

**City of Sweet Home  
Personal Services Contract for  
City Integrator of Record Services**

This Contract is by and between the City of Sweet Home (“City”) and \_\_\_\_\_ (“Integrator”) for the performance of utility control system and instrumentation integration services for City, on an as needed basis.

**A. RECITALS**

City has conducted a formal solicitation for proposals from integration firms pursuant to Public Contracting law.

Integrator submitted its proposal, having examined the Request for Proposals (RFP), and was chosen as the most highly qualified Integrator, best suited to meet City’s needs pursuant to the RFP criteria.

City has awarded the contract to Integrator.

**B. CONTRACT EXHIBITS**

The following exhibits are hereby incorporated by reference into this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Oregon Personal Services Public Contracting Code Requirements
- Exhibit C – Request for Proposal
- Exhibit D – Integrator’s Proposal
- Exhibit E – Integrator’s Schedule of Rates and Charges

**C. AGREEMENT**

**1. Term**

The term of this Contract shall be from its execution to June 30, 2024, for an initial three (3) year term. Thereafter, it may be extended for additional three (3) year terms upon written consent of both parties. Such extension(s) will consider adjustments to Integrator’s schedule of charges attached within Exhibit E to this Agreement.

**2. Scope of Work**

Integrator shall provide all services and deliver all materials as specified in the attached Exhibits A, C and D, which are hereby incorporated into this Contract by this reference, and as may be described by future addenda to this Contract.

**3. Compensation**

3.1 Compensation. For the services described and performed by Integrator, the City agrees to pay, and the Integrator agrees to accept, compensation in accordance with the Schedule of Rates and Charges, attached within Exhibit E.

3.2 Invoices. Invoices for services of Integrator shall be billed to the City in summary form, itemized by projects and/or work tasks, on or about the first day of each month for all services performed through the last day of the previous month. Reimbursable expenses shall be itemized and backup invoices provided if required by City.

3.3 Payments.

- a. City will review Integrator’s invoice and within ten (10) days of receipt notify Integrator in writing if there is a disagreement or dispute with the invoice. If there are no such disputes with the invoice, City shall pay the invoice amount in full within thirty (30) days of invoice date.
- b. If City fails to make any payment due Integrator for services and expenses within thirty (30) days of the date on Integrator’s invoice therefore, late fees will be added to amounts due Integrator at the rate of 1.0 percent per month from original invoice date. Invoices in dispute are not subject to such late fees until such time as they are no longer in dispute. In addition, Integrator may, after giving seven (7) days written notice to City, suspend services under this Contract until Integrator has been paid in full all amounts due for services, expenses, and charges, except any invoices in dispute.

**4. Contractor Is an Independent Contractor**

Integrator shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While City reserves the right to set various schedules and evaluate the quality of Integrator’s completed work, City cannot and will not control the means and manner of Integrator’s performance. Integrator is responsible for determining the appropriate means and manner of performing work. Integrator is responsible for all federal and state taxes applicable to compensation and payment paid to Integrator under the Contract and will not have any amounts withheld by City to cover Integrator’s tax obligations. Integrator is not eligible for any City fringe benefit plans.

**5. Notices**

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

City:	Public Works Department City of Sweet Home 1400 24 <sup>th</sup> Avenue Sweet Home, OR 97386	Phone: (541) 367-6359 Fax: (541) 367-7592
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Integrator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

## 6. Indemnification

Integrator shall indemnify and hold harmless City and its representatives, officers, directors, and employees from any loss or claim made by third parties to the extent arising directly or indirectly from Integrator's negligent performance and/or fault of Integrator, its employees, representatives, or subcontractors. If the loss or claim is caused by the joint concurrent negligence or other fault of City and Integrator, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

For claims based upon professional negligence, Integrator's obligation to indemnify indemnitees for defense costs (as defined) is not immediate and shall be satisfied at the time of any settlement or judgment as to Integrator's indemnity obligations under this Agreement.

## 7. Insurance Requirements

7.1 During the term of this Contract, Integrator shall maintain, at its own expense, the following types of insurance in the following amounts:

- a. Commercial General Liability insurance, including coverage for premises operations, independent contractors, protected products, completed operations, contractual liability, personal injury, and broad form for property damage (including coverage for explosion, collapse, and underground hazards, if applicable):
  - \$2,000,000 – each occurrence (bodily injury)
  - \$2,000,000 – general aggregate
  - \$2,000,000 – property damage, contractual, etc.
  - \$2,000,000 – umbrella liability coverageCoverage shall also include contractual liability coverage for the indemnity provided under this contract.
- b. Automobile Liability insurance limit shall not be less than \$1,000,000 combined single limit per accident.
- c. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than \$1,000,000 per occurrence.
- d. Errors and Omissions insurance covering Integrator's liability arising out of negligent acts, errors or omissions in its performance of work or services under this Contract. Such policy will have a combined single limit of not less than \$2,000,000 per each claim, incident or occurrence for the term of the Project. Such policy will be on a claims made basis and will have an extended claims reporting period of five (5) years after final completion.

- e. The limits required in this Section 7.1 may be met with a combination of underlying and umbrella coverage.

7.2 Except as required in 7.1(d) above, if any of the above required insurance is arranged on a "claims made" basis, "tail" coverage will be required at final completion or termination of this Contract for a duration of two (2) years.

7.3 Policies shall provide that City, its council, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 7.1(a) and a waiver of subrogation against them shall be obtained for all coverages.

7.4 All coverages under Section 7.1 shall be primary over any insurance City may carry on its own.

7.5 City shall be solely responsible for any loss, damage or destruction to its own property, equipment, and materials used in conjunction with the work or services under this Contract.

7.6 All policies of insurance shall be issued by good, responsible companies, with a rating reasonably acceptable to City and that are qualified to do business in the state of Oregon.

7.7 Integrator shall furnish City with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by City, Integrator shall furnish City with executed copies of such policies of insurance. Integrator shall furnish City with at least 30 days' written notice of cancellation of, or any modification to, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

7.8 All liability insurance, except for Workers' Compensation, Professional Liability, and Network Security and Privacy Liability (if applicable), required under this Contract must include an additional insured endorsement with the certificate of insurance specifying the City of Sweet Home, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Contractor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 04 13 or equivalent and attached to Certificate of Insurance.

## **8. Workers' Compensation**

8.1 Integrator, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply

with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.

8.2 Integrator warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Integrator shall indemnify City for any liability incurred by City as a result of Integrator's breach of the warranty under this paragraph.

## **9. Hours of Employment**

Integrator shall comply with all applicable state and federal laws regarding employment.

## **10. Assignments and Subcontractors**

Integrator may not assign or subcontract any of its responsibilities under this Contract without City's prior written consent. Integrator's assigning or subcontracting of any of its responsibilities under the Contract without City's consent shall constitute a material breach of this Contract. Regardless of any assignment or subcontract, Integrator shall remain liable for all of its obligations under this Contract.

## **11. Labor and Material**

Integrator shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to City other than the compensation provided in this Contract.

## **12. Ownership of Work and Documents**

All work performed by Integrator and compensated by City pursuant to this Contract shall be the property of City upon full compensation for that work performed or document produced to Integrator, and it is agreed by the parties that such documents are works made for hire. Integrator hereby conveys, transfers and grants to City all rights of reproduction and the copyright to all such documents. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

## **13. Termination for Convenience**

13.1 This Contract may be terminated by mutual consent of the parties upon written notice. In addition, City may terminate all or part of this Contract upon determining that termination is in the best interest of City by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Integrator. Upon termination under this paragraph, Integrator shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) City has against Integrator. Pursuant to this paragraph, Integrator shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Integrator. City shall not be liable for any costs invoiced later

than thirty (30) days after termination unless Integrator can show good cause beyond its control for the delay.

