



City of Mill City

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May 19, 2022 Update

MILL CITY STORM DRAINAGE MASTER PLAN *Questions from Engineering Firms and City Responses*

The City of Mill City held a pre-proposal meeting on May 19, 2022 at 10:00 a.m. at City Hall in Mill City and Public Works Supervisor Russ Foltz led a tour of city facilities at the conclusion of the meeting.

Attendees: HBH Engineering
Civil West Engineering
Keller Associates

After the pre-proposal meeting, the City of Mill City received the following written questions from interested engineering firms. City responses are provided to clarify the City's expectations for the project and to assist engineering firms as they prepare project proposals.

Q1. In the RFP, you list the anticipated project duration as 18 months, please provide clarity on what type of time frame the City is looking for to complete the full report, as well as any specific milestones the City considers to be time sensitive that may have a different time constraint.

City Response: The Contract will provide the selected engineering firm up to 18 months to complete the City of Mill City Storm Drainage Master Plan and the task items listed in the RFP. There are no time sensitive deadlines for any of the work elements, except for kick-off items addressed in Q2 below.

Q2. It sounds like the City and the Willamette Partnership may want a lot of the outreach and early planning to occur prior to September 2022 (when their funding expires). What are the City expectations in the first 2 months of the Contract?

City Response: The City of Mill City will require the Consultant to complete the following tasks in the 1st two months after Contract execution:

- Task 2.1 Kickoff Meeting – within 3 weeks of Contract signing. Outline scope and project time lines.
- Task 2.2 Interviews with City Staff, Linn County Roads and Marion County Public Works to get data collection process started.
- Task 12.2 Public Meeting #1: Initial meeting with the Mill City Planning Commission members for 60—90 minutes. We will invite interested/available elected officials to join us. I also expect some past PC members will attend. Meeting #1 purpose is outline the scope of the project, project timeline and to finalize Planning Commission/Public Involvement process for the project (over the 18 month timeframe). The Planning Commission meets on the 2nd Friday of the month (8:30 a.m. to 11:30 a.m.).

Q3. What public involvement process and information should be included in the Engineering Firm's proposal narrative?

City Response: As part of the engineering firm's written narrative in the proposal, please provide a brief summary of the firm's plans/preferences for public involvement and place key public involvement dates in your proposed time line.

We will ask the proposers to discuss the public involvement process during the interview process.

Stacie Cook and Planning Consultant David Kinney will talk to Ethan Brown, Willamette Partnership, prior to the interviews to get a better sense of Willamette Partnerships funding and Mr. Brown's or Willamette Partnership staff availability to assist with the public involvement process after September 2022.

We will share what we know with the proposing firms during the oral interviews.

If you have further questions, please direct them to Stacie Cook, City Recorder at City Hall in Mill City:

Phone: (503) 897-2302

Email: scook@ci.mill-city.or.us

Last Updated May 19, 2022 at 3:30 p.m.