



Wednesday, August 16, 2023 – 12:15 p.m.

Medford Police Department Prescott Room
219 S. Ivy Street, Medford, Oregon 97501

This meeting will be held in person, but you may attend virtually; see the instructions on page 2.

AGENDA

12:00 p.m. LUNCH

12:15 p.m. BOARD MEETING

1. Roll Call

2. Pledge of Allegiance

3. Comments from the Audience

Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted via teleconference.

4. Approval or Correction of the Minutes of the Last Regular Meeting of August 2, 2023

5. Resolution No. 1900, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$508,327.00 with Soderstrom Architects, Ltd. for Consulting Engineering & Architectural Services for Task Order 2 Schematic Design of the Medford Water Campus Project

6. Resolution No. 1901, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Hasa, Inc. in the Amount of \$1,300,000.00 to Purchase Sodium Hypochlorite (Cl2) for Medford Water Commission's Robert A. Duff Water Treatment Plant and Big Butte Spring Treatment Facility

7. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Operations Manager Dan Perkins, Finance Manager Anna Roeder, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

9. Propositions and Remarks from the Commissioners

10. Adjourn

DATES TO REMEMBER*

DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
<i>Monday, September 04, 2023 – Offices closed in observance of the Labor Day Holiday</i>					
09/06/23	Wed	Board Meeting	TBD	12:15 p.m.	Prescott Room, Police Dept
9/20/23	Wed	Board Meeting	TBD	12:15 p.m.	Prescott Room, Police Dept
10/04/23	Wed	Duff WTP Tour	TOUR	12:15 p.m.	Robert A. Duff Water Treatment Plant

*Meeting dates, times, and locations are subject to change.

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY



To join by computer, click the following link:

https://us02web.zoom.us/webinar/register/WN_HDcrL_UBTsKji2-jl9k-jw

Meeting passcode: 438759



To join by phone, call:

(669) 900-6833

Meeting ID Number: 869 4498 3192 Meeting passcode: 438759



Memorandum

TO: Commissioners Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright.

FROM: Brad Taylor, General Manager

DATE: Wednesday, August 16, 2023

SUBJECT: Item 5.0 – Resolution 1900, Authorizing the General Manager to Execute a Contract Amendment with Soderstrom Architects, Ltd. for Consulting Engineering & Architectural Services for Task Order 2 Schematic Design of the Medford Water Campus project

OBJECTIVE: Board Approval

Issue

Soderstrom Architects, Ltd contract for Task Order 1 (programming and Basis of Design for Medford Water Campus Project) is nearing completion and we are moving toward Task 2 (Schematic Design). We anticipate a minimum of two more Task Orders to take the project through completion and building commissioning.

Discussion

In November 2022, Medford Water advertised an RFP seeking proposals to deliver Consulting Engineering & Architectural Services for this project. Soderstrom Architects, Ltd. was selected for a combination of experience, technical expertise, and industry knowledge to deliver this work to the satisfaction of Medford Water. On March 1, 2023, Resolution 1862 was approved for a Scope of Services and fee of \$116,720 for the first phase of work: Task Order 1 Programming and Basis of Design.

The work under Task 1 is nearing completion and we are moving to Task 2 work, which will take us through Schematic Design (30% Design).

The work completed under this Task Order 2 will better inform the scope for the full design of the project. At that time, a scope and fee for the remaining design work will be negotiated and brought to the Board for approval, which is anticipated in October of 2023.

Financial Impact

This project will span multiple fiscal years. There is budget allocated for design of the project in fiscal year 23/24 and money forecast for design and construction is included in the 10 yr. CIP plan in FY23/24 thru FY25/26.

Requested Board Action

Staff recommends approval of Resolution 1900, authorizing the General Manager to execute an Amendment to the Consulting Services contract with Soderstrom Architects, Ltd. in the amount of \$508,327 for Task Order 2 Schematic Design of the Medford Water Campus project. This would bring the total authorized amount under the contract to \$625,047.