13.2 City may unilaterally order Integrator to suspend all or part of the services under this Contract. If City suspends certain services under this Contract and later orders Integrator to resume those services, Integrator will be entitled to reimbursements for the costs actually and reasonably incurred, if any, in re-starting the suspended services.

#### **14. Termination for Cause**

City may terminate this Contract effective upon delivery of written notice to Integrator, or at such later date as may be established by City, under any of the following conditions:

14.1 If City funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.

14.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.

14.3 If any license or certificate required by law or regulation to be held by Integrator to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

#### **15. Termination for Default**

Either City or Integrator may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

If Integrator fails to perform in the manner called for in this Contract or if Integrator fails to comply with any other provisions of the Contract, City may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Integrator setting forth the manner in which Integrator is in default. Integrator shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

#### **16. Remedies**

In the event of breach of this Contract the parties shall have the following remedies:

16.1 If terminated under paragraph 15 by City due to a breach by Integrator, City may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Integrator shall pay to City the amount of the reasonable excess.

16.2 In addition to the above remedies for a breach by Integrator, City also shall be entitled to any other equitable and legal remedies that are available.

16.3 If City breaches this Contract, Integrator's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Integrator is entitled.

16.4 City shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.

16.5 Upon receiving a notice of termination, and except as otherwise directed in writing by City, Integrator shall immediately cease all activities related to the services and work under this Contract. As directed by City, Integrator shall, upon termination, deliver to City all then existing work product that, if the Contract had been completed, would be required to be delivered to City.

## **17. Nondiscrimination**

During the term of this Contract, Integrator shall not discriminate against any employee or applicant for employment on the basis of any protected class as defined in ORS279A.112(b).

## **18. Governing Law; Jurisdiction; Venue**

This Contract shall be governed by and construed in accordance with the laws of the state of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between City and Integrator that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Linn County for the state of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. INTEGRATOR BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Nothing herein shall be construed as a waiver of City's protections under the Oregon Tort Claims Act.

## **19. Compliance with Laws and Regulations**

Integrator shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the services under this Contract. Without limiting the generality of the foregoing, Integrator expressly agrees to comply with: (i) ORS 659a.142; (ii) all regulations and administrative rules established pursuant to the foregoing laws; and (iii) City's performance under this Contract is conditioned upon Integrator's compliance with all applicable provisions of the Oregon Public Contracting Code, as more particularly set forth in Exhibit B and incorporated herein by this reference. Integrator, its sub-consultants and all employers providing work, labor or materials under this Contract are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers. Integrator shall adhere to all safety standards and regulations established by City for work performed on its premises or under its auspices.

## **20. Experience, Capabilities and Resources**

By execution of this Contract, the Integrator agrees that:

Integrator is an experienced integration firm having the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract to design or administer any work within the scope and complexity contemplated by this Contract.

Integrator has the capabilities and resources necessary to perform the obligations of this Contract.

Integrator is familiar with all current laws, rules, and regulations which are applicable to the design and construction of work which may fall within the scope of this Contract, and that all drawings, specifications, and other documents prepared by Integrator shall be prepared in a manner consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same or similar circumstances (herein the "Standard of Care") and shall exercise the Standard of Care in complying with applicable and non-conflicting laws, rules, and regulations.

## **21. Drawings, Specifications and Other Documents**

Integrator hereby agrees that it will, in a manner consistent with its standard of care defined in above in Section 20, prepare all drawings, specifications, and other documents pursuant to this Contract so that they are complete and that any project, if constructed in accordance with the intent established by such drawings, specifications, and other documents, shall be structurally sound and a complete and properly functioning facility.

## **22. Errors and Omissions**

Integrator shall be responsible for correcting any errors or omissions in the drawings, specifications, and/or other documents which deviate from the standard of care set forth in Section 21. Integrator shall correct at no additional cost to City any and all such errors and omissions in the drawings, specifications, and other documents prepared by Integrator or its sub-consultants. Integrator further agrees to assist City in resolving problems relating to any project designs or specified materials that are caused by deviations from the Standard of Care

## **23. Contract Performance**

Integrator shall at all times carry on the services diligently, without delay and punctually fulfill all requirements herein. Integrator shall not be liable for delays that are beyond Integrator's control. Contract expiration shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any breach of Integrator's warranties or a default or defect in performance by Integrator that has not been cured.



## **24. Access to Records**

For not less than three (3) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, City, and its duly authorized representatives shall have access to Integrator's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, Integrator shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. Integrator shall provide full access to these records to City, and City's duly authorized representatives in preparation for and during litigation.

## **25. Representations and Warranties**

Integrator represents and warrants to City that (1) Integrator has the power and authority to enter into and perform this Contract, (2) when executed and delivered, this Contract shall be a valid and binding obligation of Integrator enforceable in accordance with its terms, (3) Integrator shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent, (4) the services under this Contract shall be performed in accordance with the professional skill, care and standards ordinarily used by professionals performing similar services under similar conditions. No other warranties are expressed or implied in this Agreement.

## **26. City Obligations**

26.1 City shall provide full information in a timely manner regarding requirements for and limitations on projects and work tasks. With regard to subcontractor liens, City shall furnish to Integrator, within fifteen (15) days after receipt of a written request, information necessary and relevant for Integrator to evaluate, give notice of, or enforce lien.

26.2 City shall establish and update, if necessary, overall project budgets, including consulting and construction costs.

26.3 City shall furnish the services of consultants, when such services are requested by Integrator, reasonably required by the scope of a project, and agreed to by City.

26.4 City shall furnish all testing as required by law or the contract documents.

26.5 City shall furnish all legal accounting, auditing and insurance services as necessary for projects to meet the City's needs and interests, after Integrator has performed requisite project management and oversight duties.

26.6 City shall provide prompt written notice to Integrator if City becomes aware of any fault or defect in a project, including any errors, omissions or inconsistencies in Integrator's design or performance under the contract.

26.7 City shall pay Integrator in accordance with paragraph 3 and Exhibit E of this Contract, upon receipt of Integrator's submission of monthly invoices, and satisfactory progress and performance made in accordance with the scope of work. Payments shall reflect work completed, or progress made on a project to date, on a pro rata basis.

26.8 City shall report the total amount of all payments to Integrator, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.

26.9 City shall guarantee access to, and make all provisions for Integrator to enter upon public and private property necessary for performance of the Scope of Work over which City exercises control.

26.10 Extra work or work on contingency tasks is not permitted unless authorized by the City in writing. Failure of Integrator to secure written authorization for extra work shall constitute a waiver of all rights to an adjustment in the Agreement price or Agreement time.

## **27. Arbitration**

All claims, disputes, and other matters in question between the City and Integrator arising out of, or relating to this Contract, including rescission, reformation, enforcement, or the breach thereof except for claims which may have been waived by the making or acceptance of final payment, may be decided by binding arbitration in City's sole discretion, in accordance with Uniform Oregon Arbitration Act ORS 36.600 et seq. and any additional rules mutually agreed to by both parties. If the parties cannot agree on rules within ten (10) days after the notice of demand, the presiding judge of the Linn County Circuit Court will establish rules to govern the arbitration. The City shall have the sole discretion as to whether or not dispute will be decided by arbitration rather than through the court process.

