

1. 9:30 A.M. Agenda

Documents:

[2022-07-07 CC Agenda.pdf](#)

2. 9:30 A.M. Meeting Materials

Documents:

[Council 2022 Goals.pdf](#)

[Cover Letter - Gretchen Havner.pdf](#)

[Resume - Gretchen Havner.pdf](#)

[Donald Phipps Application.pdf](#)

[2022-193 Public Works Commission Membership.pdf](#)

[Landcurrent-Yachats-Greenspace-Rfp-FINAL.pdf](#)

[Yachats Log Church Structural Evaluation Scope Of Services 6-17-22.Pdf](#)



**CITY OF YACHATS
CITY COUNCIL WORK SESSION AND REGULAR MEETING
Yachats OR
Thursday July 7, at 9:30 am
To Be Held Via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/84651149572>

Meeting ID: 846 5114 9572

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AGENDA

9:30 AM - Council Work Session

I. Council goals and the rest of 2022

Immediately Following Work Session - Regular Council Meeting

I. Announcements, Proclamations, and Correspondence

II. Public Comment

III. New Business

a. Interview of Gretchen Havner, possible Municipal Judge Appointee

b. Consideration of Donald Phipps for appointment to the Public Works and Streets Commission

IV. Old Business

a. Proposed Engineering Scope of Services for Little Log Church Museum

b. Proposed Scope of work for design of the green Space

The Yachats City Council meetings are open to the public and interested citizens are invited to attend via Zoom. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 (TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. POSTED 7/5/22



V. Reports

- a. City Manager
- b. November 8, 2022 election and candidate deadlines
- c. Copy of budget resolution accepting the FY23 budget

VI. Other Business

- a. From Mayor
- b. From Council
- c. From Staff

Council's 2022 Goals

Improve timeliness, relevance, quality and effectiveness of city service delivery

1. Recruit, evaluate, and hire City Manager.
2. Track and measure resident satisfaction with City requested services.
3. Work on priority items from Water and Wastewater Master Plans.

Prioritize and demonstrate environmental responsibility in all actions and decisions

1. Take action on priorities relative to water sustainability.
2. Complete local wetland inventory and have it adopted by the state.

Strengthen relationships with Community

1. Conduct comprehensive community survey.

Provide a safe environment

1. Continue work on walkway project.
2. Ensure that intersections and streets have appropriate signage and other modifications to protect citizens and visitors.
3. Prioritize maintaining adequate water flows for fire safety and user needs.

Demonstrate Financial Responsibility

1. Pass an ordinance regarding the Finance Committee that addresses the expertise needed on the committee and the role of the committee.

Housing

1. Support avenues that address the lack of housing.

Public Works Staffing

1. Recognizing the importance of appropriately trained operators for City's water and wastewater plants, budget for public works hiring that addresses succession planning.



Gretchen Havner

ATTORNEY AT LAW

May 31, 2022

Heide Lambert
501 Hwy 101 N
Yachats, OR 97498

Re: Yachats Municipal Judge Position

Dear Ms. Lambert,

Thank you for contacting me regarding the Yachats Municipal Judge position. I am very interested in meeting with you and the Yachats City Council to see if I am the right fit for this position. I have loved living on the Oregon coast for the last 13 years and I am committed to supporting our coastal community. I have more than 15 years experience as an attorney practicing both criminal and civil law. I have extensive courtroom and trial experience. I believe a judge should be both decisive and respectful of all parties. It is important that all parties feel they have had the opportunity to be heard and their respective positions impartially considered. I believe in a solution oriented judicial system and would seek ways to problem solve when possible, rather than simply enforce fines.

I look forward to the opportunity to meet in person and discuss your vision for this position.

Sincerely,

Gretchen Havner



Gretchen Havner
ATTORNEY AT LAW



Gretchen Havner

ATTORNEY AT LAW

ACADEMIC SUMMARY

Member, Oregon State Bar. Admitted September 2009

Member, Utah State Bar. Admitted October 1998

Juris Doctorate, University of Utah College of Law. May 1998

Note and Comment Editor, *Journal of Contemporary Law* 1997-98

Staff Writer, *Western Energy Bulletin*. 1997-98

Bachelor of Arts, Environmental Studies, University of Kansas. 1995

Phi Beta Kappa & Golden Key National Honor Societies

EMPLOYMENT AND EXPERIENCE

Law Office of Gretchen Havner, January 2017 to present.

Juvenile Dependency Attorney. I represent families in legal cases brought by the Oregon Department of Human Services Child Welfare division.

Lincoln County District Attorney's Office, July 2016 to October 2016.

Special Prosecutor. I provided criminal docket courtroom coverage and representation for juvenile dependency cases.

Oregon Coast Community College, April 2013 to June 2017.

Adjunct Professor in Criminal Justice. I developed and presented course content for 9 courses, provided mentoring to students and maintained relationships with numerous Lincoln County Law Enforcement Agencies who work with the Criminal Justice program as guest speakers and advisory board members.

Salt Lake Legal Defenders Association, October 1999 to November 2008.

Trial Attorney. The office provided indigent defense for criminal defendants. I worked on the Misdemeanor Team from October 1999 until July 2001 when I was promoted to the General Felony Team. I also served on the capital homicide team from August 2005 until November 2008.



Gretchen Havner
ATTORNEY AT LAW

Fourth District Court, Provo, Utah, August 1998 to August 1999.

Law Clerk. I supported Judge Gary Stott with research and writing, participated in Court as the bailiff and supervised juries.

COMMUNITY INVOLVEMENT

Newport Public Library, March 2014 – present.

