effort will include reviewing site conditions, available survey information, and existing utility data to establish the basis for site layout, access, paving, and yard piping.

In addition to the above, civil pre-design will identify applicable codes and standards which serve as a basis for design criteria.

One civil TM will be produced:

- TM 08 - Site Civil Design.

Pre-design level civil drawings will consist of those for abbreviations and notes, legends, overall site plan, horizontal control and paving, and yard piping plan.

*05.02.02 Assumptions*

- Landscaping design will not be required. Kennedy Jenks will identify repairs to landscaping and irrigation systems impacted by the Project. Kennedy Jenks anticipates that any needed repair will be Contractor designed via deferred submittal.

**05.02.03 Structural.** The structural pre-design task will consist of setting structural design criteria, reference codes and standards, design loads, load combinations, description of structures with design assumptions, special inspection requirements, and pre-design level drawings.

In addition to the above, structural pre-design will consist of preliminary calculations to determine the level of effort needed to determine if the existing structures of the thickening building and aerobic digester are sufficient to support the new equipment replacing the existing equipment. This pre-design task will be performed by comparing existing and new equipment weights to determine if the prescriptive compliance method is applicable for the existing structures.

One structural TM will be produced:

- TM 09:- Structural Design.

Pre-design level structural drawings will consist of those for general notes and abbreviations and foundation plans for the control building, hauled waste receiving station, thickening building, digester blower building, dewatering building, and dryer building.

*05.02.03 Assumptions*

- Effort for this task assumes the prescriptive compliance method will be applicable to the existing structures of the thickening building and aerobic digester. If it is found not to be applicable, additional structural analysis will be needed that is not included in this scope of work. It can be provided, however, upon request by contract amendment.
- It is not expected that pile and deep foundation systems will be needed for the Project and are not included in the scope of work. However, they can be added by contract amendment if needed.

**05.02.04 Architectural.** The architectural pre-design task will consist of a code review, building design assumptions, and pre-design level drawings.

Two architectural TMs will be produced:

- TM 07 - Code Review
- TM 10 - Architectural Design.

Kennedy Jenks will identify relevant codes and clarify building requirements, relevant jurisdiction and governing codes to which the project will be designed. Code review for this project consists of the following: Building Occupancy Classification, Construction Classification(s), Hazardous Materials Storage and Use, Americans with Disabilities Act (ADA) Requirements, Energy Code Compliance, Fire Code Compliance (including NFPA 820), Building Code, Electrical Code, Stormwater requirements, and Planning department requirements (e.g. setbacks, appearance, other per local requirements).

Pre-design level architectural drawings will consist of those for the code summary and floor plans for the control building, hauled waste receiving station, thickening building, digester blower building, dewatering building, and dryer building.

*05.02.04 Assumptions*

- Three-dimensional (3D) renderings or visuals will not be needed. These can, however, be provided upon request by contract amendment.

**05.02.05 Mechanical – Process.** The mechanical-process pre-design task will consist of establishing unit process design criteria, evaluating potential equipment alternatives based on economic and non-economic considerations, preliminary process control strategies, preliminary equipment and instrumentation lists, and pre-design level drawings.

The following unit processes will be evaluated: 1) hauled waste (septage) receiving, 2) solids thickening, 3) aerobic digestion, 4) dewatering, and 5) Class A biosolids drying.

1. Hauled Waste (Septage) Receiving Station. Pre-design of the hauled waste receiving station will be based on the use of pre-engineered equipment packages. Up to three equipment manufacturers will be considered.
2. Solids Thickening. Pre-design evaluation for solids thickening will consider three thickening technologies: gravity belt thickeners (GBTs), rotary drum thickeners (RDTs) and centrifuges. Evaluations will be based on replacement of the existing GBT with equipment installed in the existing Thickening Building. Ancillary equipment needs including polymer feed system, sludge feed pump, and thickened sludge pump will be considered.
3. Aerobic Digestion. Pre-design evaluations for wastewater solids stabilization will be based on the continued use of the existing aerobic digester. Evaluations will consider three potential aeration/mixing technologies: surface aeration/mixing, coarse bubble aeration with submersible mixers, and induction-type mixing/aeration.
4. Dewatering. Pre-design evaluations for solids dewatering will be based on construction of new dewatering facilities. Three potential dewatering technologies will be considered: belt filter press (BFP), rotary screw press, and centrifuge. Ancillary equipment needs including polymer feed system, sludge feed pump, and dewatered cake conveyance will be considered.
5. Class A Biosolids Drying. Pre-design evaluations for biosolids drying will be based on construction of new treatment facilities. Two Class A biosolids technologies will be considered: paddle dryers, and belt dryers. Ancillary equipment needs including cake feed hopper, solids conveyance, odor control and bulk bagging system will be considered.

Five TMs will be produced:

- TM 02 - Hauled Waste Receiving Station
- TM 03 - Solids Thickening
- TM 04 - Aerobic Digestion
- TM 05 - Biosolids Dewatering
- TM 06 - Class A Biosolids Treatment.

Pre-design level process-mechanical drawings will consist of those for notes and abbreviations, equipment plan drawings for the hauled waste receiving station, thickening building, digester, digester blower building, dewatering building, and the dryer building, and the process portion of the process and instrumentation diagrams (P&IDs) for the hauled waste receiving station, thickening, digestion, dewatering, and dryer. Drawings will depict the recommended equipment alternative for each unit process area.

**05.02.06 Mechanical – Building.** The mechanical-building pre-design task consists of establishing design criteria and approaches for heating, ventilation, and air conditioning (HVAC), plumbing, fire suppression, mechanical, fire and energy code compliance, site and civil coordination (backflow prevention, cross connection controls, and utility uses) and pre-design level drawings. Requirements for site utilities consisting of City water, natural gas, electrical service, telecommunications, plant water systems, and fire water system will be determined.

Two mechanical-building TM will be produced:

- TM 11 Mechanical Design – Building.
- TM 14 Site Utilities

Pre-design level mechanical-building drawings will consist of those for legends, abbreviations, and notes, and preliminary HVAC schematics for the control building, thickening building, digester blower building, dewatering building, and dryer building.

*Task 05.02.06 Assumptions:*

- Heating for new buildings will be provided by heat pumps for fully conditioned spaces. Process areas requiring ventilation and heat only will utilize natural gas for heating purposes unless determined otherwise.
- Control Building laboratory will not require laboratory-specific utilities including lab air, gas and vacuum systems.
- Automatic fire suppression systems will only be required in the Class A Biosolids Building per the Fire Code and NFPA 820.
- With exception of the Class A biosolids treatment system, odor control will not be required.
- Existing plant potable water supply is sufficient for planned improvements, and premises isolation between plant and City water supply satisfies Oregon cross connection control requirements and does not require improvements.
- Tie-in and extension of existing plant potable water system within plant for domestic plumbing and fire water for modified and new facilities is included in this scope of work. Improvements to existing plant potable water supply and premises isolation is not included but can be provided by contract amendment if deemed necessary upon completion of pre-design.

**05.02.07 Electrical.** The electrical pre-design task consists of establishing electrical design criteria, for verification of existing electrical utility capacity, electrical field-site investigation, field electrical data collection/verification, main switchboard capacity, existing stand-by generator capacity, main duct bank routing, existing main distribution electrical equipment assessment, main electrical distribution equipment selection, and pre-design level drawings.

One electrical TM will be produced:

- TM 12 - Electrical Design.

Pre-design level electrical drawings will consist of those for abbreviations and notes, legends, load calculations, pre-liminary main equipment selection, over-all one line diagram, and overall site plan.

05.02.07.01 Assumptions

- Effort for this task assumes the existing stand-by generator has sufficient capacity to support both existing WWTP facilities and those associated with the Project. This will be confirmed as part of this task. Effort needed for design of a new stand-by generator is not included in this scope of work but can be provided if needed by contract amendment.

**05.02.08 Instrumentation and Control.** The instrumentation and control (I&C) pre-design task consists of establishing instrumentation and control existing conditions and design criteria. Kennedy Jenks will verify and document the existing network architecture, segregation, topology and communication protocols. Additionally, existing hardware and software components will be verified and documented along with any City standards on hardware and software manufacturers and packages.

To perform this task, a Kennedy Jenks I&C staff member will conduct two site visits. The first visit will require one day and will occur during the project kick-off meeting (Task 05.01). The visit will capture the overall network architecture, control hardware summary, and document existing systems with photographs and field summaries. The second visit will be more in depth, requiring two days on site, to review specific network segregation and topology, communication protocols, fiber and copper infrastructure, existing vendor and plant control hardware, and SCADA software details. The findings from the field investigations as well as recommendations for proposed improvements will be captured in the pre-design level drawings and a technical memo.

One instrumentation and control TM will be produced:

- TM 13 – Instrumentation and Control Design.

The TM will describe existing network architecture, segmentation, and topology; existing control hardware, the City's network and control hardware preferences, proposed network architecture, segmentation, and topology, proposed control hardware and software; general control philosophies; fire detection and alarming; site security and access control; and cybersecurity considerations.

Pre-design level instrumentation and control drawings will consist of those for legends and abbreviations, one/demolition existing network block diagram, one final state overall network block diagram, and the process portions of the P&IDs for the hauled waste receiving station, thickening, digestion, dewatering, and dryer. For the process portions with multiple trains, only one typical train will be depicted at the pre-design level.

*05.02.08 Assumptions*

- City staff will be available during I&C site visits to provide access to the WWTP facilities, cabinets, and panels.

**05.03 Opinion of Probable Construction Cost**

Kennedy Jenks will prepare an AACE Class 4 estimate of the probable construction cost for the proposed improvements to the biosolids treatment system, new hauled waste receiving station, and control building.

**05.04 Pre-Design QA/QC.**

Pre-design deliverables will receive both discipline and inter-discipline quality control reviews prior to submission to the City from senior engineering staff, not directly associated with the Project.

**05.05 Pre-Design Coordination, Report, and Review Meetings**

Kennedy Jenks will provide technical coordination, prepare TMs and a preliminary design report (PDR), and conduct review meetings for the pre-design completion level.

**05.05.01 Pre-Design PTL Coordination.** Kennedy Jenks' PTL will provide technical coordination for the duration of the pre-design (10%) task.