A claim by Integrator arising out of, or relating to this Contract must be made in writing and delivered to the City Manager not less than 30 days after the date of the occurrence giving rise to the claim. Failure to file a claim with the City Manager within 30 days of the date of the occurrence that gave rise to the claim shall constitute a waiver of the claim. A claim filed with the City Manager will be considered by the City Council at the Council's next regularly scheduled meeting. At that meeting the Council will render a written decision approving or denying the claim. If the claim is denied by the Council, the Integrator may file a written request for arbitration with the City Manager. No demand for arbitration shall be effective until the City Council has rendered a written decision denying the underlying claim. No demand for arbitration shall be made later than thirty (30) days after the date on which the City has rendered a written decision on the underlying claim. The failure to demand arbitration within said 30 days shall result in the City Council's decision being binding upon the City and Integrator.

Notice of demand for arbitration shall be filed in writing with the other party to the agreement. The demand for arbitration shall be made within the 30-day period specified above. The City, if not the party demanding arbitration, has the option of allowing the matter to proceed with binding arbitration or by written notice within five (5) days after receipt of a demand for arbitration, to reject arbitration and require the Integrator to proceed through the courts for relief. If arbitration is followed, the parties agree that the award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to modifications or appeal except to the extent permitted by Oregon law.

## **28. Attorney Fees**

If suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this contract to the extent due to the negligent performance of the Integrator's employees, representatives or subcontractors, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the costs and disbursements. Further, if it becomes necessary for City to incur the services of an attorney to enforce any provision of this contract without initiating litigation, Integrator agrees to pay City's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by losing party.

## **29. Successors and Assigns**

The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

## **30. Limitation of Liabilities**

City shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms. Integrator shall not be liable for any consequential damages under this Contract.

## **31. Foreign Contractor**

If Integrator is not domiciled in or registered to do business in the state of Oregon, Integrator shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. Integrator shall demonstrate its legal capacity to perform the work under this Contract in the state of Oregon prior to entering into this Contract.

## **32. Confidentiality**

Integrator shall maintain the confidentiality of any of City's information that has been so marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent Integrator from establishing a claim or defense in an adjudicatory proceeding. Integrator shall require similar agreements from City's and/or Integrator's sub-consultants to maintain the confidentiality of information of City.

## **33. Force Majeure**

Integrator shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war, epidemics, pandemics, declared states of emergency, closing or reduction of force by the contractors or governmental permit reviewing entities, the enactment of governmental actions which cause delays or limit travel..

#### **34. Waivers**

No waiver by City of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Integrator of the same or any other provision. City's consent to or approval of any act by Integrator requiring City's consent or approval shall not be deemed to render unnecessary the obtaining of City's consent to or approval of any subsequent act by Integrator, whether or not similar to the act so consented to or approved.

#### **35. Severability**

Any provision of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

#### **36. Survival**

All provisions of this Agreement that would reasonably be expected to survive the termination of this Agreement will do so.

#### **37. Headings**

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

#### **38. Integration and Modification**

This Contract, including the attached exhibits referenced in Section B, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract. Any modifications or amendments to this Contract will only be effective when made in writing and signed by authorized parties for each party to this Contract.

#### **39. Authority**

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to make this Contract.

#### **40. Certificate of Compliance with Oregon Tax Laws**

By executing this Contract, Integrator certifies under penalty of perjury that Integrator is, to the best of Integrator's knowledge, not in violation of any Oregon tax laws described in ORS 305.385(6) and (7).

#### **41. Time is of the Essence**

Time is of the essence under this Contract.

CITY OF SWEET HOME

By: \_\_\_\_\_

Name: Ray Towry

Title: City Manager

Date: \_\_\_\_\_

Authorized & Approved by the City Council.  
City Manager approves contract.

Approved as to form.

By: \_\_\_\_\_

Name: Robert Snyder

Title: City Attorney

Date: \_\_\_\_\_

INTEGRATOR

By: \_\_\_\_\_

Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Exhibit A**

### **Scope of Work**

#### **SERVICES AND RESPONSIBILITY OF INTEGRATOR**

1. Instrumentation, Controls, Supervisory Control and Data Acquisition (SCADA) / Human Machine Interface (HMI), Industrial Network, Wireless Network, and Security Systems Design and Programming. Work will be subject to consulting review/modifications as required or as requested by the City.
2. Technical Writing, Drafting, and Documentation to obtain approvals from the appropriate agencies.
3. Assist the City Engineer, or other City Contracted Consultant(s), with the design of instrumentation, controls, and SCADA/HMI systems as requested for City projects.
4. Installation, construction, and startup of new City instrumentation, controls, networking, security, and SCADA/HMI systems as requested by the City.
5. Perform new installations and modify existing electrical systems in City owned facilities as necessary to install instrumentation, controls, networking, security, and SCADA/HMI systems as requested by the City.
6. Perform repairs, modifications, and other tasks as required by the City to maintain functionality of the instrumentation, SCADA/HMI, Industrial Network, Wireless Network, and Security Systems. This includes after hours and emergency callouts.
7. Perform submittal reviews of new equipment and instrumentation to ensure compatibility with existing City systems.
8. Perform life cycle cost analysis, Capital Projects cost projections, and other budgetary forecasting as requested by the City.

## Exhibit B

### Oregon Public Contracting Requirements

#### ORS CHAPTERS 279B AND 279C REQUIREMENTS

(1) Consultant shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor.

(2) Consultant shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Consultant or Subcontractor incurred in the performance of the contract.

(3) Consultant shall not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted.

(4) Consultant and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

(5) If Consultant fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Consultant or a Subcontractor by any person in connection with the contract as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Consultant by reason of the contract. The payment of a claim in the manner authorized hereby shall not relieve the Consultant or his surety from his or its obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Consultant an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

(6) Consultant shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Consultant, of all sums which the Consultant agrees to pay for such services and all monies and sums which the Consultant collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

(7) Consultant shall pay Consultant's employees who work under the public contract at least time and a half for all overtime the employees work in excess of 40 hours in any one week, except for employees under a personal services public contract who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

(8) The Consultant must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

(9) All subject employers working under the Consultant are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

(10) All sums due the State Unemployment Compensation Fund from the Consultant or any Subcontractor in connection with the performance of the contract shall be promptly so paid.

(11) The contract may be canceled at the election of City for any willful failure on the part of Consultant to faithfully perform the contract according to its terms.

(12) Consultant certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

(13) Consultant certifies that it has not discriminated against minorities, women or emerging small business enterprises in obtaining any required subcontractors.



**Exhibit C**  
**Request for Proposals**



**City of Sweet Home, Oregon**

**Request for Proposals  
Integrator of Record Service**

**Closes 4:00 pm, May 26, 2021**

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# City of Sweet Home, Oregon Request for Proposals Integrator of Record Service

## 1. General Information

### 1.1. Introduction

The City of Sweet Home (City) is soliciting proposals for an Integrator of Record (Integrator) to provide water and wastewater control system and instrumentation integration services as an independent contractor to the City. Services typically conducted by the Integrator include, but are not necessarily limited to the items listed in Section 2 of this RFP. Work shall be provided to City on an as-needed basis, as authorized by the City Manager, Public Works Director, or Utilities Manager.

This RFP, issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home, invites qualified firms (Proposers) to submit their Proposals to provide the services described.

### 1.2. Background & Purpose

#### General

The City of Sweet Home is an Oregon municipal corporation with city limits covering approximately 6 square miles. The population of the City is approximately 9,225. The City is located in Linn County, 25 miles east of I-5, and is the third largest city in the county. The City Council consists of the Mayor and six council members elected from the city at large. The Council acts as the local contract review board for the City. The City operates under a City Manager form of government.