Library Advisory Board President and Library Foundation Treasurer. The Library Board provides community involvement in developing, revising and implementing the Library Policy Manual. The Library Foundation supports the library through fundraising for capitol improvements, organizing community programing and providing volunteer support.

Newport Middle School, August 2017 – present.

Newport Middle School Parent Boosters Treasurer and Site Council Member. The NMS Boosters support our local middle school by recruiting volunteers and fundraising to enhance enrichment activities for students. NMS Site Counsel supports the NMS administration by providing community feedback and insight regarding the broad policies and goals of NMS.

Other Community Memberships: Rotary Club of Newport, Lincoln County Bar Association, Newport High School Boosters, Coastal Act Productions.

City of Yachats Volunteer Agreement

City of Yachats
441 Highway 101 N
PO Box 345
Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

First Name	Donald
Last Name	Phipps
Address	1010 Hanley Drive
City	Yachats
State	OR
Zip Code	97498
Daytime Phone	5419748586
Evening Phone	5419748586
Email	jazzmanneobop@yahoo.com

(Section Break)

Volunteer Activity

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.	Public Works and Streets Commission
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Please list the date(s) or	Any time
----------------------------	----------

range of dates for which
you would like to volunteer

Statement of Interest or
Related Experience for
Commissions & Committees

I would like to help improve Yachats streets and water service. In the 19 months I've lived here, I believe there are issues that could be resolved. Speeding on city roads and 101, safety issues, water availability, etc., are all of concern.

I have been the CEO of a marketing research firm I founded for 30 years. The company name is Applied Marketing Research, Inc. I've conducted research for Global 1000 and state agencies. Some of my studies have been global, but most are national in scope.

To see more about my professional activities, please visit my LinkedIn profile: www.linkedin.com/in/donphipps/

I have also worked as a volunteer activist for several organizations. In my local community of Baldwin City, KS, where I resided for 17 years before moving to Yachats, I was awarded "The Baldwin City Economic Development Community Service Person of the Year for 2014."

I feel I could make a positive contribution to the community by joining the commission and look forward to serving.

Upload document, if
needed

Field not completed.

(Section Break)

References

*Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.*

Reference 1

First Name

Dahn

Last Name

Rai

Address

1000 Hanley Drive

City

Yachats

State

OR

Zip Code	97498
Phone Number	541-961-9212
Relationship	Neighbor
Years Known	1.5 years
Reference 2	
First Name	Ronald
Last Name	Roth
Address	10924 S. North Lake Ave.
City	Olathe
State	KS
Zip Code	66061
Phone Number	319-230-2718
Relationship	Friend
Years Known	10 plus years
Emergency Information <i>Name and contact information for the person(s) to reach in the event of an emergency.</i>	
Name	Cheryl Roth
Phone Number	3192309232
Relationship	Companion
Name	Wes Phipps
Phone Number	7857605146
Relationship	Son
I understand and agree to the following:	
• I will keep all issues pertaining to city business confidential • I may be subject to background and motor vehicle record checks.	

- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature	Donald L. Phipps
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Date	5/10/2022
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Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian	<i>Field not completed.</i>
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Minor	<i>Field not completed.</i>
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Signature	<i>Field not completed.</i>
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Date	<i>Field not completed.</i>
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Version 2019-04-16

CITY OF YACHATS
RESOLUTION NO. 2022-193

WHEREAS, The Public Works & Streets Commission discussed and approved the recommendation of Donald Phipps at the June 22, 2022 meeting;

WHEREAS, The Public Works & Streets Commission made recommendations to the City Council concerning the appointment of Donald Phipps to serve on the Commission, and

NOW THEREFORE, the City of Yachats resolves that the following appointment be made:

- Public Works & Streets Commission – 3 year term
 - o Donald Phipps is appointed to Seat A with a remaining term ending December 31, 2024

Passed and adopted July 7, 2022. This Resolution is effective upon adoption.

Attest:

Leslie Vaaler, Mayor

Heide Lambert, City Manager



Response to Greenspace RFP

April 04, 2022
Proposed by:



April 04, 2022

Attn: Yachats City Manager

RE: Response to Greenspace RFP

Dear City Manager and other interested readers,

LandCurrent
1754 Moonshadow Lane
Eugene OR 97405

PH: 541.912.5753

www.landcurrent.com

LandCurrent is a dba of
A. Van Asperdt, P.C.

LandCurrent is a Registered
Landscape Architecture firm
in the state of Oregon
Lic. # L195

LandCurrent is Certified as a
Women Business Enterprise.

LandCurrent is delighted and honored to respond to your RFP for Yachats Greenspace. We read your RFP request and took especially note of your list of considerations. Those considerations and the eco-consciousness of your community align strongly with LandCurrent's values. As noted in the RFQ response we are a climate-positive company, meaning that our company operates on a net-zero+ carbon footprint, meaning that our business operations do not add greenhouse gases to the atmosphere and might even reduce greenhouse gasses. We do this by working locally, driving electric, using low carbon footprint materials, and monetarily subscribing to carbon sequestering technologies.

Our strong values around protecting the climate through local action are reflected in our designs. We aim for construction materials and methods that have a low carbon footprint and that are eco-friendly.

LandCurrent's designs have won praise from the general public as well as from colleagues and received numerous awards. We are highly experienced in listening and engaging with diverse clients and have expertise in facilitating community input. LandCurrent can help you create a design for Yachats Greenspace that the community will call its own. Our technical expertise combined with the expertise of our team, will ensure that the design will ultimately lead to a beautiful, sustainable, and functional park landscape that respects the local community, ecosystem and the planet.