**05.05.02 Pre-Design TM Review Meetings.** Kennedy Jenks will conduct up to 6 review meetings to review and solicit City input on the draft TMs. City review comments will be addressed, and the updated TM's will be provided to the CM/GC Contractor for review, comment, and use in developing their initial project cost model (Task 11).

**05.05.03 Draft Pre-Design Report.** Kennedy Jenks will prepare a PDR which will be used by the project team to guide the detailed design of the Project. It will consist of a summary of findings from the TMs, preliminary drawings, OPCC, and a preliminary project schedule. The draft PDR will be provided to the City for review and comment.

**05.05.04 PDR Review Meeting.** Kennedy Jenks will conduct a pre-design review meeting with the City to resolve City questions/comments on the draft PDR.

**05.05.05 Updated PDR.** The report will be updated to address City comments, and a revised PDR will be issued to the City for submission to the DEQ for review.

**05.05.06 Final PDR.** After receiving DEQ comments, Kennedy Jenks will work with City staff to resolve DEQ comments and a final PDR will be issued.

*Task 05.05 Assumptions*

- The City will be responsible for identifying and procuring laboratory equipment. Design of laboratory specific utility systems (e.g., compressed air, gas, and vacuum systems) is not included in this scope of work but can be provided by contract amendment.
- Comments received from DEQ on the PDR will require minor clarifications and will not require additional technical study.
- Review meetings will be held at City provided meeting facilities and will be attended in person by Kennedy Jenks' PM and project technical lead (PTL). Project design discipline leads will attend via video conferencing.
- Design documents will be provided to the City two weeks prior to scheduled review meetings. The City will provide Kennedy Jenks with written review comments a minimum of two working days prior to scheduled review meetings.

- TMs will be provided to the City for review in three (3) groups as follows:

TM Group 1:	TM 01 Basis of Design
TM Group 2:	TM 02 Hauled Waste Receiving Station
	TM 03 Solids Thickening
	TM 04 Aerobic Digestion
	TM 05 Biosolids Dewatering
	TM 06 Class A Biosolids Treatment
TM Group 3:	TM 07 Code Review
	TM 08 Site Civil Design

- TM 09 Structural Design
- TM 10 Architectural Design
- TM 11 Mechanical Design – Building
- TM 12 Electrical Design
- TM 13 Instrumentation and Control Design
- TM 14 Site Utilities
- TM 15 Permitting

- Kennedy Jenks will conduct up to six (6) TM review meetings. These meetings will be grouped as follows:

- TM Review Meeting 1: TM 01 Basis of Design
- TM Review Meeting 2: TM 02 Hauled Waste Receiving Station  
TM 03 Solids Thickening  
TM 04 Aerobic Digestion
- TM Review Meeting 3: TM 05 Biosolids Dewatering  
TM 06 Class A Biosolids Treatment
- TM Review Meeting 4: TM 07 Code Review  
TM 10 Architectural Design  
TM 11 Mechanical Design – Building
- TM Review Meeting 5: TM 08 Site Civil Design  
TM 09 Structural Design  
TM 14 Site Utilities  
TM 15 Permitting
- TM Review Meeting 6: TM 12 Electrical Design  
TM 13 Instrumentation and Control Design

- Review meetings (including the pre-design review meeting) will be up to three hours each except for TM Review Meeting 1, which will be up to one hour long.

*Task 05.05 Deliverables*

- Draft TMs in electronic (Microsoft Word) format.
- Updated TMs in electronic (pdf) format.
- Draft PDR in electronic (Microsoft Word) format with final TMs in electronic (pdf) format.
- Updated PDR in electronic (pdf) format for submission to the DEQ.
- Final PDR in electronic (pdf) format.
- Review meeting agendas and notes in electronic (pdf) format.

## Task 6 – 30% Design

Kennedy Jenks will complete the design of the Project to the 30% completion level. Work will consist of calculations and design documents (i.e., 30% design drawings, select equipment specifications, and QA/QC review).

Project elements will be as recommended in the PDR developed as described in Task 5. For the purposes of estimating design effort, Kennedy Jenks assumes the Project will consist of the main project elements as described below and in the Facilities Plan:

- **Control Building.** A new Control Building will be designed to provide office space, breakroom, restrooms, locker facilities, and laboratory. The structure will include a dedicated electrical room sized to allow consolidation of the WWTP's electrical equipment into a more central location including facilities needed to support the three improvement phases recommended in the Facilities Plan. Kennedy Jenks assumes that the existing standby engine generator has sufficient capacity to support this first improvement phase, with a new generator not required until construction of the next improvement phase.

New network architecture will be designed to include new SCADA server hardware and workstations. These facilities will be housed in the new Control Building.

The Control Building is assumed to provide approximately 3,800 square feet (sf) of floor space with an additional 1,000 sf provided by the electrical room. The Control Building is expected to be constructed near the north entrance to the WWTP directly opposite of the existing sludge drying beds. The structure is assumed to be a CMU load bearing wall system with an open-web steel joist (OWSJ) roof framing systems.

- **Hauled Waste Receiving Station.** The station will consist of a packaged hauled waste receiving station to screen and dewater debris associated with hauled septage. Screened septage will flow by gravity to a below grade pre-cast concrete holding tank from where it will be pumped to the WWTP's existing drain system that terminates at the existing Drainage Pump Station. The packaged system will be placed at grade within an open-sided pre-engineered metal canopy structure to provide limited protection from the weather. The hauled waste receiving station is expected to be constructed in the area currently containing the WWTP's sludge drying beds.
- **Thickening.** The WRF's existing gravity belt thickener will be replaced with new thickening equipment consisting of a new rotary drum thickener, polymer feed system, sludge feed pump, and thickened sludge pump. Improvements to the existing Thickening Building will consist of new heating, ventilation, and air conditioning facilities. Kennedy Jenks assumes that structural improvements with associated structural analysis of the existing structure will not be needed.
- **Aerobic Digestion.** The existing aerobic digester will be retained to provide partial stabilization of wastewater solids. Existing surface mixer/aerators will be replaced with coarse bubble aeration and submersible mixers. We assume there will be no structural improvements made to the existing structure and structural analysis of the existing structure will not be needed. Two positive displacement type blowers will be provided to supply aeration air. The blowers will be housed in a new, pre-engineered metal building located adjacent to the existing digester.
- **Dewatering.** New dewatering facilities will be provided to replace the WWTP's existing belt filter press. Dewatering will be achieved by centrifugation. Dewatering equipment is

anticipated to consist of two new sludge pumps, a single centrifuge, polymer feed system, and screw conveyor system to transported dewatered cake to the Class A biosolids treatment system. Dewatering equipment will be housed in a pre-engineered metal building located adjacent to the building containing the Class A biosolids handling system. The dewatering building is expected to provide approximately 3,000 sf of floor space and will constructed in the area currently containing the WWTP's existing sludge drying beds.

- **Class A Biosolids Treatment.** Class A biosolids treatment facilities are anticipated to consist of a dewatered cake hopper and conveyance system, belt-type thermal dryer, odor control, dried Class A biosolids conveyance system, and bulk bagging system. Facilities are anticipated to be housed in a pre-engineered building with an approximate size of 6,000 sf. The building is expected to be constructed in the area currently containing the WWTP's existing sludge drying beds.
- **Site Improvements.** Site improvements in the area encompassing the new biosolids treatment facilities consisting of asphalt paving, yard piping, site lighting, utility water stations, natural gas service, electrical power and new WWTP facility entrance gate.

### **06.01 30% Design**

The 30% Design task consists of the following sub-tasks:

**06.01.01 General 30% Design.** The General 30% Design will consist of preparing 30% level drawings for project location and vicinity maps, drawing list, abbreviations and general project notes, legends, design criteria, piping schedule, and CM/GC Contractor's staging and storage areas.

**06.01.02 Civil 30% Design.** The Civil 30% Design will consist of preparing 30% level drawings for general demolition notes, site demolition plan, thickening demolition plan, aerobic digester demolition plan, general civil notes, horizontal control and paving plan, and yard piping plan. Civil related specifications will not be provided at the 30% design completion point.

**06.01.03 Structural 30% Design.** The Structural 30% Design will consist of structural calculations and 30% level drawings for general structural notes, special inspection and testing, Control Building foundation plan and sections, Hauled Waste Receiving Station foundation plan and sections, Thickening Building foundation plan, Digester Blower Building foundation plan, Dewatering Building foundation plan and sections, and Dryer Building foundation plan and sections. Structural related specifications will not be provided at the 30% design completion point.

**06.01.04 Architectural 30% Design.** The Architectural 30% Design will consist of 30% level drawings for code summary, Control Building floor plan and exterior elevations, Hauled Waste Receiving Station canopy plan, Thickening Building floor plan, Digester Blower Building floor plan and elevations, Dewatering Building floor plan and elevations, and Dryer Building floor plan and elevations. Architectural related specifications will not be provided at the 30% design completion point.

**06.01.05 Mechanical Process 30% Design.** The Mechanical Process 30% Design will consist of 30% level drawings for notes and abbreviations, Hauled Waste Receiving Station plan and sections, Thickening Building plan and sections, aerobic digester plans and sections, Digester Building plan and sections, Dewatering Building plan and sections, Dryer Building plan and sections. Draft technical specifications for use by the CM/GC Contractor in soliciting budget level proposals for major equipment elements will be provided. They will consist of

those for packaged hauled waste receiving equipment, rotary drum thickening equipment, coarse bubble diffusion equipment, submersible mixers, aeration blowers, dewatering centrifuge, and Class A dryer will be prepared.

**06.01.06 Mechanical Building 30% Design.** The Mechanical Building 30% Design will consist of 30% level drawings for HVAC legends, abbreviations, and notes; equipment schedules; Control Building HVAC schematic and plan; Thickening Building HVAC schematic and plan; Digester Blower Building HVAC schematic and plan; Dewatering Building HVAC schematic and plan; Dryer Building HVAC schematic and plan; plumbing and fire suppression legends, abbreviations, and notes; plumbing and fire suppression schematics; Hauled Waste Receiving Station plumbing plan; Dewatering Building plumbing plan; and Dryer Building plumbing plan. Mechanical building related specifications will not be provided at the 30% design completion point.