The City has an annual expenditure budget of over \$14.3 million with revenue from a variety of sources. The funding is derived primarily from property tax support, fees, grants and contracts.

Through the Public Works Department, the City owns and operates various utility systems and infrastructure that serve the residents including the water system and the wastewater system.

The City does not currently have an Integrator of Record. Integration services have been individually procured on a project-by-project basis. The City desires to evaluate the consultant market to provide this service.

The City's goal is *"Do the most good, for the most people, for the longest period of time."* To that end the City's objective with this RFP is a successful partnership with an Integrator who will support the City's financial and operational long-term interests.

## Infrastructure

The City owns and operates a number of public facilities including the following:

- 6 MGD Water treatment plant (Trident HS package filters, expandable to 10MGD).
- Water storage reservoirs (5), booster pump stations (2), and distribution system (54 miles of pipe).
- Wastewater collection system (49 miles of gravity pipe, no lift stations).
- 6 MGD Wastewater treatment plant (activated sludge). The City is in design for major plant upgrades to 12MGD which includes full automation of the upgraded plant.

The City draws surface water from Foster Reservoir. Current demand varies seasonally 1-2 MGD. Raw water is conveyed by gravity from Foster Dam to the WTP site on 47<sup>th</sup> Avenue, where it is pumped into the treatment building. Finished water is then pumped directly from the plant's clearwell into the distribution system. (There are no transmission mains from the plant to the reservoirs.) The five reservoirs are located at 3 sites around the south and west edges of the distribution system.

Direct pumping of the finished water into the distribution system causes water hammer with each on/off cycle. The plant's backwash system also draws water from the distribution system which also causes hammer and low delivery pressures during backwash. The City is in design for finished water pump VFDs and a backwash pump from the clearwell to correct these functional issues. Integrating these improvements is a high priority.

The City also desires to recover staff time by restoring the plant's automated functions. The streaming current monitors, sludge recirculation system, turbidimeters, fluoride, and Siemens panel each have functionality issues (some due to end-of-life and some due to incomplete integration). The SCADA system is suspect for inaccuracies and needs to be thoroughly vetted.

The Wastewater Treatment Plant is located on Pleasant Valley Rd. It has no SCADA and very limited automation. There is an HMI that tracks flow, chlorine residual, and some alarms. The City is currently in design for major plant improvements which will replace most treatment equipment and provide full automation. Construction is anticipated for 2022 and 2023. The selected Integrator will be part of the City's design review team and may be tasked with providing integration service for the improvements. The 60% design package is viewable on the City website at <https://www.sweethomeor.gov/publicworks/project/wwtp-improvement-project>.

### **1.3. Selection Schedule**

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

RFP Advertised  
**Proposal Due Date**

April 28, 2021  
**4:00 pm, May 26, 2021**

Invitation to Interview (if needed)	June 4, 2021
Begin negotiations with selected Proposer	June 21, 2021
Award Contract	July 13, 2021

#### **1.4. Pre-Proposal Submission Walkthrough**

There will be no scheduled pre-proposal submission walkthrough. Applicants can schedule one before the submittal date.

## **2. Scope of Services**

- Serve as the City's Integrator of Record.
- Troubleshoot issues with City facilities and make recommendations for improvements.
- Update or replace any existing programming that is not functioning as intended.
- Perform ongoing routine maintenance and repairs on the existing control system and instrumentation and affected components.
- Design and integrate any control systems and instrumentation required for future expansion of the water and wastewater systems.
- Provide emergency support services.
- Work with architects, engineers and contractors as needed concerning public improvements.
- Serve as the City's representative as requested during the instrument/component selection, design review, plan approval, construction management, and project closeout phases of any capital project, development or planning project prepared by others and submitted to the City for approval. Provide written recommendations from a control systems and instrumentation perspective when requested.
- To be determined at the City's discretion, provide integration services for the Wastewater Treatment Plant Improvement Project.
- In addition to the general and recurring activities listed above, there may be ad hoc duties including verbal communications with the Mayor, City Council, City Manager, or authorized department heads and City employees in elements of prudent administration of the city's infrastructure systems.
- Subconsultants may be used, subject to written approval by the City, on design projects or where supplemental expertise is desired.

The City intends to undertake a number of projects over the next few years. These projects may include, but are not limited to:

- Water Treatment Plant repairs & functionality improvements.
- Wastewater Treatment Plant Improvement Project.
- Review water distribution system controls & prioritize needed improvements.
- Update of system master plans.

The Integrator reports directly to the Utilities Manager. The work will include site visits, telephone conferences and e-mail. Inquiries from the general public and/or press are outside

the purview of the Integrator. Any and all inquiries for the Integrator's time shall be channeled through the Utilities Manager, Public Works Director, or the City Manager, who must authorize such request prior to the Integrator taking any action.

The Integrator may be directed to undertake specific projects for the City that have a finite scope of work, are relatively large in scale, or for any other reason the City wishes to assign the work on a task-basis to the Integrator. For such projects, the Integrator shall provide a work order upon written request from the City. The work order shall include a detailed proposal and scope of work, schedule and cost proposal.

### **3. Proposal Instructions**

#### **3.1. Proposal Submittal and Due Date**

Proposals shall be submitted in a sealed envelope clearly marked: "Confidential: City of Sweet Home City Integrator of Record Proposal". Proposals shall meet the requirements set forth in Sections 3.4 Proposal Format, and 3.5 Proposal Contents.

Proposals shall be submitted by **4:00 p.m. on May 26, 2021** to:

Greg Springman  
Public Works Director  
1400 24<sup>th</sup> Ave  
Sweet Home, OR 97386

The City of Sweet Home assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the above specified time and date will not be considered. Faxed or emailed proposals will be rejected as non-responsive.

#### **3.2. Inquiries**

Steven Haney, Utilities Manager shall act as the facilitator for this proposal process. Questions concerning this RFP should be submitted in writing to:

Steven Haney  
Utilities Manager  
1400 24<sup>th</sup> Ave  
Sweet Home, OR 97386  
Email: [shaney@sweethomeor.gov](mailto:shaney@sweethomeor.gov)

Oral instructions or information concerning the RFP or the project given out by elected officials, employees, agents or representatives of the City of Sweet Home to prospective Proposers shall not bind the City of Sweet Home and shall not be relied upon.

### **3.3. Minimum Qualifications**

Proposers must meet the following minimum qualifications to be evaluated:

- 5 years of experience providing Water and Wastewater integration and support services.
- Good legal standing in Oregon, and in home state if other than Oregon. (No bankruptcy, fraud, or illegal activities for the last 10 years.)
- Ability to provide the integration work needed by the City to the standards required by the City, County and State.
- Ability to furnish insurance coverage as specified in Section 7 of the attached contract form.

### **3.4. Proposal Format**

Proposers shall provide three (3) hard copies and one (1) digital copy in .PDF format on a USB storage drive of the proposal in a sealed envelope clearly marked: "Confidential: City of Sweet Home City Integrator of Record Proposal".

If your proposal contains proprietary information protected under Section 3.8 of this RFP, please provide an additional redacted digital copy on the USB storage drive.

Proposals, including attachments, shall not exceed thirty (30) standard size (8 ½" x 11") pages, minimum 11-point font. For the purpose of demonstrating workflows or timelines in a legible manner, Proposers may use up to two larger sheets of paper not to exceed 11" x 17". If such use is made, it must be for legibility purposes only and will be considered part of the page count.