We love working with small communities where we can speak and work directly with citizens, senior officials and decision makers. This direct engagement between a small responsive firm and a small Oregon town leads to creative and can-do solutions that reflect the community.

We operate from Eugene Oregon, working not too far from Yachats will allow us to visit your community on a regular basis which will help with ongoing project understanding as well as ad-hoc visits needed for the project.

When working with LandCurrent you will work directly with me, Anita Van Asperdt, principal landscape architect and owner of LandCurrent. I have over thirty-five years of experience in Landscape Architecture. Direct engagement with a senior level landscape architect throughout the design process and construction period, is a huge advantage. It is



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something that larger firms typically do not offer; larger firms typically relegate much of the work to junior staff members.

Our team includes The Dyer Partnership. Dyer has extensive experience working along the Oregon Coast including in Yachats. The Dyer Partnership and LandCurrent have an excellent ongoing working relationship. We are currently working on projects in Yoncalla and Sutherlin Oregon. We also have Pacific Habitat Services Inc. on our team. Pacific Habitat prepared the wetland inventory in your community. Having a wetlands specialist on the team is very important as the wetlands provide important habitat for many species, help clean stormwater and act as a carbon sink. Ensuring that the wetlands function well and that the common space park area enhances the wetland function is of the utmost importance.

Besides reading your RFP carefully we read the online information on your wetland and boardwalk, studied the aerial photos and visited the site in December 2021. The Dyer Partnership followed up with a site visit in March this year.

As a team, we believe we have a good understanding of your wishes and consideration. We hope you will select our team and allow us to sit down with you to further enhance our understanding of your project.

With warm regards,

Anita Van Asperdt MLA, BSLA, RLA
anita@landcurrent.com
541.912.5753

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PROJECT APPROACH

Park design layout

We understand that you are requiring landscape architecture design services, a wetland and boardwalk assessment and other related services for a beautiful Greenspace in Yachats. The new park will be small, about 180 by 120 feet. The vision is that the new park will be truly inviting for the community and for visitors, be aligned to the natural world and be a park that effectively uses native plants.

The community prefers plantings and an area to gather versus specific uses like a dog park or a ball field. It is our understanding that a design that best serves the community will have flexible multi-functional open spaces. Coastal landscapes can be very windy but also experience sun on windy days. Berms and plantings can be used to create gathering nooks and spaces of different sizes that have their own wind-shielded micro-climate.

The park is in part a classic commons park with important civic buildings facing the space. It is also a unique commons park with a wetland at its west boundary. We will aim to create functional and spatial connections to existing and adjacent elements including the wetland, boardwalk, EV charging stations, the playground, the pavilion, the community center, city hall and the skate park.

Your community survey shows various functions that have been contemplated for the park. The considerations men-

tioned in the RFP give further detailed directions for the park design. Instead of additively inserting functions and spaces, our landscape will take on a sculptural approach where topography and plantings create informal nooks and spaces for gatherings of various sizes including: one space for a larger gathering, possibly an amphitheater, spaces for picnics, spaces for informal games. We understand any cuts into the current grade will trigger a required archeological assessment. As this is a lengthy process, we will aim to avoid the need for such an assessment. Archeological assessment coordination is excluded from our scope but can be added if it is needed.

We aim to create an inclusive park that is enjoyable for everyone. Inclusive design goes beyond making a park adhere to ADA rules; inclusive design aims to make parks accessible and enjoyable for people of all ages, abilities and cultural backgrounds. We are well versed in creating inclusive designs through our extensive experience in designing parks and community spaces as well as our expert expertise in designing children's natural play and learning environments.

We have experience with regards to the unhoused. A park design cannot solve this issue but can and should take it into account. It is a delicate issue that requires deterring people from making the park a permanent home. This can be done through establishing good sight lines and through carefully designed and located furniture. Simultaneously, we will discuss with you how we can humanely point the way to whatever

structural help that your community can offer.

Our design will lead to a park that the community can call its own, can be enjoyed year-round, is environmentally sound, attracts wildlife and is sustainable. Sustainability includes a park design that can be maintained within the capabilities and budget of the community. It also means a park that can be maintained without unnecessarily burning fossil fuels.

Our design will aim to be eco-friendly and carbon neutral. Where possible we will consider recycled, repurposed and low impact materials. We will be very careful in our use of carbon intense materials such as concrete. As part of the design process we will develop a carbon footprint assessment for constructing and maintaining the site after construction. The design will balance higher carbon footprint materials with plantings and soils that sequester CO₂. This process is a balancing act; a high carbon footprint material that is very durable might be a better choice than a low carbon footprint material that requires a lot of maintenance and lacks longevity. It is important to study the carbon footprint and other environmental impacts over at least a ten-year time period and to include maintenance and operations in the assessment.

We have very strong values and design principles but that does not mean we will design in a vacuum. On the contrary, our values include making each landscape feel as a home to the community. In order to make the park 'of the place' we need

you to provide us with feedback so that the design is in accordance with your wishes and visions. We have experience with creative community engagement processes that are not only effective in reaching community consensus but also bring out poetic and creative design ideas.

We will set up the design so that it can be implemented in phases and allow for community donations and perhaps planting by the community. Community involvement will further strengthen a sense of ownership and ensure park longevity.

Wetland assessment

The wetland assessment will document the soils, vegetation, and hydrology of the wetland and the surrounding areas. This task will be completed by Pacific Habitat Services.

Pacific Habitat Services will work closely with LandCurrent on options for ensuring the long-term stability of the wetland, which will include ensuring plant communities are adapted to specific site conditions, non-native and invasive species are controlled, and the hydrology of the wetland is sustainable.