**06.01.07 Electrical 30% Design.** The Electrical 30% Design will consist of 30% level drawings for general electrical abbreviations and notes, electrical legends, overall single line diagram, MCC single line diagrams, electrical site plan, Control Building equipment location and grounding plan, Hauled Waste Receiving Station equipment location and grounding plan, Thickening Building equipment location and grounding plan, Digester equipment location and grounding plan, Digester Blower Building equipment location and grounding plan, Dewatering Building equipment location and grounding plan, and Dryer Building equipment location and grounding plan. Electrical related specifications will not be provided at the 30% design completion point.

**06.01.08 Instrumentation and Control 30% Design.** The Instrumentation and Control 30% Design will consist of 30% level drawings for legends and abbreviations, network block diagram, and process and instrumentation diagrams (P&ID) for the hauled waste receiving station, thickening, digestion, digester blowers, dewatering, and dryer processes. Control and instrumentation specifications will not be provided at the 30% design completion point.

**06.02 Quality Assurance and Quality Control 30% Design**

The 30% Design deliverable will receive discipline and inter-discipline quality control reviews prior to submission to the City from senior engineering staff, not directly associated with the Project.

**06.03 Document Coordination, Preparation, and Review 30% Design**

Kennedy Jenks will provide technical coordination, prepare the 30% design documents, and conduct the 30% design review meeting.

**06.03.01 30% Design PTL Coordination.** Kennedy Jenks' PTL will provide technical coordination for the duration of the 30% design task.

**06.03.02 30% Design Document Preparation.** Kennedy Jenks will prepare 30% design submittal documents for review and comment by the City and CM/GC Contractor.

**06.03.03 30% Design Review Meeting.** Kennedy Jenks will conduct an in-person 30% design review meeting to discuss comments received from the City and CM/GC Contractor on the 30% design documents. Decisions from the review meeting will be logged in the Major Decision Log maintained under Task 01 Project Management.

*Task 6 30% Design Assumptions:*

- Drawings and specifications provided under this task consist of those listed in the attached 30% design level drawings and specifications list.

- Effort for this task assumes that extensive grading of the project site is not anticipated. Proposed design will preserve existing drainage conditions.
- Design of pile and deep foundations systems are not anticipated and are thus excluded from this scope of work. If needed, however, they can be added by contract amendment.
- Effort for this task assumes design of pre-cast vaults and subgrade tanks will be provided as deferred submittals prepared by the CM/GC Contractor.
- Effort for this task assumes existing structures for the Thickening Building and Aerobic Digester used to support new equipment have sufficient capacity to support the new equipment. Structural analysis of the existing structure and modifications to the existing structure will not be needed and are thus not included in this scope of work. If needed, however, this can be provided upon request by contract amendment.
- Effort for this task assumes design of pre-engineered metal buildings and pre-engineered metal canopies will be provided as deferred submittals prepared by the CM/GC Contractor and are thus not included in this scope of work.
- Equipment anchorage and design shall be provided as deferred submittals prepared by the CM/GC Contractor and are thus not included in this scope of work.
- Pipe support design and pipe support anchorage shall be provided as deferred submittals prepared by the CM/GC Contractor and are thus not included in this scope of work.
- Detailed design of fire suppression systems is not included and will be provided as a deferred submittal prepared by the CM/GC Contractor via a registered fire protection professional during construction. Design is limited to required fire water supplies and appurtenances in combination with a performance-based specification.
- Natural gas service to the plant will be provided by local natural gas utility and will be sufficiently sized to accommodate the planned improvements and associated equipment. Design of gas service within the plant will be from a coordinated gas utility service point of connection.
- Effort for this task assumes the new network architecture will be designed to include new SCADA server hardware and workstations in the new Control Building. Existing server hardware and/or workstations within the WWTP will not be retained and/or relocated.
- Effort for this task assumes new SCADA server hardware will utilize the same SCADA software as that of the existing system. Evaluation of SCADA software package alternatives are not included in this scope of work but can be added upon request by contract amendment.
- The existing SCADA system and network will be preserved during construction of the new server hardware and equipment. The SCADA system will be systematically migrated by the system integrator one system at a time after the new SCADA server hardware and network infrastructure is in place.
- Cybersecurity risk and resiliency analyses and penetration testing of existing networks and remote access points are not included in this scope of work but can be added upon request by contract amendment.
- Radio path studies are not expected to be needed for the Project. However, they can be added by contract amendment.

- Programming and configuration services will be provided by the CM/GC Contractor during construction. However, if the City wishes, Kennedy Jenks can provide these services upon request by contract amendment.
- Drawings for major treatment equipment will be produced to Level of Development (LOD) 200 as defined by the Associated General Contractors of America (AGC) with additional Visual Approximation included. Visual Approximation is defined as follows: model elements are modeled graphically in 3D with relatively accurate size, shape, location, and orientation for approximate visual representation. Model elements are identified by a unique tag/name. Some additional element specific information may be attached to modeled elements. Accurate model element locations are referenced to a common project origin across all disciplines. The quantity of the element as designed can be measured directly from the model without referring to non-modeled information such as notes or dimension call-outs.
- Services related to CM/GC Contractor procurement (Division 00) and general contract requirement (Division 01) specifications are provided under Task 11 CM/GC Support Services.
- The CM/GC Contractor will provide construction cost estimating services. See Task 11.
- Design documents will be provided to the City two weeks prior to the review meeting. The City will provide Kennedy Jenks with written review comments a minimum of two working days prior to the review meeting.
- Review meeting will be held at City provided meeting facilities and will be attended in person by Kennedy Jenks' PM and project technical lead (PTL). Project design discipline leads will attend via video conferencing.
- CM/GC Contractor will attend the review meeting.
- Review meeting will be up to 3 hours in duration.
- Unless otherwise indicated, technical specifications will not be provided at the 30% design completion level.
- Project changes decided at the 30% design review meeting will be incorporated into subsequent design level documents (e.g., 60% design documents) with no change to the 30% design documents. Decisions will, however, be logged in the Major Decision Log.

*Task 6 30% Design Deliverables:*

- The mechanical process technical specifications listed as being provided at the 30% design completion level will be provided in electronic (pdf) format.
- 30% level design drawings in electronic (pdf) format.
- Agenda and notes for the 30% design review meeting in electronic (pdf) format.

**Task 7 – 60% Design (To be added by Amendment)**

60% Design services are not included in this scope of work but will be needed should the City wish to complete the Project. They can be provided upon request by contract amendment.

### **Task 8 – 90% Design (To be added by amendment)**

90% Design services are not included in this scope of work but will be needed should the City wish to complete the Project. They can be provided upon request by contract amendment.

### **Task 9 – 100% Design (To be added by amendment)**

100% Design services are not included in this scope of work but will be needed should the City wish to complete the Project. They can be provided upon request by contract amendment.

### **Task 10 – Final Design Documents (To be added by amendment)**

Final Design Document services are not included in this scope of work but will be needed should the City wish to complete the Project. They can be provided upon request by contract amendment.

### **Task 11 – CM/GC Support Services**

The City intends to utilize a Construction Manager/General Contractor (CM/GC) project delivery approach. Under this delivery approach, Kennedy Jenks will act as the Design Engineer to collaborate with the City with input from the CM/GC Contractor to develop the design to the 100% completion level.

CM/CG support services provided by Kennedy Jenks will consist of those associated with the procurement process needed for the City to select and enter into an Agreement with a CM/GC Contractor, collaboration with the CM/GC Contractor during design, and review of the CM/GC Contractor's Guaranteed Maximum Price (GMP) for construction.

#### **11.01 – CM/GC Contractor Procurement Services**

CM/GC Contractor procurement services will consist of development of a Request for Qualifications (RFQ) for soliciting CM/GC Contractor proposals, CM/GC Contractor procurement support and meetings, and development of Procurement and Contracting Requirements (Division 00) needed for the City to enter into an Agreement with the selected CM/GC Contractor.

**11.01.01 Request for Qualifications (RFQ).** Kennedy Jenks will assist the City in reviewing and editing an RFQ document for soliciting statements of qualifications (SOQs) from CM/GC Contractors to provide pre-construction services for the Project. The RFQ will be modified from CM/GC documents previously used by the City for the specifics of this project for a pre-construction services contract between the CM/GC Contractor and the City. Upon completion of the pre-construction services scope of work, the City will have the ability to amend the contract for construction services based upon the agreed upon GMP.

Under this subtask, Kennedy Jenks will assist the City in reviewing and editing the RFQ document, developing evaluation criteria for use by the City to select the CM/GC Contractor, and preparing CM/GC Contractor pre-construction services scope of work and Procurement and Contracting Requirement (Division 00) documents.

Kennedy Jenks understands that the City has previously entered into CM/GC project delivery contracts for public works improvements projects. Documents used for the solicitation of qualifications and evaluation of proposals will be based on those previously developed by the City within input from Kennedy Jenks.

*11.01.01 Assumptions*

- RFQ documents, including evaluation criteria, will be based on documents previously prepared by the City for selection of CM/GC Contractors. Documents will be provided to Kennedy Jenks in electronic (Microsoft Word) format.
- Procurement and Contracting Requirements (Division 00) will be based on Kennedy Jenks standard construction contracting forms and conditions.
- The City will have CM/GC contracting documents reviewed and approved by the City's legal counsel.
- Kennedy Jenks' budgeted effort for this task is based on providing up to 88 hours of professional time.

*11.01.01 Deliverables*

- Written review comments on the City's CM/GC Contractor solicitation documents in electronic (Microsoft Word) format.
- Division 00 specifications for CM/GC contract execution in electronic (Microsoft Word) format

**11.01.02 CM/GC Contractor Procurement Support:** Kennedy Jenks will support the City in responding to questions from potential CM/GC Contractors during the solicitation process, evaluation of proposals received, and review of the proposed CM/GC Contractor's pre-construction scope of work including schedule and recommended interfaces during the design phase.

*11.01.02 Assumptions*

- Kennedy Jenks will attend up to three (3), 2-hour meetings to support CM/GC Contractor procurement. These will be as directed by the City but may include: 1) preproposal meeting, 2) proposal evaluation review meeting, and 3) contract negotiations meeting with the selected CM/GC Contractor.
- Meetings will be in-person at City provided facilities and will be attended by up to 2 Kennedy Jenks staff members.
- Up to three (3) addenda will be issued to clarify, correct, or change the RFQ documents.
- The City will be responsible for advertising the Project, distributing RFQ documents, issuing addenda, issuing notices of intent to award, and issuing final notice of award.
- Solicitation period will be 6 weeks long.
- Kennedy Jenks' budgeted effort for this task is based on providing up to 110 hours of professional time.

