

RESOLUTION NUMBER 2024-001

RESOLUTION OF THE WICKIUP WATER DISTRICT
A RESOLUTION SELECTING AN ENGINEERING FIRM

WHEREAS the Wickiup Water District (hereinafter referred to as "District" is a governmental entity; and

WHEREAS the District previously employed and referred to Curran-McLeod for the engineering needs. Curran-McLeod submitted their letter of resignation the end of 2023; and

WHEREAS the District is in need of an engineer for consulting purposes. The value of any services that may be requested, or performed, are unknown, but not expected to exceed \$100,000.00; and

WHEREAS the District, with the assistance of their attorney and special districts, prepared a letter and emailed approximately 10 engineering firms located in Oregon requesting they submit their interest and qualifications to provide services to the district. Responses were due by January 5, 2024; and

WHEREAS a response to the District's request was received from Civil West Engineering Services.

NOW, THEREFORE, BE IT RESOLVED:

The Wickiup Water District Board of Commissioners are desirous of employing the engineering services of Civil West Engineering Services, Inc. and Civil West Engineering Services is desirous of providing services to the district. The district manager shall reach out to Civil West and proceed in due course.

ADOPTED and DATED this 10th day of January 2024.

WICKIUP WATER DISTRICT


James Purdy, President

ATTEST:





Serving the Svensen Community since 1938

WICKIUP WATER DISTRICT

92648 SVENSEN MARKET ROAD • ASTORIA, OREGON 97103
503/458-6555

November 20, 2023

RE: INVITATION TO SUBMIT FOR POTENTIAL INCLUSION ON DISTRICT'S LIST OF POTENTIAL ENGINEERING CONSULTANTS

To Whom It May Concern:

The Wickiup Water District is looking to directly appoint an engineer of record for the District and is contacting engineering consulting firms to determine interest, qualifications, and related performance information to be included on the District's List of Potential Engineering Consultants. The contract will be for a one-year term, shall not exceed \$100,000, and will contain options for the District to extend the contract for three additional periods of one-year each. The District shall use this information to create a list of prospective engineering consultants. This is not an invitation for a formal or informal selection procedure. It is only to be included on the list.

Per ORS 279C.110 and OAR 137-048-0200, a contracting agency may directly appoint a consultant if the estimated cost of the engineering services does not exceed \$100,000. Per OAR 137-048-0120, a contracting agency may use qualifications and related performance information to create a list of prospective consultants.

The Wickiup Water District is a domestic water supply district under ORS 264. The District is located in an unincorporated community in Clatsop County, Oregon, approximately fifteen miles east of Astoria, next to the Columbia River. The District's customer base consists of residential customers, a grade school and high school, two mobile home parks, a grange hall, community center, and a small community grocery store. Presently, there are no large-scale commercial or industrial users within the system. The District covers an area of approximately 7.6 square miles and serves a rural population estimated at 1,800. The District has approximately 690 water meter hookups, with capacity being 700.

The District Board consists of five commissioners elected from the District at large. The District's day-to-day operations are performed by District staff (2) under the direction and oversight of the District Manager.

The District owns and operates two water treatment plants. Little Fat Buck Creek and Fat Buck Creek feed the slow sand filter facility on property leased from Lewis & Clark Timberlands Greenwood Resources. The slow sand filter was built in 1987. Little Creek feeds the District's rapid sand filtration facility located on Palmrose Road. The facility was built in 1993. The whole system is gravity fed.

The production capacity of the existing water treatment plants includes 0.187 million gallons per day (MDG) from Little Creek and 0.144 MGD from the slow sand filter. To date, the District's peak day demand in 2023 was .203 MGD and the annual average demand in calendar year 2022 was 0.102 MGD. The District currently has three distribution storage reservoirs that provide a maximum capacity of .85 million gallons.

The District Engineer will report directly to the District Manager, who reports directly to the Board of Commissioners. Much of the work will be done via telephone conferences and e-mail. The scope of services for the Engineers of Record may include, but is not limited to, the following:

- Consult with County, State and federal agencies having jurisdictional authority over the project as warranted. Work with District staff to review or complete federal, state or county permits, applications, or agency notifications.
- Attend pre-application, construction, Planning Commission, District Board meetings, or other meetings as requested by the District.
- Perform engineering work pertaining to public records, property acquisitions, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- Review contracts, intergovernmental agreements, and construction agreements related to public utilities (water), and other general activities, as requested by the District.
- Work with District staff, organizations, and funding agencies to help develop competitive and complete grant applications or funding proposals.
- Assist with budgeting, planning, and rate studies. Review District rate structures and make recommendations, as requested.
- Serve as the District's representative as needed and/or requested during the review, plan approval, construction management, and project closeout phases of any development or planning project prepared by other engineers and submitted to the District for approval.
- Work with architects, engineers and contractors concerning technical interpretations and applications of the District's standards and specifications, laws, and any other policy matter compliance.
- Provide infrastructure impact analysis.

- Establish and/or update system development charges, if requested.
- Update utility master plans and feasibility studies, if requested.
- Review engineering construction plans/design drawings and design calculations prepared by other professionals for conformance with state, county, and District requirements and sound engineering practices.
- Provide engineering for District facilities. Troubleshoot issues with District facilities and make recommendations for improvements.
- Provide various construction services for selected District work construction and maintenance projects, e.g., project management, engineering design and construction specifications, pre-qualification, preparation of bid documents, solicitation, procurement, construction oversight/inspection, and as-builts.
- Perform additional basic engineering and special services which cannot be fully described at this time, as requested by the District.
- It is further understood that in addition to the general and recurring activities listed above, communications with Board of Commissioners, District Manager, and/or District employees are an element of prudent administration of the District's infrastructure systems.

In addition, and of upmost concern, is the fact that the District needs to secure an additional water source. Professional engineering services will be required in connection with obtaining the new source including, but not limited to studies, design, construction, licensing and permits. Identification and evaluation of project funding options will also be required.

If your firm is interested in working with the District, please submit your interest, qualifications, and related performance information (including any certifications, references, and any other information you feel would be pertinent in choosing an engineering firm) to:

Michelle Bolton, District Manager
 Wickiup Water District
 92648 Svensen Market Rd.
 Astoria, Oregon 97103
 Email: michelle@wickiupwaterdistrict.com

The Wickiup Water District assumes no responsibility for delayed or undelivered mail or packages. Submissions which are not delivered by January 5, 2024, will not be considered. Submission of information does not guarantee being included on the list or the award of a contract.

The District is in possession of the following documents, which are available for your review, if requested:

Document	Date	Author
Capacity Report	May 2017	Curran- McLeod, Inc.
Water System Master Plan	January 2019	Curran-McLeod, Inc.
Seismic Risk Assessment and Mitigation Plan	September 2021	Hayden Engineers
Updated Capacity Report	September 2021	Curran-McLeod, Inc.
Water Source Evaluation	December 2021	Curran-McLeod, Inc.
Water Source Improvement Feasibility Study	March 2023	Curran-McLeod, Inc.
Supplement to Water Source Improvement Feasibility Study	May 2023	Dan Vaage, Civil West Engineering, Circuit Rider

The Wickiup Water District is an Equal Opportunity/Affirmative Action Employer.
Women, Minorities and Disabled Persons are encouraged to apply.