The Dyer Partnership will conduct a daylong field assessment (visual inspection) of the boardwalk and provide recommendations to ensure long-term boardwalk integrity (both the deck walking surface and superstructure). The boardwalk is approximately 600 feet long. LandCurrent will take the recommendations from Dyer under consideration and through discussion with Dyer will develop a memo

with annotated photos of the current state of the boardwalk and recommendations for maintenance and rebuilding, including estimated rebuilding cost. It is anticipated that rebuilding includes new sustainable construction materials and methods.

The Dyer Partnership looked at the boardwalk in preparation for this RFP response and from that visit Dyer preliminary determined that overall, the structure needs some minor upgrades and probably replacement in 10 years if the community performs some maintenance now.

Park furniture

LandCurrent aims to design places that are inclusive, meaning they are accessible and delightful for people of all ages and abilities. Providing ample seating is very important to inclusive design. Elderly people or other people with limited mobility need to be able to sit often and find lots of different places to sit and enjoy the landscape. Seating can be in the form of benches, seating walls, boulders at seating height or creative seating elements such as soma stones.

Many people need the support of a backrest and armrests, the inclusion of seating with arm and backrests is therefore important. This type of seating can be complemented with informal seating elements. In addition, seating needs to be designed so a person in a wheelchair can sit in the chair next to others and have the option to transfer from a wheelchair on a park seat.

Most of our clients prefer a situation where people do not use benches to sleep on, especially not if this means that people essentially start living in a park. Principal landscape architect Anita Van



Asperdt is very aware of this issue, she already designed with this situation in mind decades ago when she worked for the city of Amsterdam. LandCurrent will discuss with the PCC-R to what extent sleeping on benches or tables will need to be deterred in the park.

As with all park considerations the furniture will become an integral part of the overall layout of the park.

Planting plan

Plantings and topography can be shaped to reflect the local environment. Native plantings combined with selected near-natives, specific materials, and local art can further make the park unique to the community that created it. Native plant communities will be selected for their habitat value, eco-services such as stormwater filtering and carbon sequestration. Plants will also be selected for their human

services such as their function as wind shield and for their visual and olfactory delight. We will ensure that the plants are appropriate for your climate with high winds and salt spray.

It is important to consider climate change with the selection of plantings and ensure, as best as possible, that the selected plants will survive in a changed climate.

We have extensive knowledge on local plant communities and will augment our expertise with that of your local plant experts as well as take you up on your offer to visit your local parks.

Signage and lighting

The lighting plan will need to be carefully considered with regards to light sensitive fauna. Lighting can provide safety in the park, however too much light or lighting that is not well considered can produce glare and create unsafe environments. LandCurrent has learned that Yachats has a good understanding of this after

reading your city council's deliberations on your municipal Lighting Ordinance. The lighting plan will include graphic images of proposed lights and locations.

During the design process we will discuss with you the type of signs that you want and need in the park. There can be interpretive signs, relief carved signs that can be read by the visual impaired, signs that include information about help for the unhoused, wayfinding signs and more.

Time frame

The estimated time frame from signing of the contract to the end of design development is 3 months. This time estimate does not account for an archeological assessment, such an assessment may take many months.

Design phases

Below we have broken down our approach to the design in the various



WaterWise Demonstration Garden, Eugene, Oregon

phases and tasks that follow the bullet point outline in your RFP request. We combined this with our own take on the design tasks needed for the Park Design Layout. During our first meeting with the Parks and Commons Commission (PCC-R) we will review these project tasks and revise as needed. The listed consulting budgets are estimates and can be further refined through discussion with you.

Phase 1 Predesign

During the predesign phase we gather all relevant information about the project.

Task 1.1 The LandCurrent team will study all relevant maps and documentation, including: Greenspace Citizen Survey results, City of Yachats Park Master Plan (revised 2019), City of Yachats Lighting Ordinance (revised 2021), previous wetland reports, drawings of existing structures on site, environmental factors, history of Yachats and the site. Much of this information has already been studied in preparation for this RFP response. In addition, The Dyer Partnership (Dyer) and Pacific Habitat Services Inc. (PHS) have previously completed work in Yachats and have a good understanding of the community and the design site. The Dyer Partnership will search their archive to gather previous stormwater study information, and past survey/mapping. PHS has information that they collected during the Local Wetland Inventory.

Task 1.2 During the first meeting the LandCurrent design team will speak with the PCC-R to get detailed project information as well as walk the project site and adjacent areas. We will discuss with you if a regulatory wetland boundary needs to be established along the park. This might be important as changing the topography is likely a key element of the design, legally the topography cannot be

changed much beyond the wetland boundary.

During this first meeting with you we want to gain a comprehensive understanding of the maintenance budget, capacity and capability along with a good understanding of the initial design and construction budget. We will discuss our design tasks and revise the workplan as needed. LandCurrent will prepare a meeting memo, and revised task and workplan.

While visiting Yachats we will tour Prospect Garden and Gerdemann Botanical Preserve with you, as we are curious about these sites and touring these sites with you will give us more insights in the native plant palette that you are envisioning for the design of the commons in Yachats.

Task 1.3 The Dyer Partnership will prepare a topographical survey. We assume that we do not need to research property boundaries as the city owns the Right-Of-Way and adjacent wetland area. The topographical map will be for the landscape area outlined in red on your aerial photo (attached to your RFP) and extend north and east to the road edge and at least 10 feet west and south towards the wetland (or up to the wetland boundary) so that we can integrate our designs adequately within current conditions. Preparing the topographical survey early in the process is critical, since changing topography is likely a key component of the design. Your site is small and changing topography on a small site requires very good topographical information in order to tie the grading into existing surrounding contours.