*11.01.02 Deliverables:*

- Agendas and meeting notes in electronic (Microsoft Word) format.
- CM/CG Contractor recommendation for Award in electronic (pdf) format.

## **11.02 – CM/GC Pre-Construction Period Services**

Kennedy Jenks will provide CM/GC pre-construction period services consisting of providing general contract requirement (Division 01) specifications, CM/GC pre-construction design review meetings, pre-design refinement, GMP review and early works package support.

**11.02.01 General Contract Requirement (Division 01) Specifications.** Kennedy Jenks will prepare general contract requirement (Division 01) specifications tailored for CM/GC project delivery. Draft specifications will be provided to the City and CM/GC Contractor for review and comment. Kennedy Jenks will attend one (1) review meeting to discuss City and CM/GC Contractor comments. Kennedy Jenks will update the Division 01 specifications to address comments received, and final specifications will be issued to the City for use in its construction period services Agreement with the CM/GC Contractor.

### *11.02.01 Assumptions*

- Division 01 specifications will be based on Kennedy Jenks' standard specifications.
- Documents will be provided to the City and CM/GC Contractor 2 weeks prior to the review meeting. The City and CM/GC Contractor will provide Kennedy Jenks with written review comments a minimum of 2 working days prior to the review meeting.
- Review meeting will be held via MS Teams and attended by up to 2 Kennedy Jenks staff.

### *11.02.01 Deliverables:*

- Agenda and meeting notes for review meeting in electronic (pdf) format.
- Draft Division 01 specifications in electronic (Microsoft Word) format.
- Final Division 01 specifications in electronic (pdf) format.

**11.02.02 CM/GC Pre-Design (10%) Design Review Meetings:** The City will provide the draft pre-design TMs to the CM/GC Contractor for review and comment. Kennedy Jenks understands that the CM/GC Contractor will use these documents as the basis for developing their initial project cost model. Kennedy Jenks will conduct two meetings to review comments from the CM/GC Contractor on the draft TMs. A third meeting will be conducted to review the CM/GC Contractor's initial project cost model. Comments from the CM/GC Contractor will be discussed with the Team and changes to the draft TMs will be confirmed with the City and the TMs will be finalized and used to develop the PDR.

### *11.02.02 Assumptions*

- Documents will be provided to the City and CM/GC Contractor 2 weeks prior to the review meeting. The City and CM/GC Contractor will provide Kennedy Jenks with written review comments a minimum of 2 working days prior to the review meeting.
- The CM/GC Contractor will provide the initial cost model a minimum of 3 working days prior to the review meeting.
- Meetings will be at City provided facilities and will be attended in person by Kennedy Jenks' PM, PTL and Collaborative Delivery Lead (CDL). Up to 4 additional design team members will attend via Microsoft Teams format.
- Review meetings will be up to 3 hours in duration.

*11.02.02 Deliverables:*

- Agenda and meeting notes for review meetings in electronic (pdf) format.

**11.02.03 10% Pre-Design Refinement** Kennedy Jenks will coordinate with the City and the CM/GC Contractor to review proposed changes to the 10% TMs provided by the CM/GC Contractor. This will be collaborative effort with the City and CM/GC Contractor to identify constructability, cost, timing and/or value engineering items that can be carried forward in the remaining design.

Kennedy Jenks will incorporate City approved changes to the project design resulting from the design review meeting into the next milestone design documents. Decisions will be logged in the Major Decision Log maintained under Task 01 Project Management.

*11.02.03 Assumptions:*

- Effort assumes the iterative review process with the City and CM/GC Contractor will be completed within a 2-month timeframe.
- One update of the 10% TMs resulting from the 10% Pre-Design Review and Refinement task will be provided.
- Kennedy Jenks' budgeted effort for this task is based on providing up to 200 hours of professional time.

*11.02.03 Deliverables:*

- Updated Decision Log tracking changes in the design.

**11.02.04 Technical Team Review Meetings** Kennedy Jenks will conduct bi-weekly (two per month) technical review meetings with the CM/GC Contractor that will include a review of technical progress. Kennedy Jenks will track action items and bring any proposed changes to the design to the City.

*11.02.04 Assumptions:*

- Effort is based on conducting technical review meetings over a 12 month period through completion of the 30% design documents.
- Bi-weekly technical team review meetings will be attended by the CM/GC Contractor.
- Meetings will be attended via Microsoft Teams format by Kennedy Jenks' PM, PTL, CDL and up to 2 additional design team members.
- Meetings will be up to 0.5-hour in duration.

*11.02.04 Deliverables:*

- Action Items in email format.

**11.02.05 Design Workshops** Kennedy Jenks will conduct up to five (5) design workshops with the City and the CM/GC Contractor consisting of detailed technical and schedule discussions. Kennedy Jenks will provide agendas and meeting minutes.

Kennedy Jenks will incorporate City approved changes to the project design resulting from the design review meeting into the next milestone design documents. Decisions will be logged in the Major Decision Log maintained under Task 01 Project Management.

*11.02.05 Assumptions:*

- Design workshop subjects to be determined by project progress and/or resulting from the Technical Team Review Meetings.
- Workshops will be attended via Microsoft Teams format by Kennedy Jenks' PM, PTL, CDL and by up to 2 additional design team members.
- Workshops will be 1.5 hours in duration.
- Workshops will be attended by the CM/GC Contractor.
- Kennedy Jenks' budgeted effort for this task is based on providing up to 142 hours of professional time.

*11.02.05 Deliverables:*

- Agenda and meeting minutes in digital (pdf) format.

**11.02.06 CM/GC 30% Design Review Meeting.** The City will provide the 30% design documents to the CM/GC Contractor for review and use in updating their project cost model. Kennedy Jenks will review the CM/GC Contractor's updated cost model estimate, construction schedule and risk register. As described for Task 6, Kennedy Jenks will lead a 30% design review meeting. The meetings will be attended by the City and CM/GC Contractor to discuss design review comments from the City and CM/GC Contractor and Kennedy Jenks' comments on the CM/GC cost model estimate, construction schedule and risk register.

Should the City wish to complete the Project, design review meetings at the 60% and 90% design completion levels will be needed. While not included in this scope of work, these design review meetings can be added upon request by contract amendment.

Decisions will be logged in the Major Decision Log maintained under Task 01 Project Management.

*11.02.06 Assumptions*

- Documents will be provided to the City and CM/GC Contractor 2 weeks prior to the review meeting. The City and CM/GC Contractor will provide Kennedy Jenks with written review comments a minimum of 2 working days prior to the review meeting.
- The CM/GC Contractor will provide updated cost model, construction schedule and risk register a minimum of 3 working days prior to the review meeting.
- Kennedy Jenks' CDL will attend in person.
- Meeting attendance by Kennedy Jenks' PM, PTL, and design team will be as described for Task 6.
- Review meeting will be 3 hours in duration.
- Kennedy Jenks' budgeted effort for this task is based on providing up to 56 hours of professional time and consists of that associated with review meeting attendance by Kennedy Jenks' CDL and the review of the CM/CG Contractor's cost model estimate, construction schedule, and risk register.

*11.02.06 Deliverables:*

- Kennedy Jenks comments on the cost model, construction schedule and risk register in electronic (pdf) format.

**11.02.07 CM/GC GMP Review Workshops (To be added by amendment).** Services needed to assist the City with review of the CM/GC Contractor's guaranteed maximum price (GMP), associated risk register, and construction schedule for the Project are not included in this scope of work. However, these services will be needed should the City wish to complete the project. They can be added upon request by contract amendment.

**11.02.08 CM/GC 100% Design Review Meeting (To be added by amendment).** Services needed to conduct a 100% design review meeting are not included in this scope of work. However, these services will be needed should the City wish to complete the project. They can be added upon request by contract amendment.

**11.02.09 CM/GC Early Work Package Support (Optional Task).** Kennedy Jenks anticipates the CM/GC Contractor may request up to 4 Early Work Packages. While selection of the Early Work Packages will be driven by the CM/GC Contractor they may include the following: 1) major mechanical equipment package, 2) major electrical equipment, 3) excavation/earthworks package, and 4) structural package.

This optional task is for the major mechanical equipment package and would be performed immediately after completion of the 30% design documents if authorized by the City. Performing this task immediately after completion of the 30% design would reduce the potential for project delays in transitioning to the 60% design work. Other early work packages, although not included in this scope of work, can be provided upon request by contract amendment.

Kennedy Jenks anticipates the CM/GC Contractor wishing to include the following mechanical equipment in an early works package: 1) Packaged hauled waste receiving station, 2) Rotary drum thickener, 3) Aerobic digester blowers, 4) Dewatering centrifuge, and 5) Class A drying equipment.

If authorized by the City, Kennedy Jenks will provide early work package support services for the major mechanical equipment. It will consist of technical specifications and design drawings with sufficient detail for collaborative delivery construction. Kennedy Jenks will lead one review meeting with the City and CM/GC Contractor for the early works package to review comments from the City and CM/GC Contractor.

Kennedy Jenks will incorporate City approved changes into the Early Work Package documents for use by the CM/GC Contractor. Decisions will be logged in the Major Decision Log.

**11.02.09 Assumptions**

- Documents will be provided to the City and CM/GC Contractor 2 weeks prior to the review meeting. The City and CM/GC Contractor will provide Kennedy Jenks with written review comments a minimum of 2 working days prior to the review meeting.
- Review meeting will be attended via Microsoft Teams format by Kennedy Jenks' PM, PTL, CDL and by up to 2 additional design team members.
- Review meeting will be up to 1.5 hours in duration.
- CM/GC Contractor to use their front-end procurement documents for equipment procurement.
- Kennedy Jenks' effort for this task is based on providing up to 260 hours of professional time.

**11.02.09 Deliverables:**

- Agenda and meeting notes in electronic (pdf) format.

- Technical specifications and design drawings relating to the Early Work Package scope consisting of detail sufficient for collaborative delivery construction in electronic (pdf) format.