### **3.5. Proposal Contents**

Please include the following sections in your proposal:

Cover Letter (limited to 2 pages)

An introductory letter shall be prepared by each Proposer and included as the first page of the proposal. The letter should express the Proposer's interest in the project and summarize any key qualifications or other relevant information. The letter shall be signed by an officer of the company with the authority to commit to contractual obligations on behalf of the company.

The cover letter must include:

- Date
- RFP name
- Proposer's name
- Tax identification number
- Contact person
- Telephone number
- Email address
- Complete mailing and street address



- A description of the firm or organization (corporation, partnership, etc) that will serve as the contracting party
- Identify proposed subcontractors, if applicable.
- Include a statement confirming that the Proposer meets the minimum qualifications stated in Section 3.3.
- Identify COBID ownership status and/or employment practices regarding COBID businesses, if applicable.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- An explanation of any potential or actual conflicts of interest within the jurisdictional boundaries of the City. Conflict of interest is defined for purposes of this RFP and any resulting contract as proposer's provision of services to any private property owner or developer within the City's jurisdictional boundaries.

### Project Approach

Describe the Proposer's project management techniques. Describe the overall project approach for identifying and performing necessary control system and instrumentation repairs and/or improvements and for providing ongoing maintenance and support services. Information concerning the design and current state of the facilities should be provided and convey a clear understanding of the City's existing facilities. Multiple aspects of the project approach should be addressed such as design/hardware, software/platform, installation, maintenance, training, and ease of operator use. Demonstrate understanding of municipal long-term capital planning & budgeting to accomplish projects in phases as budget becomes available.

### Technical Expertise & Qualifications

Address proposer's familiarity with operations, construction and maintenance of the City's current systems. Describe Proposer's expertise in the following areas:

- Water treatment and distribution facilities.
- Activated sludge wastewater treatment facilities.
- SCADA, PLC, and HMI systems.
- Programming and integration of chemical feed pumps, variable frequency drives, and process instruments.
- Public finance and infrastructure financing.

Provide a current résumé for the individual who will serve as the Integrator project lead and of professional persons who will assist the project lead in performing the work. Include description of qualifications, skills, and responsibilities, and any relevant licenses or certifications. The City is interested in professionals with experience serving small governmental entities and especially serving cities comparable in size to Sweet Home.

Provide a list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis.

### Similar Experience and Past Performance

Provide a description of similar previous work demonstrating quality of work, ability to meet schedules, ability to provide emergency support, cost control, contract administration, and the ability to maintain good long-term business relationships. Provide a list of at least five (5) clients similar in size and character to Sweet Home's facilities. For each project provide the following information:

- Project Title/Name
- Name and address of client
- Client contact person and contact information
- Summary of project scope and services provided
- Duration of service to client

### Support Proximity & Availability to the City of Sweet Home

Describe the availability of personnel to the City of Sweet Home to respond for repairs, general maintenance, and emergencies. Detail the proximity of personnel or offices that will be providing on-site services, the approximate response time, and the availability and hours of support provided over the telephone.

### Ancillary Support Services Provided

Describe any ancillary support services the Proposer typically offers or may offer through existing subcontractor relationships. Examples of such services could include:

- Electrical Engineering services
- Licensed Electrician services
- Development of system one line diagrams
- Providing UL listed cabinets
- Provide mobile device access to system information
- Programming, adjusting operations, and/or servicing backup power generation

### **3.6. Reservation of Rights**

The City reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

### **3.7. Protests**

Proposers are directed to the protest procedures contained in Public Contracting Rule OAR 137-048-0240.

#### Protests of Solicitation

Proposers are directed to the protest procedures contained in OAR 137-048-0240. Proposers may submit a written protest of anything contained in an RFP and may request a change to any provision, specification or Contract term contained in an RFP, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or Contract terms.

#### Protests of Contract Award

Proposers are directed to the protest procedures contained in OAR 137-048-0240. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the Contracting Agency no later than seven (7) calendar days after the date of the selection notice. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Services described in the RFP.

### **3.8. Public Records**

All proposals submitted are the property of the City of Sweet Home, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City's notice of intent to award this contract is issued. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law. Marking all, or substantially all, or your proposal as "Proprietary" is not permitted and may be grounds for the City considering your proposal nonresponsive, at the City's sole discretion. If your proposal contains proprietary information protected under this section, please provide an additional redacted digital copy on the USB storage drive.

### **3.9. Costs**

Proposers responding to this RFP do so solely at their own expense.

## **4. Proposal Evaluation**

### **4.1. Evaluation Criteria**

In evaluating the proposal, the City will utilize the requirements outlined in this section to identify the contractor best qualified to perform the services.

#### Completeness & Responsiveness (all must be yes)

- Timeliness of submittal
- Satisfies minimum qualifications
- Satisfies content & format requirements

#### Scoring Criteria

Proposals meeting the above Completeness & Responsiveness requirements will be evaluated by the City using the following criteria:

**(20%)** Specialized experience, capabilities and technical competence, which the prospective consultant may demonstrate with the prospective consultant's proposed approach and methodology to meet the project requirements.

**(20%)** Resources committed to perform the services and the proportion of the time that the prospective consultant's staff would spend to perform services for the contracting agency, including time for specialized services, within the applicable time limits.

**(15%)** Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration.

**(2%)** Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses. (COBID businesses.)

**(25%)** Availability to the project locale.

**(10%)** Familiarity with the project locale.

**(8%)** Proposed project management techniques.

### **4.2. Selection**

The City is using a qualifications based selection (QBS) process for personal service contracts in accordance with ORS 279C.120(b) and the City's Contract Review Board Rules of Procedure, Section 11. As a result, selection of the most qualified candidate will be made

without regard to the price of the services. Only after selection of the most qualified candidate will the City and selected candidate enter into contract negotiations for the price of the services.

Each member of the evaluation committee shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Section 4.1 of this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, results of the evaluation will be posted to the RFP listing on the City website and will be emailed to the primary contact identified in each proposal, and the City will begin negotiating a contract with the highest ranking candidate. The City shall direct negotiations toward obtaining written agreement on the Integrator's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

Upon reaching agreement, the notice of intent to award will be posted and the contract will be presented to City Council for approval. If City Council approves the award of the contract as presented, then the agreement will be executed.

It is the desire of the City to have a contract in place no later than July 31, 2021.

### **4.3. Contract**

The City desires to enter into a professional services agreement in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

It is anticipated that the City of Sweet Home will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for additional three (3) year terms.

Any contract requires that awardee will comply with all applicable federal and state laws, rules and regulations.

The City of Sweet Home is an Equal Opportunity/Affirmative Action Employer.  
Women, Minorities and Disabled Persons are encouraged to apply.

This RFP is issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home. Authorized & approved for posting by the City Council and the City Manager. Staff can amend the RFP and contract form to meet the best interests of the City with the approval of the City Manager.

**THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

**Exhibit D**  
**Integrator's Proposal**

May 20, 2021

*RFP Response from:*



The Automation Group, Inc. [TAG]

4678 Isabelle Street

Eugene, OR 97402

Phone (541) 359-3755

Fax (541) 982-2266

*Regarding:*

City of Sweet Home, Oregon

Request for Proposals

Integrator of Record Service



May 20, 2021

City of Sweet Home  
Attn: Greg Springman  
Public Works Director  
1400 24th Ave  
Sweet Home, OR 97386

**RE: City of Sweet Home RFP Integrator of Record Service**

The Automation Group [TAG] is pleased to provide a Proposal for the Integrator of Record Service (RFQ)

Contact: Gary Jenks  
Phone: 541-912-3766  
Fax: 541-982-2266  
Email: [gjenks@tag-inc.us](mailto:gjenks@tag-inc.us)  
Address: 4678 Isabelle St, Eugene OR 97402  
FEIN 20-5766904  
Addendum received: 0

The Automation Group (TAG) is a products and services company with over 15 years in the industry located in Eugene, Oregon. TAG meets the minimum qualifications listed in section 3.3 of the RFP and is in good legal standing in the State of Oregon. We meet and will maintain the insurance requirements as described in section 7 of the contract form. TAG can provide the integration services and work listed in the RFP.