Task 1.4 The Dyer Partnership and LandCurrent will provide an initial hydrological assessment with regards to surface run-off. The topographical map will reveal current surface run-off patterns. We assume that stormwater run-off that currently enters the wetland/pond will be allowed to continue to do so without the need for environmental permitting. Dyer will provide LandCurrent with their initial opinion on swale shape, size and possible locations. They will take into account that any swales that cut into current grade will require an archeological assessment.

Task 1.5 Pacific Habitat Services, Inc will assist the team with recommendations for the initial park design and initial hydrological assessment and features in the park in so far as this has influence on the optimal functioning of the adjacent wetlands.

Task 1.6 During all phases LandCurrent will keep the team on task, develop and update workplans, prepare internal design memos and meeting memos

Phase 2 Schematic (conceptual) design.

Task 2.1 During the schematic or concept design phase, we develop one or two layout options that show basic character and function of the park. Various park elements, and characters will be visualized through precedent images and or sketches. LandCurrent will spearhead these designs and enlist feedback from our design partners. The early concept plans will show native plant communities with their functions: eco-functions, windshield etc. The early concepts will also show a concept level grading (topography) plan. Grading (changing topography) is likely a key element in the design as this can provide wind shielded nooks and visually shield

unwanted views and enhance wanted views. Grading may also help improve run-off water quality before it enters the wetlands.

Task 2.2 Pacific Habitat Services Inc. will prepare a memorandum with preliminary Wetland Assessment and with LandCurrent develop recommendations that ensure the longevity of the wetland.

Task 2.3 The Dyer Partnership will assess the boardwalk. LandCurrent and Dyer will develop a preliminary memo with annotated photos of the current state of the boardwalk and recommendations for maintenance and rebuilding.

Task 2.4 Once we have developed a concept plan LandCurrent will meet with the PCC-R and provide a PowerPoint presentation with design rationale. We will answer questions from the PCC-R and obtain feedback. In so far, a representative from park maintenance and operations is not included in the PCC-R we recommend that such a representative is included in this meeting. In addition, this will be a good time to discuss our ideas for the public meeting.

Pacific Habitat Services Inc. will present the preliminary wetland assessment to the PCC-R and LandCurrent will present preliminary findings and recommendations with regards to the boardwalk.

This PCC-R meeting will be in-person with LandCurrent with Pacific Habitat Services attending the meeting virtual. LandCurrent will prepare meeting notes.

Task 2.5 LandCurrent will participate in a public meeting to solicit responses to the conceptual design. This meet-

Following the meeting LandCurrent will summarize written annotated findings and points of discussions and/or conclusions and submit these to the PCC-R

from the public meeting to incorporate. This meeting will be with LandCurrent principal Landscape Architect in-person. Dyer and PHS staff will be available for ad-hoc online contacting to provide clarifications or answer questions during the meeting. LandCurrent will prepare written meeting notes.

Task 2.7 During all phases Land-Current will keep the team on task, develop and update workplans, prepare internal design memos and meeting memos.

During design development the preferred option chosen during the schematic design phase will be refined.

Task 3.1 LandCurrent will incorporate any changes to the park design as



determined by PCC-R (plus city staff) during the previous phase. Our design partners, Dyer and PHS, will provide design review feedback to LandCurrent during this process. The Design Development Plan will include a preliminary planting plan, park furniture locations and choices, and a preliminary signage and lighting plan.

During design development LandCurrent will ensure that the park design is as eco-friendly and low carbon as possible and provide a carbon footprint assessment.

With feedback from your two local native plant specialists LandCurrent will prepare a preliminary Planting Plan.

LandCurrent will submit a draft of the Design Development Plan in PDF format to the PCC-R.

Task 3.2 Pacific Habitat Services Inc. will finalize the wetlands assessment memo with regards to optimal wetland functioning and longevity. LandCurrent will review the document before submitting it to PCC-R.

The Dyer Partnership will provide the boardwalk assessment memo. LandCurrent and Dyer will provide written recommendations.

The wetland and boardwalk assessments and recommendations will be submitted as drafts in PDF format to PCC-R along with the Design Development Plan.

Task 3.3 LandCurrent and The Dyer Partnership will prepare a preliminary construction cost estimate based on current cost. LandCurrent worked with the Dyer Partnership in the past in creating such a joined cost estimate. The

estimate will be submitted to the client as a spreadsheet with line items.

Task 3.4 During a first design development virtual meeting with PCC-R (plus city staff), LandCurrent, Dyer and PHS will go over the draft submittals described above. After the meeting these submittals will be revised as discussed and re-submitted as final documents. LandCurrent will provide meeting notes to the PCC-R.

Task 3.5 During the second design development virtual meeting with the PCC-R (plus city staff), the LandCurrent team will go over the final submittals and highlight changes made as discussed during the first meeting. During this meeting LandCurrent will also discuss the format and approach of the Design Development Public Meeting. LandCurrent will provide meeting notes to the PCC-R.

Task 3.6 LandCurrent will lead a Public Input Meeting to describe the plan and rationale for design decisions.

Following the meeting LandCurrent will provide meeting notes and annotated design changes for the PCC-R to consider. It is anticipated that there will be no or only minor changes at this point to consider. Upon request of the PCC-R the design changes will be incorporated into the final design that will be presented during Task 3.7.