**11.02.10 CM/GC Early Work Package Bidding, Evaluation, and Review (To be added by amendment).**

Engineering services needed for the evaluation and selection of major equipment, shop drawing/submittal review and responding to questions during the bidding and construction phases of the Early Works Packages are not included in this scope of work. However, these services will be needed should the City wish to complete the Project. They can be provided upon request by contract amendment.

**Task 12: Engineering Services During Construction (To be added by amendment)**

Engineering services during construction are not included in this scope of work but can be provided upon request by contract amendment.

**Task 13: Construction Management Services (To be added by amendment)**

Construction management services are not included in this scope of work but can be provided upon request by contract amendment.

**Task 14: Value Engineering Services (To be added by amendment)**

Value engineering services have not been included in this scope of work but may be required depending on the source of Project funding secured by the City. Should value engineering services be required by the funding agency, Kennedy Jenks can provide such services by contract amendment.

**BIOSOLIDS TREATMENT IMPROVEMENTS PROJECT  
30% DESIGN DRAWING AND SPECIFICATION LIST**

03/16/2026

Item # 2.

**Drawing List**

<b>DWG NO.</b>	<b>DRAWING TITLE</b>
<b>GENERAL</b>	
G-001	COVER, LOCATION AND VICINITY MAPS
G-002	DRAWING INDEX
G-003	GENERAL ABBREVIATIONS
G-004	GENERAL NOTES AND LEGEND
G-005	GENERAL DESIGNATIONS, PROCESS CODES, AND PIPE SCHEDULE
G-006	GENERAL PROCESS SYMBOLS
G-007	DESIGN CRITERIA
G-008	PROCESS SCHEMATIC
G-009	CONTRACTOR STORAGE AND STAGING PLAN
<b>DEMOLITION</b>	
D-001	DEMOLITION ABBREVIATIONS AND NOTES
D-101	EXISTING CONDITIONS AND SITE DEMOLITION PLAN
D-601	SOLIDS THICKENING DEMOLITION PLAN
D-651	AEROBIC DIGESTER DEMOLITION PLAN
D-652	AEROBIC DIGESTER DEMOLITION SECTIONS AND DETAILS
D-701	BELT FILTER PRESS DEMOLITION PLAN
<b>CIVIL</b>	
C-001	CIVIL NOTES
C-002	CIVIL LEGEND
C-010	OVERALL SITE PLAN
C-020	HORIZONTAL CONTROL AND PAVING PLAN
C-050	YARD PIPING PLAN
<b>STRUCTURAL</b>	
S-001	GENERAL NOTES AND ABBREVIATIONS
S-002	SPECIAL INSPECTION AND TESTING SCHEDULE
S-111	CONTROL BUILDING FOUNDATION PLAN
S-113	CONTROL BUILDING SECTIONS
S-211	HAULED WASTE RECEIVING STATION FOUNDATION AND PLATFORM PLAN
S-212	HAULED WASTE RECEIVING STATION SECTIONS
S-601	THICKENING BUILDING FOUNDATION PLAN
S-651	DIGESTER FOUNDATION PLAN
S-701	DEWATERING BUILDING FOUNDATION PLAN
S-703	DEWATERING BUILDING SECTIONS
S-801	DRYER BUILDING FOUNDATION PLAN
S-803	DRYER BUILDING SECTIONS
<b>ARCHITECTURAL</b>	
A-001	CODE SUMMARY
A-111	CONTROL BUILDING FLOOR PLAN
A-114	CONTROL BUILDING EXTERIOR ELEVATIONS - I

**BIOSOLIDS TREATMENT IMPROVEMENTS PROJECT  
30% DESIGN DRAWING AND SPECIFICATION LIST**

03/16/2026

Item # 2.

A-115	CONTROL BUILDING EXTERIOR ELEVATIONS - II
A-211	HAULED WASTE RECEIVING STATION CANOPY PLANS AND DETAILS
A-601	THICKENING BUILDING FLOOR PLAN AND DETAILS
A-655	DIGESTER BLOWER BUILDING FLOOR AND ROOF PLANS
A-656	DIGESTER BLOWER BUILDING ELEVATIONS
A-701	DEWATERING BUILDING FLOOR PLAN
A-703	DEWATERING BUILDING ELEVATIONS
A-801	DRYER BUILDING FLOOR PLAN
A-803	DRYER BUILDING ELEVATIONS - I
A-804	DRYER BUILDING ELEVATIONS - II
<b>MECHANICAL (PROCESS)</b>	
M-001	NOTES AND ABBREVIATIONS
M-211	HAULED WASTE RECEIVING STATION PLAN
M-212	HAULED WASTE RECEIVING STATION SECTIONS
M-213	HAULED WASTE RECEIVING PUMP STATION PLAN AND SECTIONS
M-214	HAULED WASTE RECEIVING PUMP STATION SECTIONS
M-601	THICKENING BUILDING PLAN
M-602	THICKENING BUILDING SECTIONS
M-651	DIGESTER UPPER PLAN
M-652	DIGESTER LOWER PLAN
M-653	DIGESTER SECTIONS AND DETAILS
M-655	DIGESTER BLOWER BUILDING PLAN
M-656	DIGESTER BLOWER BUILDING SECTIONS
M-701	DEWATERING BUILDING PLAN
M-702	DEWATERING BUILDING SECTIONS
M-801	DRYER BUILDING PLAN
M-802	DRYER BUILDING SECTIONS
<b>MECHANICAL (BUILDING)</b>	
H-001	LEGENDS, ABBREVIATIONS AND NOTES
H-002	EQUIPMENT SCHEDULES
H-151	CONTROL BUILDING - HVAC SCHEMATIC
H-152	CONTROL BUILDING - HVAC PLAN
H-601	THICKENING BUILDING - HVAC SCHEMATIC
H-602	THICKENING BUILDING - HVAC PLAN
H-655	DIGESTER BLOWER BUILDING - HVAC SCHEMATICS
H-656	DIGESTER BLOWER BUILDING - HVAC PLAN
H-701	DEWATERING BUILDING - HVAC SCHEMATICS
H-702	DEWATERING BUILDING - HVAC PLAN
H-801	DRYER BUILDING - HVAC SCHEMATICS
H-802	DRYER BUILDING - HVAC PLAN
P-001	PLUMBING AND FIRE SUPPRESSION LEGENDS, ABBREVIATIONS AND NOTES
P-005	PLUMBING AND FIRE SUPPRESSION SCHEMATICS
P-151	CONTROL BUILDING - PLUMBING PLAN

**BIOSOLIDS TREATMENT IMPROVEMENTS PROJECT  
30% DESIGN DRAWING AND SPECIFICATION LIST**

03/16/2026

Item # 2.

P-211	HAULED WASTE RECEIVING STATION PLUMBING PLAN
P-701	DEWATERING BUILDING - PLUMBING PLAN
P-801	DRYER BUILDING - PLUMBING PLAN
<b>ELECTRICAL</b>	
E-001	ABBREVIATIONS AND NOTES
E-002	ELECTRICAL LEGEND - I
E-011	OVERALL SINGLE LINE DIAGRAM
E-012	MCC CONTROL BUILDING SINGLE LINE DIAGRAM
E-013	MCC THICKENING BUILDING SINGLE LINE DIAGRAM
E-014	MCC DIGESTER BLOWER BUILDING SINGLE LINE DIAGRAM
E-015	MCC DRYER BUILDING SINGLE LINE DIAGRAM
E-016	LOAD SUMMARY
E-101	OVERALL SITE PLAN
E-102	ENLARGED SITE PLAN - I
E-103	ENLARGED SITE PLAN - II
E-151	CONTROL BUILDING - EQUIPMENT LOCATION AND GROUNDING PLAN
E-211	WASTE RECEIVING STATION - EQUIPMENT LOCATION AND GROUNDING PLAN
E-601	THICKENING BUILDING - EQUIPMENT LOCATION AND GROUNDING PLAN
E-651	DIGESTER - EQUIPMENT LOCATION AND GROUNDING PLAN
E-655	DIGESTER BUILDING - EQUIPMENT LOCATION AND GROUNDING PLAN
E-701	DEWATERING BUILDING - EQUIPMENT LOCATION AND GROUNDING PLAN
E-801	DRYER BUILDING - EQUIPMENT LOCATION AND GROUNDING PLAN
<b>INSTRUMENTATION AND CONTROL</b>	
I-001	LEGEND AND ABBREVIATIONS
I-011	NETWORK BLOCK DIAGRAM
I-211	P&ID - HAULED WASTE RECEIVING STATION
I-601	P&ID - THICKENING
I-651	P&ID - DIGESTION
I-655	P&ID - DIGESTER BLOWERS
I-701	P&ID - DEWATERING
I-801	P&ID - CLASS A DRYER

**Specifications List**

<b>Section</b>	<b>Title</b>
<b>Division 41 – Material Processing and Handling Equipment</b>	
41 12 13	Screw Conveyor System
41 12 14	Dewatered Cake Hopper and Conveyor System
41 14 23	Bulk Bagging System
<b>Division 43 – Process Gas and Liquid Handling, Purification, and Storage Equipment</b>	
43 11 33	Rotary Blowers
43 23 58	Rotary Lobe Pumps
43 25 01	Submersible Wastewater Pumps
<b>Division 46 – Water and Wastewater Equipment</b>	
46 07 53	Packaged Hauled Waste Receiving Equipment
46 33 33	Polymer Blending and Feed Equipment
46 41 23	Submersible Mixers
46 51 21	Coarse Bubble Diffusers
46 71 33	Rotary Drum Thickening Equipment
46 76 33	Dewatering Centrifuges
46 76 53	Belt Dryers
46 76 53.1	Belt Dryer Odor Control System

**Client/Address:** City of Lebanon  
 925 Main Street  
 Lebanon, OR 97355

**Proposal Date:** January 1, 2026

## Schedule of Charges

**Date: 2026 Labor Rates**

### PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1.....	\$135
Engineer-Scientist-Specialist 2.....	\$160
Engineer-Scientist-Specialist 3.....	\$180
Engineer-Scientist-Specialist 4.....	\$204
Engineer-Scientist-Specialist 5.....	\$228
Engineer-Scientist-Specialist 6.....	\$252
Engineer-Scientist-Specialist 7.....	\$275
Engineer-Scientist-Specialist 8.....	\$300
Engineer-Scientist-Specialist 9.....	\$320
Senior CAD-Designer .....	\$195
CAD-Designer .....	\$175
Senior CAD-Technician .....	\$150
CAD-Technician .....	\$125
Project Assistant.....	\$120
Administrative Assistant.....	\$110

In addition to the above Hourly Rates, an APC charge of \$7.50 per hour will be added to Personnel Compensation for costs supporting projects including telecommunications, software, information technology, internal photocopying, shipping, and other support activity costs related to the support of projects.

### Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective 1 January 2026 through 31 December 2026. After 31 December 2026, invoices will reflect the Schedule of Charges currently in effect.

Proposal Fee Estimate

CLIENT Name: City of Lebanon  
 PROJECT Description: Biosolids Treatment Improvements Project  
 Proposal/Job Number: 2576013\*00 Date: 3/16/2026

January 1, 2026 Rates	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Sr. CAD-Design	CAD-Design	Sr. CAD-Tech	Project Assistant	Admin. Assist.	Total	KJ Labor	KJ Escalation 2027	KJ Assoc. Proj. Costs	Sub K&D Eng. (Survey)	Sub Foundation Eng. (Geotech)	Sub PHS (Environmental)	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses			
Classification:	Hourly Rate:	\$320	\$300	\$275	\$252	\$228	\$204	\$180	\$160	\$135	\$195	\$175	\$150	\$120	\$110	Hours	Fees	0%	\$7.50	Fees	Fees	Fees	10%	Fees	10%				Fees		
<b>Task 01 - Project Management (PM)</b>																															
00 PM - Contingency Reserve	0	6	14	11	0	1	0	0	0	0	0	0	4	0	36	\$9,146	\$0	\$272							\$0	\$0	\$0	\$9,418	\$0	\$0	\$9,418
01 Project Set-Up	0	0	30	30	0	10	0	0	0	0	0	0	16	0	86	\$19,770	\$0	\$645	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,415	\$0	\$0	\$20,415
01 BST Setup			16										16		32	\$6,320	\$0	\$240							\$0	\$0	\$0	\$6,560	\$0	\$0	\$6,560
02 Sub-Agreements			12	24											36	\$9,348	\$0	\$270							\$0	\$0	\$0	\$9,618	\$0	\$0	\$9,618
03 Project Work Plan, Risk Register, Decision Log			2	6		10									18	\$4,102	\$0	\$135						\$0	\$0	\$0	\$4,237	\$0	\$0	\$4,237	
02 Project Administration	0	0	132	36	0	0	0	0	0	0	0	0	36	0	204	\$49,692	\$0	\$1,530	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51,222	\$0	\$0	\$51,222	
01 Bi-weekly internal KJ coordination meetings			36	36											72	\$18,972	\$0	\$540							\$0	\$0	\$0	\$19,512	\$0	\$0	\$19,512
02 Misc PM coordination with Design Team			48												48	\$13,200	\$0	\$360							\$0	\$0	\$0	\$13,560	\$0	\$0	\$13,560
03 Monthly Updates to Resource Plan, Dec. Log, Risk Reg. and Budget Track.			48										36		84	\$17,520	\$0	\$630							\$0	\$0	\$0	\$18,150	\$0	\$0	\$18,150
03 Project Accounting			24										24		48	\$9,480	\$0	\$360							\$0	\$0	\$0	\$9,840	\$0	\$0	\$9,840
04 Project Design Schedule			8	24											32	\$8,248	\$0	\$240							\$0	\$0	\$0	\$8,488	\$0	\$0	\$8,488
05 Quality Assurance and Quality Control	4	64	28	40	0	14	0	0	0	0	0	0	0	0	150	\$41,116	\$0	\$1,125						\$0	\$0	\$0	\$42,241	\$0	\$0	\$42,241	
01 Project Initiation Review Mtg.	4	16	4	4		2									30	\$8,596	\$0	\$225						\$0	\$0	\$0	\$8,821	\$0	\$0	\$8,821	
02 Concept and Criteria Review Mtg.		48	24	36		12									120	\$32,520	\$0	\$900						\$0	\$0	\$0	\$33,420	\$0	\$0	\$33,420	
06 Progress Meetings		48	36	84											168	\$45,468	\$0	\$1,260						\$0	\$0	\$0	\$46,728	\$0	\$0	\$46,728	
07 Health and Safety				0		0									0	\$0	\$0	\$0						\$0	\$0	\$0	\$0	\$0	\$0	\$0	
08 Project Closeout - (To be added by Amendment)			0	0									0		0	\$0	\$0	\$0						\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Task 01 - Subtotal</b>	4	118	272	225	0	25	0	0	0	0	0	0	80	0	724	\$182,920	\$0	\$5,432	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$188,352	\$0	\$0	\$188,352	
<b>Task 02 - Site Investigation</b>																															
00 Contingency Reserve	0	0	0	3	0	0	0	0	0	0	1	0	0	0	4	\$1,039		\$33						\$0	\$0	\$0	\$1,072	\$0	\$0	\$1,072	
01 Site Survey				24		8					16				48	\$10,480		\$360	\$30,000				\$3,000		\$0	\$0	\$10,840	\$33,000	\$0	\$43,840	
02 Geotechnical Investigations		4		32											36	\$9,264		\$270		\$40,000		\$4,000		\$0	\$0	\$9,534	\$44,000	\$0	\$53,534		
<b>Task 02 - Subtotal</b>	0	4	0	59	0	8	0	0	0	0	17	0	0	0	88	\$20,783	\$0	\$663	\$30,000	\$40,000	\$0	\$7,000	\$0	\$0	\$0	\$21,446	\$77,000	\$0	\$98,446		
<b>Task 03 - Environmental Review</b>																															
00 Contingency Reserve	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	\$270	\$0	\$8						\$0	\$0	\$0	\$278	\$0	\$0	\$278	
01 Environmental Resources Study and Report			4	16											20	\$5,132	\$0	\$150		\$45,000		\$0		\$0	\$0	\$5,282	\$45,000	\$0	\$50,282		
01 State Environmental Review Process - (To be added by Amendment)															0	\$0	\$0	\$0					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
02 Federal Environmental Reviews Process - (To be added by Amendment)															0	\$0	\$0	\$0					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Task 03 - Subtotal</b>	0	0	4	17	0	0	0	0	0	0	0	0	0	0	21	\$5,402	\$0	\$158	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$5,560	\$45,000	\$0	\$50,560		
<b>Task 04 - Permitting and Public Utility Coordination</b>																															
00 Contingency Reserve	0	0	0	1	0	2	0	0	0	0	0	0	0	0	3	\$682	\$0	\$22						\$0	\$0	\$0	\$704	\$0	\$0	\$704	
01 Biosolids Management Plan - (To be added by Amendment)		0				0									0	\$0	\$0	\$0						\$0	\$0	\$0	\$0	\$0	\$0	\$0	
02 Building Permits - (To be added by Amendment)		0		0											0	\$0	\$0	\$0						\$0	\$0	\$0	\$0	\$0	\$0	\$0	
03 Electrical Utility Coordination				16		16									32	\$7,296	\$0	\$240						\$0	\$0	\$0	\$7,536	\$0	\$0	\$7,536	
04 Natural Gas Utility Coordination		8				16									24	\$5,664	\$0	\$180						\$0	\$0	\$0	\$5,844	\$0	\$0	\$5,844	
05 Water Utility Coordination - (To be added by Amendment)				0		0									0	\$0	\$0	\$0						\$0	\$0	\$0	\$0	\$0	\$0	\$0	
05 Telecommunications Utility Coordination - (To be added by Amendment)				0		0									0	\$0	\$0	\$0						\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Task 04 - Subtotal</b>	0	8	0	17	0	34	0	0	0	0	0	0	0	0	59	\$13,642	\$0	\$442	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,084	\$0	\$0	\$14,084		

Proposal Fee Estimate

CLIENT Name: City of Lebanon  
 PROJECT Description: Biosolids Treatment Improvements Project  
 Proposal/Job Number: 2576013\*00 Date: 3/16/2026