Our Capabilities include in-house UL508a/UL698a panel shop, Allen Bradley and GE Systems Integrator status, field technicians experienced in water, wastewater and pump station start-up and commissioning, and Project Management systems in place to ensure a successful project. TAG is a recognized system integrator with multiple manufacturers as well as a representative for products such as Endress & Hauser, Hach, Chemtrac (analytical instruments), Cattron (formerly Antx), and Catalyst (Autodialers), Walchem (Metering Pumps) and in-house products produced by TAG including the RA-1100 MTU/ RTU, Cellular Dialer System, Mobile Monitoring System for external Plant Control and chemical feed systems. TAG has inhouse Electrical Design for SCADA/PLC Systems and Panels and can provide Certified Startup for VFD Systems and Flow/Level Devices. TAG can also provide instrument Calibration to meet State requirements for certification/verification.

TAG has a Secondary Company, Delta Environmental that provides Certified State Reporting and pump maintenance for Customers that do not employ operators for Water & Wastewater applications like mills and home owners associations. We have level 1&2 Operators on staff.

TAG has a solid reputation in working in such environments through the projects that it has completed. The mission statement of TAG is to *be the recognized leader in providing the most innovative Software Development, Control System and Instrumentation Solutions for Mission Critical Systems addressing Water/Wastewater Treatment, Energy Management, and Public Utility Applications. We strive to consistently exceed our customer's expectations.*

TAG has 34 employees in the Northwest. Our Primary Branch is Located in Eugene with a smaller Office in Salem with local people in Portland and Heppner Oregon.

The Automation Group is an Equal Opportunity Employer. In order to provide equitable employment and advancement opportunities to all employees, TAG takes into account the following: merit, past performance, qualifications, attitude, abilities, and other similar factors as determined by management. Our policy is to grant equitable employment opportunities to all qualified persons. It is against our policy to discriminate against any employee or applicant on the basis of race, religion, color, age, sex, pregnancy, national origin, veteran status, disability marital status, sexual orientation, or any other classification protected by federal, state, and local laws per TAG's company handbook.

TAG may use 2 subconsultants for future Sweet Home projects. Daron Wilson who is a fiber and telemetry antenna installation technician. Our other consultant will be Brad Hite with Intertech and is a Simplicity expert and is familiar with the existing water plant system. We have included their resumes in our proposal.

The Automation Group has no conflicts of interest within the jurisdictional boundaries of the City of Sweet Home.

Thank you for the opportunity to present this proposal. Sincerely,



Gary Jenks  
President/Owner  
[gjenks@tag-inc.us](mailto:gjenks@tag-inc.us)

## **Project Approach**

TAGs project approach is to work with the Customer to identify their long-term needs and goals. The first step is to sit-down with the Customer and look at projects and sort them into two categories, immediate needs and future needs. Projects that need immediate attention are reviewed with the Customer for options and approach and a project budget is put together for approval. Projects that are not an immediate need will be given a priority for planning. TAG will then meet with the Customer to define what is needed in the order of priority and place a budget together to help identify when the Customer will have the funds to complete the projects in a phased approach much like a Master Plan. TAG will also work with the Customer to establish a life expectancy spread sheet to identify items that need replacing do to EOL so that budget planning can be done to prepare for expenses needed before a downtime failure occurs.

The Wastewater Treatment Facility is currently a standalone hardwired system with minimal integration. TAG will work with the Design Engineers to assist in SCADA design/review to allow for a completely integrated system. TAGs approach to a successful project is to keep the lines of communication open between all parties and respond in a timely manner. TAG will offer experience with industry solutions and navigate the never-ending hardware/software changes that effect the SCADA/PLC Systems.

The Water Plant is currently under improvements adding a new backwash pump and new VFDs for the Finished Water Pumps as well as Fluoride and Chlorine equipment. Part of the System upgrade will include a new/ revised SCADA system to match the one specified for the Wastewater Plant. During the upgrade of the pumps the City will be installing a new PLC Cabinet to allow for a phased upgrade of the existing Filter PLC (Siemens) combined with a shared level transducer to allow the new Finished Water Pumps to be operated under Phase 1 of the SCADA/PLC Upgrade. An outline of project approach is listed below.

1. Design Meeting with Owner
  - a. Review Project
  - b. Recommendation of Hardware/Software
  - c. Finalize approach
2. Place budget together for project
  - a. Design system
  - b. Quote phases
3. Review budget with Owner
4. Receive approval before starting
5. Coordinate with the Owner and Provide a schedule
6. Mobilize Crew and start work
7. Schedule periodic meetings with the Owner throughout the project
  - a. Design review

- b. Establish a sequence of operation
  - c. Get input for Screen Design and PLC Logic
  - d. Discuss Trends and data needed
- 8. Create a startup plan and review with the Owner
- 9. Provide training before, during and after startup to familiarize the Operators on how to use the new systems.
  - a. System login
  - b. System Operations
  - c. Setpoint Entry
  - d. Maintenance
- 10. After the project is complete, the following task will be completed
  - a. Backup of all Programs
  - b. As-builts of all Drawings

## **Technical Expertise & Qualifications**

Below is TAGs Experience with the Cities current Systems.

### **General Overview:**

TAG was part of the Team for the build of the Water Treatment Plant in 2009 and supplied all of the non-filter panels and telemetry. Programming and graphics were done by another integrator. TAG has been on call for the City for several years assisting in Electrical, controls and programming including some calls in the middle of the night. TAG has a unique ability to service the City from both our Eugene location (50miles) and our Salem location (65miles) with Programmers and Electricians. TAG has a unique combination of Programmers that have both Electrical Licenses and Programming qualifications to help reduce the cost to our Customers by only needing a single person to respond if available. TAGs approach is to have a full turn key approach in house from Engineering, UL Panel shop, Programmers, telemetry, low voltage, VFD Certified, Instrumentation and Cellular Data Providers and also has a Mechanical Division called Delta Environmental to assist if needed. TAG uses 2 sub consultants to assist depending on project needs.

### **Expertise in the following areas:**

1. Water treatment and distribution facilities.
  - a. TAG has been an IOR and involved with all types of facilities from traditional media filters, Reverse osmosis, to membrane system. TAG has worked with packaged systems like Siemens, Pall and Westec integrating delivery and storage to seamlessly work together. TAG is also able to support packaged systems for the Owner after installation if requested for a complete system.
2. Activated sludge wastewater treatment facilities.
  - a. TAG has been working with Activated sludge plants for over 20 years and has been involved in complete 2<sup>nd</sup> and 3<sup>rd</sup> generation plant improvements.
3. SCADA, PLC, and HMI systems.
  - a. TAG is a Rockwell Certified Systems Integrator for over 15years and requires all Integrators to have a high level of knowledge for support. TAG has a Training facility at the Eugene location and actively trains groups from the Army Corps, Clorox Corporation, Georgia Pacific and Northwest Natural gas among others.
  - b. TAG has programmers for all of the major systems like Allen Bradley, Rockwell, Siemens, Automation Direct, GE, Cimplicity, iFix, Ignition and many more.
4. Programming and integration of chemical feed pumps, variable frequency drives, and process instruments.