Task 3.7 LandCurrent will attend one virtual City Council meeting describing the plan and rationale for design decisions and answer questions regarding proposed project and budget. It is understood that the goal for this meeting is for City Council to approve

the design and budget and authorize the LandCurrent team to proceed with the next phases and prepare final documents. Final documents are understood to be Construction Drawings and Specifications for Public Bidding, Construction Cost Estimate, Construction Administration.

FEE ESTIMATE PHASES 1-3:

Park Design Layout with Park Furniture, Planting Plan, Signage and Lighting, wetland assessment memo , boardwalk assessment memo.

As requested in your RFP we listed the survey as a separate fee item further along in this document. Please note that LandCurrent proposes that the topographical survey will be completed in the pre-design phase of the project. We want to consult with either or both of your native plant specialists Trevor Griffith and Celeste Lebo. Since it is unclear if these specialists will require a consulting fee, we left this fee blank in this proposal. We anticipate involving either or both specialist for approximately 6 hours.

The estimated budgets are negotiable upon clarification of the scope.

A schedule of charges for LandCurrent, The Dyer Partnership and Pacific Habitat Services Inc is included to this proposal in Appendix A.

Total consulting budget estimate for phase 1-3 with wetland determination (without wetland boundary flagging): \$43,630

Total consulting budget estimate for phase 1-3 with wetland delineation (with wetland boundary flagging): \$49,462



The Ellipse, University of Oregon: Photo by Office 52 Architecture

Breakdown:

Consulting budget: Phase 1-3, Pre-design, Schematic design and Design Development (excluding survey, wetland assessment and boardwalk assessment):

	Consulting fee	Travel Time +Miles	Other reimbursable	Total
LandCurrent	\$ 15,544	\$ 1,104.00	\$ 150.00	\$ 16,798
Dyer Partnership	\$ 13,060	\$ 538.00	\$ 150.00	\$ 13,748
Total	\$ 28,604	\$ 1,642.00	\$ 300.00	\$ 30,546

Additional Consulting budget to include Boardwalk assessment and recommendations:

	Consulting fee	Travel Time +Miles	Other reimbursable	Total
LandCurrent	\$ 896	\$ -	\$ -	\$ 896
Dyer Partnership	\$ 3,244	\$ 1,076.00	\$ -	\$ 4,320
Total	\$ 4,140	\$ 1,076.00	\$ -	\$ 5,216

Additional Consulting budget to include Wetland Determination- no flagging, with memorandum describing results, communication on park design, meeting attendance, wetland longevity input:

	Consulting fee	Travel Time +Miles	Other reimbursable	Total
PHS	\$ 7,372	\$ 421.00	\$ 75.00	\$ 7,868

Additional Consulting budget include Wetland Delineation- flagging, with report that is approved by the Department of State Land: Communication on park design and meeting attendance, wetland longevity input:

	Consulting fee	Travel Time +Miles	Other reimbursable	Total
PHS	\$ 13,129	\$ 421.00	\$ 180.00	\$ 13,730

FEE ESTIMATE PHASE 4: Update cost estimate

Prior to creating the bid documents LandCurrent and The Dyer Partnership will update the construction cost estimate to reflect the final approved design plan (end of design development).

The estimated consulting budget total for phase 4 is: \$1,748.00

This includes travel expenses and reimbursable expenses.

FEE ESTIMATE PHASE 5: Construction drawings and specifications for public bidding.

Following approval by City Council, LandCurrent and The Dyer Partnership will develop construction drawings and the technical specifications pages for bidding. Our fee below is an estimate. We will re-evaluate the fee once the design has gone through design development and we have a very precise understanding of what is needed to prepare construction drawings and specifications. For this fee estimate we are assuming that any irrigation systems and the electrical system will be implemented as a design-built task by the (sub)contractor for the project, albeit

based on performance specifications developed by LandCurrent as part of the park specification package. We currently don't anticipate the need for geotechnical consulting

Our scope of work includes front end services and documentation for the bidding process, Quest CDN, Bid Questions, Addendum-Answers, Contractor calls and assisting the city in the assessment of the bids, contract and its execution.

We understand that the project might be constructed in phases. The proposed fees are based on our 2022 rate schedule, please adjust our fees and hourly rate with 4% per year if the project extends over multiple years.

The estimated consulting budget for phase 5 is: \$22,968.00
This includes travel and reimburseable expenses.

	Consulting fee	Travel Time +Miles	Other reimbursable	Total
LandCurrent	\$ 17,712	\$ -	\$ 300.00	\$ 18,012
Dyer Partnership	\$ 4,656	\$ -	\$ 300.00	\$ 4,956
Total	\$ 22,368	\$ -	\$ 600.00	\$ 22,968

FEE ESTIMATE PHASE 6: Construction Administration

Task 6.1 Pre-Construction meeting with the contractor, LandCurrent, The Dyer and owner's representative.

Task 6.2. During construction LandCurrent will answer contractor questions, review submittals, substitutes and requests for change orders and shop drawings and keep track of construction progress ensuring deadlines are met. When needed LandCurrent will request input from The Dyer or assign certain reviews, inspections and so forth to The Dyer.

Task 6.3 Site visits and inspections are a vital part to ensure that the project is build according to the plans and specifications. LandCurrent anticipates a total of eight (8) site visits. In addition, there will be one site visit with the contractor and owner at substantial completion and one at final completion. The Dyer will join LandCurrent on four (4) of these visits.

Task 6.4 LandCurrent will create construction document revisions or assign the revisions to The Dyer when needed and submit an as-built drawing set to the owner at project completion.

We understand that the project might be constructed in phases. The proposed fees are based on our 2022 rate schedule, please adjust our fees and hourly rate with 4% per year if the project extends over multiple years.