January 1, 2026 Rates	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Sr. CAD-Design	CAD-Design	Sr. CAD-Tech	Project Assistant	Admin. Assist.	Total	KJ Labor	KJ Escalation 2027	KJ Assoc. Proj. Costs	Sub K&D Eng. (Survey)	Sub Foundation Eng. (Geotech)	Sub PHS (Environmental)	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:	Hourly Rate:	\$320	\$300	\$275	\$252	\$228	\$204	\$180	\$160	\$135	\$195	\$175	\$150	\$120	\$110	Hours	Fees	0%	\$7.50	Fees	Fees	Fees	10%	Fees	10%				Fees
<b>Task 05 - Pre-Design (10% Design)</b>																													
00 10% Design - Contingency Reserve	0	5	18	64	5	46	22	0	1	4	7	5	0	8	185	\$40,719		\$1,387					\$0		\$0	\$42,105	\$0	\$0	\$42,105
01 10% Design - Project Kick-Off, Data Collection, Data Review	0	0	14	222	0	54	0	0	0	0	0	0	0	0	290	\$70,810		\$2,175					\$0	\$15,210	\$1,521	\$72,985	\$0	\$16,731	\$89,716
01 Kick-Off Meeting			14	186		18									218	\$54,394		\$1,635					\$0	\$15,210	\$1,521	\$56,029	\$0	\$16,731	\$72,760
02 Data Request and Review				36		36									72	\$16,416		\$540					\$0		\$0	\$16,956	\$0	\$0	\$16,956
02 10% Design	0	50	195	568	104	666	419	2	24	83	89	91	0	101	2392	\$506,658		\$17,937					\$0	\$3,000	\$300	\$524,594	\$0	\$3,300	\$527,894
01G General	0	4	26	7	0	37	0	0	0	0	41	0	0	0	114	\$24,519		\$853					\$0	\$0	\$0	\$25,372	\$0	\$0	\$25,372
01 Engineering	0	4	26	7	0	37	0	0	0				0	0	73	\$17,344		\$545					\$0		\$0	\$17,890	\$0	\$0	\$17,890
02 Drafting										0	41	0			41	\$7,175		\$308					\$0		\$0	\$7,483	\$0	\$0	\$7,483
02C Civil	0	0	4	39	0	36	16	0	0	0	21	0	0	6	122	\$25,402		\$912					\$0	\$0	\$0	\$26,314	\$0	\$0	\$26,314
01 Engineering	0	0	4	39	0	36	16	0	0				0	6	101	\$21,762		\$756					\$0	\$0	\$0	\$22,518	\$0	\$0	\$22,518
02 Drafting										0	21	0		6	21	\$3,640		\$156					\$0	\$0	\$0	\$3,796	\$0	\$0	\$3,796
03S Structural	0	11	0	83	0	0	11	0	0	39	0	0	0	6	151	\$34,694		\$1,133					\$0	\$0	\$0	\$35,826	\$0	\$0	\$35,826
01 Engineering	0	11	0	83	0	0	11	0	0				0	6	112	\$27,089		\$840					\$0		\$0	\$27,929	\$0	\$0	\$27,929
02 Drafting										39	0	0		6	39	\$7,605		\$293					\$0		\$0	\$7,898	\$0	\$0	\$7,898
04A Architectural	0	2	22	120	0	8	0	0	0	0	0	51	0	9	213	\$47,334		\$1,596					\$0	\$0	\$0	\$48,930	\$0	\$0	\$48,930
01 Engineering	0	2	22	120	0	8	0	0	0				0	9	162	\$39,654		\$1,212					\$0		\$0	\$40,866	\$0	\$0	\$40,866
02 Drafting										0	0	51		9	51	\$7,680		\$384					\$0		\$0	\$8,064	\$0	\$0	\$8,064
05MP Mechanical - Process	0	7	127	150	1	460	263	2	0	44	0	40	0	50	1144	\$236,689		\$8,583					\$0	\$0	\$0	\$245,272	\$0	\$0	\$245,272
01 Engineering	0	7	127	150	1	460	263	2	0				0	50	1061	\$222,148		\$7,955					\$0	\$0	\$0	\$230,103	\$0	\$0	\$230,103
02 Drafting										44	0	40		50	84	\$14,541		\$629					\$0		\$0	\$15,170	\$0	\$0	\$15,170
06MB Mechanical - Building	0	22	10	44	0	114	0	0	0	0	27	0	0	17	235	\$50,471		\$1,759					\$0	\$0	\$0	\$52,229	\$0	\$0	\$52,229
01 Engineering	0	22	10	44	0	114	0	0	0				0	17	207	\$45,711		\$1,555					\$0		\$0	\$47,265	\$0	\$0	\$47,265
02 Drafting										0	27	0		17	27	\$4,760		\$204					\$0		\$0	\$4,964	\$0	\$0	\$4,964
07E -Electrical	0	2	0	102	0	10	64	0	0	0	0	0	0	8	185	\$40,599		\$1,389					\$0	\$0	\$0	\$41,988	\$0	\$0	\$41,988
01 Engineering	0	2	0	102	0	10	64	0	0				0	8	185	\$40,599		\$1,389					\$0		\$0	\$41,988	\$0	\$0	\$41,988
02 Drafting										0	0	0		8	0	\$0		\$0					\$0		\$0	\$0	\$0	\$0	\$0
08I - Instrumentation	0	1	6	24	103	0	65	0	24	0	0	0	0	6	228	\$46,951		\$1,713					\$0	\$3,000	\$300	\$48,663	\$0	\$3,300	\$51,963
01 Engineering	0	1	6	24	103	0	65	0	24				0	6	228	\$46,951		\$1,713					\$0	\$3,000	\$300	\$48,663	\$0	\$3,300	\$51,963
02 Drafting										0	0	0		6	0	\$0		\$0					\$0		\$0	\$0	\$0	\$0	\$0
03 10% Design - OPCC				44		10									54	\$13,128		\$405					\$0		\$0	\$13,533	\$0	\$0	\$13,533
04 10% Design - QA/QC		36	56												92	\$26,200		\$690					\$0		\$0	\$26,890	\$0	\$0	\$26,890
05 10% Design - Pre-Design Coordination, Report, and Review	0	0	71	383	0	139	0	0	0	0	36	0	0	56	685	\$156,857		\$5,138		\$0	\$0	\$0	\$0	\$1,800	\$180	\$161,995	\$0	\$1,980	\$163,975
01 10% Design PTL Coordination				168											168	\$42,336		\$1,260					\$0		\$0	\$43,596	\$0	\$0	\$43,596
02 TM Review Meetings			54	96		54									204	\$50,058		\$1,530					\$0	\$1,500	\$150	\$51,588	\$0	\$1,650	\$53,238
03 Draft Pre-Design Report			4	32		40					24		32	132	\$25,044		\$990						\$0		\$0	\$26,034	\$0	\$0	\$26,034
04 Pre-Design Report Review Meeting			9	55		13									77	\$18,987		\$578					\$0	\$300	\$30	\$19,565	\$0	\$330	\$19,895
05 Updated Pre-Design Report			2	16		16					8		16	58	\$11,006		\$435						\$0		\$0	\$11,441	\$0	\$0	\$11,441
06 Final Pre-Design Report			2	16		16					4		8	46	\$9,426		\$345						\$0		\$0	\$9,771	\$0	\$0	\$9,771
<b>Task 05 - Subtotal</b>	0	90	353	1281	110	914	441	3	25	87	132	96	0	165	3697	\$814,371	\$0	\$27,731	\$0	\$0	\$0	\$0	\$20,010	\$2,001	\$842,102	\$0	\$22,011	\$864,113	

Proposal Fee Estimate

CLIENT Name: City of Lebanon  
 PROJECT Description: Biosolids Treatment Improvements Project  
 Proposal/Job Number: 2576013\*00 Date: 3/16/2026

January 1, 2026 Rates	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Sr. CAD-Design	CAD-Design	Sr. CAD-Tech	Project Assistant	Admin. Assist.	Total	KJ Labor	KJ Escalation 2027	KJ Assoc. Proj. Costs	Sub K&D Eng. (Survey)	Sub Foundation Eng. (Geotech)	Sub PHS (Environmental)	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:	Hourly Rate:	\$320	\$300	\$275	\$252	\$228	\$204	\$180	\$160	\$135	\$195	\$175	\$150	\$120	\$110	Hours	Fees	0%	\$7.50	Fees	Fees	Fees	10%	Fees	10%				Fees
<b>Task 06 -30% Design</b>																													
<b>00 30% Design - Contingency Reserve</b>	0	7	10	32	7	26	21	2	0	10	19	8	0	1	142	\$30,183	\$0	\$1,062					\$0	\$0	\$0	\$31,245	\$0	\$0	\$31,245
<b>01 30% Design</b>	0	49	131	439	125	478	400	31	0	190	328	154	0	0	2323	\$481,407	\$0	\$17,420					\$0	\$0	\$0	\$498,827	\$0	\$0	\$498,827
<i>01G General</i>	0	0	7	27	0	54	0	0	0	0	92	0	0	0	180	\$35,793	\$0	\$1,349					\$0	\$0	\$0	\$37,142	\$0	\$0	\$37,142
01 Engineering	0	0	7	27	0	54	0	0	0	0			0	0	88	\$19,711	\$0	\$659					\$0	\$0	\$0	\$20,370	\$0	\$0	\$20,370
02 Drafting										0	92	0			92	\$16,083	\$0	\$689					\$0	\$0	\$0	\$16,772	\$0	\$0	\$16,772
<i>02C Civil</i>	0	0	0	27	0	9	58	0	0	0	73	0	0	0	167	\$31,918	\$0	\$1,253					\$0	\$0	\$0	\$33,171	\$0	\$0	\$33,171
01 Engineering	0	0	0	27	0	9	58	0	0	0			0	0	94	\$19,178	\$0	\$707					\$0	\$0	\$0	\$19,885	\$0	\$0	\$19,885
02 Drafting										0	73	0			73	\$12,740	\$0	\$546					\$0	\$0	\$0	\$13,286	\$0	\$0	\$13,286
<i>03S Structural</i>	0	11	1	65	0	0	81	0	0	59	0	0	0	0	216	\$45,773	\$0	\$1,619					\$0	\$0	\$0	\$47,392	\$0	\$0	\$47,392
01 Engineering	0	11	1	65	0	0	81	0	0	0			0	0	157	\$34,366	\$0	\$1,180					\$0	\$0	\$0	\$35,546	\$0	\$0	\$35,546
02 Drafting										59	0	0			59	\$11,408	\$0	\$439					\$0	\$0	\$0	\$11,846	\$0	\$0	\$11,846
<i>04A Architectural</i>	0	1	43	144	0	1	1	0	0	0	0	154	0	0	343	\$71,592	\$0	\$2,570					\$0	\$0	\$0	\$74,162	\$0	\$0	\$74,162
01 Engineering	0	1	43	144	0	1	1	0	0	0			0	0	189	\$48,552	\$0	\$1,418					\$0	\$0	\$0	\$49,970	\$0	\$0	\$49,970
02 Drafting										0	0	154			154	\$23,040	\$0	\$1,152					\$0	\$0	\$0	\$24,192	\$0	\$0	\$24,192
<i>05MP Mechanical - Process</i>	0	1	78	26	2	238	0	4	0	131	0	0	0	0	481	\$103,783	\$0	\$3,607					\$0	\$0	\$0	\$107,390	\$0	\$0	\$107,390
01 Engineering	0	1	78	26	2	238	0	4	0	0			0	0	350	\$78,160	\$0	\$2,622					\$0	\$0	\$0	\$80,781	\$0	\$0	\$80,781
02 Drafting										131	0	0			131	\$25,623	\$0	\$986					\$0	\$0	\$0	\$26,609	\$0	\$0	\$26,609
<i>06MB Mechanical - Building</i>	0	33	1	17	0	170	0	0	0	0	163	0	0	0	384	\$77,714	\$0	\$2,883					\$0	\$0	\$0	\$80,597	\$0	\$0	\$80,597
01 Engineering	0	33	1	17	0	170	0	0	0	0			0	0	221	\$49,154	\$0	\$1,659					\$0	\$0	\$0	\$50,813	\$0	\$0	\$50,813
02 Drafting										0	163	0			163	\$28,560	\$0	\$1,224					\$0	\$0	\$0	\$29,784	\$0	\$0	\$29,784
<i>07E -Electrical</i>	0	0	0	116	0	2	121	0	0	0	0	0	0	0	238	\$51,191	\$0	\$1,784					\$0	\$0	\$0	\$52,975	\$0	\$0	\$52,975
01 Engineering	0	0	0	116	0	2	121	0	0	0			0	0	238	\$51,191	\$0	\$1,784					\$0	\$0	\$0	\$52,975	\$0	\$0	\$52,975
02 Drafting										0	0	0			0	\$0	\$0	\$0					\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>08I - Instrumentation</i>	0	3	1	17	123	3	140	27	0	0	0	0	0	0	314	\$63,643	\$0	\$2,357					\$0	\$0	\$0	\$66,000	\$0	\$0	\$66,000
01 Engineering	0	3	1	17	123	3	140	27	0	0			0	0	314	\$63,643	\$0	\$2,357					\$0	\$0	\$0	\$66,000	\$0	\$0	\$66,000
02 Drafting										0	0	0			0	\$0	\$0	\$0					\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>02 30% Design - QA/QC</b>		76	48												124	\$36,000	\$0	\$930					\$0	\$0	\$0	\$36,930	\$0	\$0	\$36,930
<b>03 30% Design Documents- Coordination, Preparation, and Review</b>	0	0	9	175	0	13	0	0	0	0	24	0	0	24	245	\$56,067	\$0	\$1,838	\$0	\$0	\$0	\$0	\$300	\$30	\$0	\$57,905	\$0	\$330	\$58,235
01 30% Design PTL Coordination				96											96	\$24,192	\$0	\$720					\$0	\$0	\$0	\$24,912	\$0	\$0	\$24,912
02 30% Design Document Preparation				24							24			24	72	\$12,888	\$0	\$540					\$0	\$0	\$0	\$13,428	\$0	\$0	\$13,428
03 30% Design Review Meeting			9	55		13									77	\$18,987	\$0	\$578					\$0	\$300	\$30	\$19,565	\$0	\$330	\$19,895
<b>Task 06 - Subtotal</b>	0	131	198	646	131	516	421	32	0	200	370	162	0	25	2833	\$603,657	\$0	\$21,250	\$0	\$0	\$0	\$0	\$300	\$30	\$0	\$624,907	\$0	\$330	\$625,237
<b>Task 07 - 60% Design (To be added by Amendment)</b>																													
<b>Task 07 - Subtotal</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 08 - 90% Design (To be added by Amendment)</b>																													
<b>Task 08 - Subtotal</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 09 - 100% Design (To be added by Amendment)</b>																													
<b>Task 09 - Subtotal</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Proposal Fee Estimate

