

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

September 9, 2016

The minutes of the proceedings of a work session of the City Council of the City of Coos Bay, Coos County, Oregon, held at 3 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Crystal Shoji and Councilors Mark Daily and Jennifer Groth. Councilors Fred Brick, Stephanie Kramer, Thomas Leahy, and Mike Vaughan were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Public Works Director Jim Hossley, Finance Director Susanne Baker, Wastewater Project Engineer Jennifer Wirsing, and Resident Project Representative Jan Kerbo.

Consideration of Response to a Request for Proposal (RFP) for Engineering Services

Kennedy/Jenks Consultants, \$24,700

Keller Associates, \$46,200

Hemphill Water Engineering, \$46,419

Mayor Shoji provided an overview of the review process and asked the Councilors how they would like to proceed. Consensus was for staff to provide information on their review.

Public Works Director Jim Hossley stated the process was similar to other RFP processes conducted by staff wherein the proposals were reviewed against the required response items in the RFP.

Keller and Hemphill meet the criteria for experience in both types of plants. Kennedy/Jenks did not list if they had experience with both types of plants. Kennedy/Jenks had two employees involved with the previous City wastewater value engineering but stated those employees would not be involved in this project.

All firms met project staffing levels and had one office located in Oregon.

Kennedy/Jenks did not provide information on their experience with a membrane batch reactor (MBR).

All firms had staff experienced in wastewater.

Hemphill would use a partnership to complete the project.

Kennedy/Jenks did not specify if they would use the required matrix and appeared to suggest another method.

Keller met the requirements.

Hemphill met the requirements and would also model the bay.

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All firms provided resumes and qualifications.

Kennedy/Jenks did not provide contact information as requested and did not respond to the correct scope of work.

All firms affirmed the ability to meet the project schedule.

Councilor Groth suggested to eliminate Kennedy/Jenks from those to consider due to their nonresponsive proposal.

Council Daily suggested the scope of work needed more clarification to achieve the results as the Council requested which all agreed could be accomplished when negotiating with the firm that would be selected.

Mayor Shoji stated the bid process required the bidder to respond to what they were told to do in the RFP otherwise their proposal could not be considered. The first criteria to be met was if all of the items were submitted as requested, price was not the determining factor.

City Attorney Nate McClintock stated the bidders were required to follow the bidding requirements and if they did not, they were considered nonresponsive and should not be considered. Selecting a nonresponsive consultant would raise concerns and could result in legal issues.

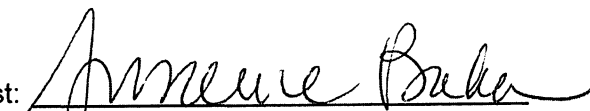
Mayor Shoji suggested the selection was between Hemphill and Keller. Councilor Groth asked staff if there was something that would influence one firm over the other, such as modeling of the bay which would provide a component of specific interest to Councilors Leahy and Vaughan. Discussion continued on the impressive worldwide experience of Hemphill and their forward approach to suggest modeling the bay. Consensus was the proposals were otherwise relatively similar.

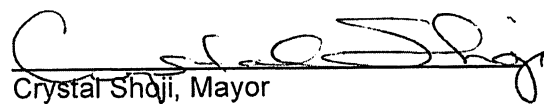
Consensus was to select Hemphill Water Engineering.

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for September 20, 2016 in the Council Chambers at City Hall.

Attest:


Susanne Baker, City Recorder


Crystal Shoji, Mayor