The estimated consulting budget total for phase 6 is: \$20,847.00
This includes travel and reimbursable expenses

	Consulting fee	Travel Time +Miles	Other reimbursable	Total
LandCurrent	\$ 8,960	\$ 2,064.00	\$ 500.00	\$ 11,524
Dyer Partnership	\$ 6,026	\$ 3,047.00	\$ 250.00	\$ 9,323
Total	\$ 14,986	\$ 5,111.00	\$ 750.00	\$ 20,847

FEE ESTIMATE SURVEY

Per RFP request the topographical survey fee is listed here separately. Please note that LandCurrent recommends a full topographical survey to be completed in the pre-design phase of the project. We assume the wetland pond does not need to be surveyed. The survey will include existing vegetation.

The total estimated consulting budget for a complete topographical survey is \$4,300.00

FEE ESTIMATE HYDROGRAPHIC INSIGHTS

Per RFP request this task is listed here separately. Please note surface drainage from and through the site will be an integral part of the topographic pre-design work and the design contouring of the site. As such it is essential work that is part of the overall design process for the new park. To a large extent this work cannot be separated out as an independent task.

The topographical map, historic photos, soil maps, topographical information of adjacent sites and a site reconnaissance during the pre-design phase will uncover surface flow information during pre-design. The consulting fee for this task is wrapped inside the fee for phase 1-3.

Additional Hydrographic Insights can be provided by our design team partner Pacific Habitat Services. For this task the hydrology of the pond and the wetland will be investigated by documenting its water budget, which will include identifying inflows and outflows, estimating seasonal groundwater, and whether septic fields or other factors can be contributing to poor water quality. Factors that may improve water quality could include solar powered paddles and trees to shade the water. LandCurrent can facilitate this additional task or you are welcome to work directly with Pacific Habitat Services.

The total estimated consulting budget for additional hydrographic insights by Pacific Habitat Services is \$5,643.00. Facilitation and coordination by LandCurrent are \$1200.00 if this a later stage additional service, if this task is embedded in the park design services the addition charge for LandCurrent can be reduced to \$384.00.

APPENDIX A BILLING RATES



LANDCURRENT BILLING RATES 2022

\$128 for Landscape Architect - Anita Van Asperdt, MLA, BSLA,RLA
\$98 for Landscape Designer level 2
\$68 for Landscape Designer level 1
\$48 for Landscape Designer Intern
\$30 for Consultant travel time



PACIFIC HABITAT SERVICES INC, BILLING RATES 2022

\$178 for Project Manager - John van Staveren, SPWS
\$124 for Wetland Scientist 2
\$118 for Wetland Scientist 1
\$96 for Graphics Specialist
\$86 for Technical Editor

2022 SCHEDULE OF RATES AND CHARGES

THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.

Professional Services

Principal/Manager	\$150.00
Project Manager	\$140.00
Professional Land Surveyor	\$140.00
Project Engineer 2	\$130.00
Project Engineer 1	\$120.00
Engineer Tech 2	\$110.00
Engineer Tech 1	\$95.00
Survey Tech 2	\$95.00
Survey Tech 1	\$90.00
Construction Observer.....	\$95.00
Senior Engineering Designer/Drafter/CAD Operator	\$100.00
Engineering Designer/Drafter/CAD Operator	\$95.00
Technical Editor.....	\$85.00
Clerical 2	\$52.00
Clerical 1	\$47.00
3-Person Survey Crew.....	\$200.00
2-Person Survey Crew.....	\$160.00
1-Person Survey Crew.....	\$130.00
GPS Survey Equipment.....	\$100.00/day
Robotic Total Station Survey Equipment.....	\$50.00/day

All rates are per hour unless otherwise noted.

* Rates are subject to annual rate increases of 4% per year for multiyear projects.

Reimbursable Expenses

- * Reimbursables @ actual cost
- * Mileage @ current federal rate (with automatic adjustments as federal rate changes)
- * Services of Outside Consultants @ actual cost plus 10% if billed through our firm



Rogue Valley Office
830 O'Hare Parkway, Ste. 102
Medford, OR 97504
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

North Coast Office
609 SW Hurbert Street
Newport, OR 97365
541-264-7040

PROPOSED ENGINEERING SCOPE OF SERVICES

Date: June 17, 2022

To: Heide Lambert, City Manager, City of Yachats

From: Timothy Gross, Senior Project Manager, Civil West Engineering Services, Inc.

RE: **City of Yachats Little Log Church Museum Structural Assessment and PER – Scope of Services**
Civil West Project Number: TBD

The purpose of this engineering proposal is to outline and describe the activities and tasks that Civil West Engineering Services proposes to undertake to support the City of Yachats by conducting a structural evaluation of the Little Log Church Museum and preparing a preliminary engineering report (PER) summarizing the structural assessment and providing costs and recommendations for either rehabilitation or replacement of the structure.

Project Overview

The Little Log Church Museum at the corner of West 3rd and Pontiac streets was built in the late 1920s by community volunteers using local timber hauled down the Yachats River. It was completed and dedicated in 1930. The Little Log Church and property was eventually sold to the Oregon Historical Society on the condition it be maintained for public purpose. The church became a museum in 1970 and was deeded to the City of Yachats in 1986.