CLIENT Name: City of Lebanon  
 PROJECT Description: Biosolids Treatment Improvements Project  
 Proposal/Job Number: 2576013\*00 Date: 3/16/2026

January 1, 2026 Rates	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Sr. CAD-Design	CAD-Design	Sr. CAD-Tech	Project Assistant	Admin. Assist.	Total	KJ Labor	KJ Escalation 2027	KJ Assoc. Proj. Costs	Sub K&D Eng. (Survey)	Sub Foundation Eng. (Geotech)	Sub PHS (Environmental)	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:	Hourly Rate:	\$320	\$300	\$275	\$252	\$228	\$204	\$180	\$160	\$135	\$195	\$175	\$150	\$120	\$110	Hours	Fees	0%	\$7.50	Fees	Fees	Fees	10%	Fees	10%				Fees
<b>Task 10 - Final Design Documents (To be added by Amendment)</b>																													
<i>Task 10 - Subtotal</i>																													
<b>Task 11 - CM/GC Support Services</b>																													
<b>00 CM/GC Support Contingency Reserve</b>																													
<b>01 CM/GC Contractor Procurement Services</b>																													
01 Request for Qualifications (RFQ)																													
02 CM/GC Contractor Procurement Support																													
<b>02 CM/GC Pre-Construction Period Services</b>																													
01 General Contract Requirements (Div 01) Specifications																													
02 10% Design Review Meetings																													
03 10% Design Refinement																													
04 Technical Team Review Meetings																													
05 Design Workshops																													
06 CM/GC 30% Design Review Meeting																													
07 CM/GC GMP Review Workshops - (To be added by Amendment)																													
08 CM/CG 100% Design Review Meeting - (To be added by Amendment)																													
09 CM/CG Early Work Package Support - (Optional Task)																													
10 CM/CG Early Work Package Bidding, Evaluation, Review - (To be added by Amendment)																													
<i>Task 11 - Subtotal</i>																													
<b>Task 12 - ESDC (To be added by Amendment)</b>																													
<i>Task 12 - Subtotal</i>																													
<b>Task 13 - Construction Management (To be added by Amendment)</b>																													
<i>Task 13 - Subtotal</i>																													
<b>Task 14 - Value Engineering Services (To be added by Amendment)</b>																													
<i>Task 14 - Subtotal</i>																													
<b>All Phases Total</b>																													



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# MEMORANDUM

*Finance Department*

March 25, 2026

**To:** Mayor Jackola and City Council  
**From:** Brandon Neish, Finance Director  
**Subject:** Public Defender Contract Renewal

## Introduction

The City currently contracts for public defender services to fulfill its constitutional obligation to provide legal representation to indigent defendants in Municipal Court.

## Current Report

Staff has negotiated a new three-year agreement for public defender services. The proposed contract maintains continuity of service while incorporating a modest cost adjustment to reflect increased operating costs and market conditions.

The new agreement includes:

- A **23-month contract** consistent with the prior contract expiration (Feb 2028)
- A **5% increase** in compensation over the term of the contract (\$27,300 annually)
- Continued provision of all required public defense services in Municipal Court

The proposed 5% increase represents a reasonable and measured adjustment, particularly given that no increases were included in the previous three-year agreement. This adjustment helps ensure the City remains competitive in securing qualified legal services while maintaining fiscal responsibility.

## Requested Action

Staff recommends that the City Council approve the proposed three-year contract for public defender services authorizing the Mayor to sign the contract.

## INDEPENDENT CONTRACTOR AGREEMENT FOR PUBLIC DEFENSE SERVICES

This agreement, made and entered into this 25<sup>th</sup> day of March, 2026, by and between the City of Lebanon, a municipal corporation of the State of Oregon, herein called “City”, and Erik Moeller, hereinafter called “Public Defender” or “Moeller” depending on the context. The following are the underlying bases for the contract:

- City has a constitutionally mandated responsibility to provide public defender services.
- City desires to have legal services performed for eligible persons entitled to public representation in Lebanon by Moeller, as authorized by law.
- Moeller agrees to provide, and City agrees to pay for, competent and diligent representation to its clients as required by the Oregon Rules of Professional Conduct.
- City and Moeller agree that any and all funds provided pursuant to this Contract are provided for the sole purpose of provision of legal services to eligible clients.

### THE PARTIES AGREE AS FOLLOWS:

1. **Duties:** City hereby contracts with Moeller to serve as the Public Defender for the City, to perform the functions and duties specified in said job description (Attachment A) and outlined in this Agreement and shall perform such other duties and functions for the City, from time to time, if mutually agreed upon by both parties.
2. **Term:** This agreement shall be for twenty-three (23) months, commencing upon the first day of April 2026 and ending on the last day of February 2028. The terms of this agreement shall be reviewed by the parties at the end of this term. Should an extension period be requested, a new contract shall be drafted.
  - a. For the purpose of this agreement, Public Defender is considered an “Independent Contractor.” Notwithstanding the foregoing, Moeller shall serve at the pleasure of the Lebanon City Council. Either party may, at any time, terminate this contract with or without cause, upon a sixty-day written notice, in which event Moeller shall be entitled to all payments then due.
  - b. The City may terminate this contract for good and sufficient cause with or without notice.
3. **Independent Contractor:** Moeller is, for all purposes arising out of this Contract, an independent contractor, and neither Moeller nor his employees shall be deemed

employees of the City. Moeller shall complete the requirements of this Contract according to his own means and methods of work, which shall be in the exclusive charge and control of Moeller and which shall not be subject to control or supervision by the City, except as specified herein.

4. **Periodic Review:** The City Council may review the performance and compensation of the Public Defender by such method and at such times as the Council shall deem appropriate and necessary.
5. **Hours of Work:** It is recognized that the hours devoted by the Public Defender in the performance of his responsibilities may vary with the caseload of the court. It is anticipated that court shall be held the second and fourth Tuesday of each month, subject to the discretion of the Municipal Judge and needs of the court.
6. **Compensation:** Moeller shall be paid the sum \$27,300 annually, paid in monthly installments of \$2,275 retroactively beginning March 2026 through February 2028 as compensation for services to be performed pursuant to this Agreement and as outlined in the Public Defender job description (Attachment A). Payment shall be made pursuant to the City's usual practices for the payments of accounts payable.
7. **Support Staff:** Moeller agrees that he has secured or will secure at his own expense, all persons, employees, and equipment required to perform the services required under this Contract.
8. **General Provisions:** This contract shall constitute the entire agreement between the parties and supersede any previous agreements or understandings. If any provisions or a portion thereof contained in the contract is held to be unconstitutional, invalid, or unenforceable, the remainder of this contract, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect. No other benefits, consideration or compensation of any kind shall be due from City to Moeller or any of his staff other than as set forth herein.
9. **Effective Date:** This agreement shall be effective the first day of April, 2026.

IN WITNESS WHEREOF, City has caused this agreement to be signed and executed by virtue of the lawful authority of the Lebanon City Council, upon the date first mentioned above.

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Kenneth Jackola, Mayor of Lebanon

Ron Whitlatch, City Manager

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Erik J.D. Moeller, Public Defender

ATTEST:

\_\_\_\_\_

Julie Fisher, City Recorder

Approved as to form:

\_\_\_\_\_

John E. Kennedy, City Attorney

Date: \_\_\_\_\_

**Attachment A**

- Providing legal representation, consultation, and advice to clients.
- Representing clients during criminal investigative proceedings.
- Preparing a defense, conducting legal research, gathering facts, and interviewing the client and witnesses.
- Working closely with clients, providing and discussing information, strategies, and developments.
- Arranging for bail to be set and bonds to be posted.
- Writing motions, pleadings, and legal arguments.
- Preparing legal documentation and representing clients in court.
- Handling pretrial discovery, withdraw pleas, suppression motions, and appeals.
- Attending sentencing and negotiating plea bargains.