RESOLUTION NO. 1900

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract Amendment in the Amount of \$508,327.00 with Soderstrom Architects, Ltd. for Consulting Engineering & Architectural Services for Task Order 2 Schematic Design of the Medford Water Campus Project

WHEREAS, a contract in the amount of \$116,720.00 was awarded by the Board of Water Commissioners through Resolution No. 1862 on March 1, 2023; and

WHEREAS, Soderstrom Architects, Ltd. has submitted a Scope of Work, Schedule, and Budget for Task Order 2 Schematic Design phase of the project and is qualified and agreeable to render the services specified therein; and

WHEREAS, upon completion of this Task Order 2 Schematic Design phase of the project, a scope and fee for remaining design work will be negotiated and brought to the Board for approval; and

WHEREAS, the value of the contract Amendment for Task Order 2, is estimated at \$508,327.00, bringing the total contract value to \$625,047.00.

WHEREAS, the contract amendment price has been examined and has been found to be agreeable;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That an amendment to the contract in the amount of \$508,327.00 for Consulting Services for Task Order 2 Schematic Design of the Medford Water Campus project is hereby awarded to Soderstrom Architects, Ltd.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract amendment on behalf of the Board of Water Commissioners, which contract is on file in the Office of the Commission and by reference made a part hereof.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication thereof this 16th day of August 2023.

ATTEST: _____
Amber Furu, Asst. Clerk of the Commission

Michael Smith, Chair



Memorandum

TO: Commissioners Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright.

FROM: Dan Perkins, Water Operations Manger

DATE: Wednesday, August 16, 2023

SUBJECT: Item 6.0 – Resolution 1901, Authorizing the General Manager to Execute a Contract with Hasa, Inc. for the purchase of Sodium Hypochlorite

OBJECTIVE: Board Approval

Issue

In July 2023, Medford Water issued a public solicitation for the supply of Sodium Hypochlorite needed to operate the treatment system at the Robert A. Duff Water Treatment Plant and the Big Butte Springs Treatment Facility. The intent is to award a 5-year contract to the sole bidder, Hasa, Inc. The potential total cost over a 5-year contract period will exceed the General Manager's purchasing authority of \$150,000.

Discussion

The contract is intended to cover up to 5 years of Sodium Hypochlorite purchases not-to-exceed \$1,300,000.

Financial Impact

The anticipated cost of Sodium Hypochlorite in the 2023/2024 operating season is \$235,000 with an estimated 5% escalation per year, the total purchase should not exceed \$1,300,000 over the lifespan of the contract. The cost is included in the FY23/24 budget and will be included in subsequent annual budgets.

Requested Action

Staff recommends approval of Resolution 1901, authorizing the General Manager to purchase Sodium Hypochlorite in the amount not-to-exceed \$1,300,000 over a five-year period from Hasa, Inc.

RESOLUTION NO. 1901

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract with Hasa, Inc. in the Amount of \$1,300,000.00 to Purchase Sodium Hypochlorite (Cl2) for Medford Water’s Robert A. Duff Water Treatment Plant and Big Butte Spring Treatment Facility

WHEREAS, in July 2023, staff conducted a competitive solicitation for supply of Sodium Hypochlorite (Cl2) at the Robert A. Duff Water Treatment Plant (Plant); and

WHEREAS, a Request for Bids was advertised on June 28, 2023; and

WHEREAS, a bid opening was conducted July 25, @ 2:00pm, 2023; Hasa, Inc. was the sole bidder; and

WHEREAS, the bid from Hasa, Inc. was determined to be the most responsive and responsible bid, and Hasa, Inc. is qualified to provide the product as required; and

WHEREAS, a five-year contract award was made to Hasa, Inc., intended to cover 5 years of Sodium Hypochlorite purchases (not exceeding \$1,300,000.00); and

WHEREAS, the estimated not to exceed total cost of the five year contract will be \$1,300,000.00, which exceeds the General Manager’s purchasing authority without board approval;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS, THAT:

SECTION 1. That a contract in the not to exceed amount of \$1,300,000.00 is awarded to Hasa, Inc. to purchase Sodium Hypochlorite.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract, and total amendments to the contract not to exceed the signature authority on behalf of the Board of Water Commissioners, which contract is on file in the Office of the Commission and by reference made a part hereof. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of the Commission’s Contracting & Purchasing Regulations.

PASSED by the Board of Water Commissioners and signed by me in authentication of its passage this 16th day of August 2023.

ATTEST: _____
Amber Furu, Asst. Clerk of the Commission

Michael Smith, Chair