The building is currently wrapped in tar paper to protect it from the weather and externally braced to prevent wall movement. The City recently engaged the services of a contractor from the Willamette Valley to inspect the structure and provide cost estimates and recommendations for rehabilitation of the structure. The costs provided by the contractor were very high and the City would like a second opinion regarding the condition of the structure and possible rehabilitation options. Tim Gross with Civil West Engineering Services met with Heidi Lambert, City Manager and Katherine Guenther, City Planner on March 7, 2022 to visit the building. The City asked Civil West to prepare a scope of work to conduct a structural inspection for the church portion of the building and prepare a report of findings and recommendations. This scope of work was provided to the City on March 18, 2022. After review of the scope and discussions with the Friends of the Little Log Church advisory committee, it was decided to expand the scope of work to evaluate the whole building including both the museum and church portions of the structure. On May 23, 2022 Tim Gross with Civil West Engineering Services met with Heidi Lambert, City Manager, Rick McClung, Public Works Director, and two members of the advisory committee, Carl and Karl (no last names provided) to discuss the revised scope of work. The following direction was provided during that meeting:

- The structure needs rehabilitated or replaced so that it can be used as a publicly accessed structure
- The entire structure (church and museum) needs to be evaluated and cost estimates prepared for rehabilitation or replacement
- The City is ok completely replacing the structure as long as the church portion is replicated closely. If the structure is replaced the City would like to reuse the original floors and windows.

- The structure has significant sentimental value for the community but does NOT hold historical status with SHPO.
- Would like a bathroom accessible from outside
- Wants to enclose bell tower to preserve it
- Would like recommendations of funding.
 - City has approximately \$200K in funds appropriated
 - Friends of the Little Log Church has collected approximately \$40K
 - Several funding agencies that should be evaluated include:
 - Ford Family Foundation
 - Meyer Memorial Trust
 - Spirit Mountain (particularly if native American's are more prominently included in the museum)
 - Gray Family Foundation (sponsors Neighbors for Kids)
- Would like guidance on when to employ the services of an architect

Part A: Scope of Work

The following tasks have been identified to track the project progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Proposed General Scope of Services

Task 1 – Project Management and Administration – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, coordination, financial, and other administrative services. This task will include time to meet for (1) onsite meeting the Friends of the Little Log Church to discuss the PER, time for (1) onsite meeting to discuss the PER with City Council and time to answer questions and discuss work via online meetings or on the phone.

Task 2 – Structural assessment – This task will include time for traveling to Yachats and conducting an inspection of the building which will include at a minimum an evaluation of the roof structure, building construction, electrical, plumbing, and foundation. Comprehensive photographs of the building and its components will be collected during this inspection. Time is included for (1) visit for an initial inspection and for (1) visit for a follow up inspection.

Task 3 – Preliminary Engineering Report - This task will include time for writing a report describing the findings from Task 2 considering the project objectives described in the project overview. The PER will include the following components:

- Summary of structural assessment findings and recommendations
- Cost estimates of rehabilitation and or replacement of the structure
- Review of funding opportunities including: an assessment of the compatibility of the project with the funding organization's goals; identification of timelines and level of effort necessary for funding applications, and amount of funds potentially available from each source
- Proposed schedule/timeline for conducting the improvements. This schedule will be based upon the duration necessary to complete critical path tasks without specific dates in mind. This will allow the City/Committee to shift the schedule to align with project milestones and predict when subsequent tasks need to start or will be completed.

Task 4 – Reimbursables – This task will include an allowance to cover costs associated with mileage, reproductions, shipping, and other reimbursable items related to the project.



This engineering scope of services is limited to the tasks and areas discussed above. It is possible that additional services may be required as part of this project as the process moves forward. We can provide other services, as needed and upon request. Additional work, outside the scope presented herein may be performed at the hourly rates presented in Exhibit A. The scope identified above does not include any fees payable to agencies for plan review or permitting.

Additional items specifically not included:

- Survey
- Testing
- design

Part B: Project Fee Proposal

Task	Description	Fee
1	Project Management and Administration	\$2,260.00
2	Structural Assessment	\$2,952.00
3	Preliminary Engineering Report	\$7,136.00
4	Reimbursables	\$500.00
Total:		\$12,848.00

Civil West proposes to complete this work for a fixed fee of **\$12,848**. The above budget breakdown is considered a not-to-exceed maximum for the scope of work described and will be billed on a percent complete basis. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered but shall not exceed the total estimated compensation amount unless approved in writing by Client. If additional support is required beyond these allowances, we will coordinate with the Client on an amendment to the agreement. See the attached fee worksheet for details on billing rates and reimbursable costs.

Part C: Project Schedule

We are able to begin our assistance on this project beginning the week of July 4th.

We are grateful for this opportunity to provide these services to the City of Yachats and are pleased to be a part of your team. Please let us know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed scope of services is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

Civil West Engineering Services, Inc.



Timothy Gross, PE

Senior Project Manager

North Coast Region - Newport

Signature of Authorized Representative

Date





Civil West Engineering Services, Inc. - 2022 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$400
Principal Engineer	\$165
Regional Manager	\$160
Senior Project Manager	\$155
Senior Project Engineer	\$145
Senior Engineering Technician	\$120
Project Manager	\$150
Project Engineer	\$134
Staff Engineer	\$114
Engineering Technician	\$84
Drafter	\$75
Inspector 1	\$155
Inspector 2	\$134
Inspector 3	\$114
Engineering Intern	\$50
Clerical	\$52
Surveying	
Senior Surveyor (PLS)	\$150
Senior Survey Technician	\$120
Survey Technician	\$103
1-person Survey Crew	\$160
2-person Survey Crew	\$188
3-person Survey Crew	\$225
REIMBURSABLES	
Mileage - or current IRS Rate	\$0.575
Survey Equipment	\$200/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using Standard Billing Rates.	