- a. TAG has extensive experience programming all types of chemical metering systems with some in-house algorithms that have been proven over time. TAG also provides Walchem pumps and works closely with Hach as an instrumentation provider.
  - b. TAG has Factory Certified VFD startup people that can certify and extend warranty for the following Manufactures. TAG VFD technicians have the ability to program and troubleshoot any VFD on the market as well.
    - i. Allen Bradley
    - ii. ABB
    - iii. Cutler Hammer
5. Public finance and infrastructure financing.
- a. TAG is familiar with financing methods including fiscal year spending deadlines and budgeting and has worked directly with department heads to refine yearly budgets. TAG has also worked in conjunction with Cities on Rural Development, DEQ and other funding agency to secure funding as needed.

Project Personnel:

Integrator Project Lead – See resumes in other area

- Gary Jenks – President
  - Owner of TAG with 35 years of Process Experience
  - Certified in VFD Startup
  - Oregon Electrical Journeyman Lic
  - PLC/HMI/SCADA Programming, Telemetry, Instrumentation, Process Control
  - Certified Integrator – Plant PAX Systems
- Daren Dawson
  - Electrical Engineer – OSU Graduate
- Rick Jobe
  - PLC & HMI
- Tim Boyd
  - Radio Specialist
  - PLC
- Justin Heide
  - SCADA/HMI Specialist
  - Graphics Design
- Eddie Jenks - Eugene
  - Journeyman Electrician

- Alan Rauda - Salem
  - Journeyman Electrician
- Daron Wilson (Sub-Consultant)
  - Low Voltage – Ethernet cabling/switches
  - Telemetry antenna systems
- Bradley Hite (Sub-Consultant)
  - Cimplicity expert (Familiar with the existing build install at the water plant)
  - PLC Programming/HMI

TAG provides a full turn-key solution and or is IOR for over 75 municipalities or Districts in Oregon, Washington, and California.



## ***The Automation Group***

### ***KEY STAFF & TEAM RESUMES***

- Gary Jenks – Lead Integrator
- Tim Boyd – Assistant Integrator
- Richard Jobe – Assistant Integrator
- Alan Rauda – Electrical
- Tony Glover – Electrical
- Eddie Jenks – Electrical
- Daren Dawson – Design Engineer
- Joel Judd – Design Engineer
- Glen Goins – Project Manager
- Justin Heide - HMI Systems Integrator/Graphic Design

### ***Subconsultants***

- Daren Wilson – Fiber and Telemetry Antenna Installations
- Brad Hite – Cimplicity Expert who is familiar with existing water plant system



The Automation Group, Inc. [TAG]

4678 Isabelle Street

Eugene, OR 97402

Phone (541) 359-3755

Fax (541) 982-2266



# Gary Jenks

## President of The Automation Group

### Experience

2006 - PRESENT      The Automation Group, Inc.      Eugene, OR

#### President

- PLC/HMI Programming
- Factory Authorized AF Drive Start-up
- Project Start-up and commissioning

2001 - 2006      LH Morris Electric, Inc.      Springfield, OR

#### Controls Division Manager

- PLC/HMI Programming
- Factory Authorized AF Drive Start-up
- Project Start-up and commissioning
- Responsible for the Daily operations of the Controls Division

1995 - 2001      NW Industrial Electric      Springfield, OR

#### Project Manager/Foreman

- PLC/HMI Programming
- AF Drive Start-up
- Project Start-up and commissioning
- Electrical Installations

1990 - 1995      Emerald Industrial Electric      Springfield, OR

#### Foreman

- PLC/HMI Programming
- Electrical Installations

### Education

1990 - 1993 BOLI      Salem, Oregon

#### Inside Wireman Apprenticeship

### Summary of qualifications

1993

General Journeyman License

### Accreditations

Rockwell Automation System Integrator

Certified Drive Start-up Technician: Allen Bradley, ABB, Cutler Hammer

Advisory Board for Electronic Technology at Lane Community College



## Tim Boyd

### Technician/Supervisory Electrician

- Commercial and Industrial Wiring
- Industrial Control Design and Installation
- Variable Frequency Drive Installation & Commissioning
- Power Distribution and Transformers
- CCTV Systems
- Irrigation and Liftstation Systems
- Testing & Troubleshooting
- Programming of PLC, HMI (Rockwell: RSLogix 500, RSView 32, Factory Talk View)
- Radio Commissioning: CalAmp, Viper and IP Radios

### Professional Experience

The Automation Group, Inc (TAG) • **Technician, 2012**

#### City of Florence, Oregon – 2012-13

- Replaced 38 existing Motorola Moscad-L Remote units with TAG RTU containing Viper IP Radio and MicroLogix 1100 processor.
- Programmed and commissioned TAG RTUs and modified SCADA system at Wastewater Treatment Facility to reflect RTU upgrades.

#### Ridgeline Pipe Manufacturing, Eugene, Oregon – 2012

- Co-designed Automated Blender system for PVC Pipe Extrusion operation.
- Tested and commissioned the system which upgraded an antiquated mixing process into a streamlined system.

#### JVNW – Shmaltz Brewery System – 2013

- Programmed Brewery system including PLC & OIT (Logix 500/Factory Talk View)
- Checked out Main Control Panel and field tested the system at JVNW manufacturing facility.

Rite Way Electric, Inc. - Albany, OR • **Journeyman Electrician, 2005 – 2011 / Apprentice Electrician, 2002 – 2005**

Installed, upgraded, and maintained commercial, industrial, and agricultural facility wiring and equipment.

Specialized in industrial controls and technology, as demonstrated below:

- Printing Press

Directed the electrical portion of a project relocated to a large, multi-unit commercial offset printing press to an alternate facility. Disconnected and reinstalled power and controls to four printing units, DC drive/control cabinet, control console, print web dryer, emissions equipment as well as performed start up at new site.

- Nuclear Research Reactor Model

Corrected and standardized instrumentation and control wiring on a 1/3 scale reactor model at the Oregon State University nuclear engineering facility. Assisted in verification and testing of instruments and devices.

Jimco Electrical Contracting, Inc. - Albany, OR • **Apprentice Electrician, 2001 – 2002**

New industrial construction of process equipment in a paper mill.

- Installed switchgear, rigid conduit, and cable tray according to blueprints.
- Terminated instrumentation and control devices.

**General Supervising Electrician, 2011 - State of Oregon**

**General Journeyman Electrician, 2005 - State of Oregon**

**Electrical Apprenticeship Lab Instructor, I.E.C. Area II Inside Electrical JATC - 2008-Present**

- Develop and implement lab projects for apprenticeship students.
- Projects include motor control and transformer, and basic electrical installation.

## **Richard D. Jobe**

2428 27th Ave SE  
Albany, OR 97322  
503-250-4867  
rjobe2010@gmail.com

### **Objectives:**

Work in an environment where I am able to use all my technical and professional attributes to succeed as well as to help others and the company succeed.

### **Skills and Qualifications:**

#### **Electronics**

- Knowledgeable in electrical design
- Troubleshoot AC, DC circuitry
- Experience with measuring equipment: calipers, oscilloscope, digital multi-meter
- Knowledgeable Microsoft Office: PowerPoint, Excel, Word
- Extensive operational skills with power tools and, hand tools
- Knowledgeable in automotive repair
- Able to read and understand blueprints and schematics
- Manufacturing and installation of HVAC systems
- Operated heavy equipment: Forklift, front end loader
- Studied computer repair: hardware and software

#### **Operating Systems**

- Installation and repair of Microsoft Operating Systems:
- Programmable Logic Control Systems
- Proficient in ControlLogix and RSLogix
- Knowledge of RMC100 Motion Controllers
- Knowledgeable of In-Sight Vision System programming Language
- Knowledgeable in G-code
- Computer Numerically Controlled operations
- CAD: Design PLC cabinet layouts
- Axis IP Cameras and Software
- Knowledge of MySQL and SQL DB
- Inductive Automation: Ignition Certified
- AllenBradly FactoryTalk View SE and ME
- GE Proficy SCADA Software

#### **Leadership**

- Department Supervisor
- Associate and customer Training
- Company Metrics
- Safety Programs and Training

#### **General Knowledge**

- Strong visual and verbal learning skills
- Great production operating and management skills

#### **Education**

Bachelor of Science Degree, Industrial Automation Engineering Technology  
ITT Technical Institute, Portland, OR -Graduated June 2007  
Cumulative G.P.A.: 3.43  
Alpha Beta Kappa

Associate of Applied Science Degree, Computer and Electronic Engineering Technology  
ITT Technical Institute, Portland, OR- Graduated September 2005  
Cumulative G.P.A.: 3.65

## Professional Experience

- TAG – The Automation Group Inc April 2015 – Present  
Systems Integrator
- PLC Design and Programming
  - Instrumentation
    - Flow Meter
    - Level Sensors
    - Turbidity Meter
  - SCADA / HMI / OIT Programming
  - ACAD
  - Troubleshooting
- Hampton Affiliates – Tillamook Division – Tillamook, OR November 2010 – April 2015  
Process Control
- Installation of automated lumber equipment
  - PLC Controls
  - Optimization
  - Design and implement changes to system
  - Design PLC and Drive cabinet layouts
  - Design IP Camera Systems
  - Network Layouts
  - Onsite IT support
- Sierra Pine Composite Solutions – Springfield, OR September 2007 – November 2010  
Process Control / Electrical Supervisor
- Installation of automated equipment
  - PLC Controls
  - Optimization
  - Design and implement changes to system
  - Onsite IT Support
- U.S. Natural Resources - Woodland, WA June 2006 – August 2007  
Field Engineer
- Installation of automated lumber equipment
  - PLC Controls
  - Optimization
  - Design and implement changes to system
  - Design electrical and mechanical parts
  - Optimization Tech support
- Intel Corporation- Hillsboro, OR November 2005 -June 2006  
Manufacturing Technician
- Manufacturing microprocessors/chipsets
  - Operator of TEL Act8/12, Biorad laser measuring system, Optistation
  - Owner of Area Bullpen Technical support
- 
- Further Employment Upon Request

## Hobbies

Outdoors, Camping, Water sports, Motorcycles, Fishing

**References Available Upon Request**

# Alan Rauda

## General Journeyman Electrician

3000 Market St. NE Salem, OR 97301

Phone: 503-983-6015

E-mail: arauda@tag-inc.us

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### Education

September 2015 – May 2019

#### Chemeketa Community College

4000 Lancaster Dr. NE

Salem, OR 97305

#### Electrical Apprenticeship Training Program, completed

Related Coursework

- Specialization in Electrical Theory
- Intensive studies of the National Electric Code
- Focus on wiring of Residential, Commercial, and Industrial Facilities

### Professional Experience

August 2013 – July 2014

#### Rojo's Contracting Services Position:

##### Residential Electrician, Cumming, GA

- Install switches, receptacles, wiring, lights, fans and circuit breakers.
- Maintain, fix and install wiring and electrical equipment in private homes and apartments.
- Install phone, cable TV and doorbell wiring and garage door opener wiring.
- Install outdoor landscape lighting.
- Repair and replace switches, receptacles, circuit breakers and lights.
- Work cooperatively in a team environment.

September 2014 – January 2015

#### Stelcor Energy

##### Position: Electrical Installer, Wilsonville, OR

- Install, maintain, & repair the racking, panels, & stand offs for photovoltaic solar systems
- Install, maintain, & repair the mechanical/structural mounting of racking, modules & electrical equipment
- Organize & maintain system components in warehouses, company trucks, & at job sites
- Document completion of completed installation

February 2015 – July 2015

#### DND Electrical Contractors

##### Position: Inside Electrician, McMinnville, OR

- Install and repair building electrical systems in agricultural and industrial settings
- Install conduit, EMT, GRC, and PVC, per plans and with compliance with the NEC
- Work closely with and follow the instructions of a licensed Oregon General Journeyman

July 2015 – July 2017

**Industrial Commercial Electric Co.**

**Position: Inside Electrician,** Wilsonville, OR

- Install and repair building electrical systems in commercial and industrial settings
- Install conduit, per plans and with compliance with the NEC
- Install low voltage systems for communication purposes

July 2017 – June 2019

**Safety Electric Inc.**

**Position: Inside Electrician** Salem, OR

- Install and repair building electrical systems in commercial and industrial settings
- Repair and troubleshoot drives, soft starts, motors and pumps, and their control systems
- Install conduit, EMT, GRC, and PVC, per plans and with compliance with the NEC

August 2019 – Present

**The Automation Group**

**Position: Technician,** Eugene, OR

- Install and repair building electrical systems in industrial settings
- Install conduit, per plans and with compliance with the NEC
- Install and troubleshoot control electrical systems for various food processing facilities, cold storage facilities, concrete and cement making facilities, water treatment plants, and wastewater treatment plants

**Major Electrical Projects**

- Multifamily dwelling units and custom houses
- Tenant improvement at restaurants
- Automatic car wash for major car dealer
- Three asphalt plants
- Various additions to rock mining facilities
- Button melter at research facility
- Service electrician for Oregon school district
- Service electrician water treatment facilities
- Service electrician for wastewater treatment facilities
- Service electrician for food manufacturing facilities

**Additional Skills**

- Proficient in Windows 10, Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook)
- Intermediate skills in PLC programming
- Strong customer relationship skills
- Quick learner and self-starter
- Highly organized and detail oriented
- Strong ethics and willingness to work hard to achieve employers' objective



# TONY GLOVER

Integrator/ Electrician

## CONTACT

PHONE:  
541-520-9805

WEBSITE:  
<http://www.tag-inc.us>

EMAIL:  
[tglover@tag-inc.us](mailto:tglover@tag-inc.us)

## HOBBIES

Boating at the Lake  
Riding the Side by Side  
Hunting  
Fishing

## EDUCATION

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**Elmira High**  
1986 - 1990  
General studies

**Lane Community College**  
2001 - 2005  
Electrical General Journeyman Apprenticeship Program

## WORK EXPERIENCE

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**United States Marine Corp. Sergeant**  
1990-1996  
Squad Leader

**Country Coach. Electrical Dept and Rover**  
1996-2000  
Electrical install on coaches. Including troubleshooting and repair

**Olsson Industrial Electric. Lead Electrician**  
2000-2011  
Ran a crew of 12 Electricians

**Seneca Sawmill Maintenance Electrician/ Programmer**  
2011-2016  
Maintaining facility through electrical upgrades, troubleshooting and programming.

**The Automation Group Inc. Integrator**  
2016-Present  
Onsite Project Management, Electrical Installs, Troubleshooting and Programming.  
Certified in the following for Water and Waste Water drive startups:

- ABB ACS880
- Allen Bradley Powerflex 750 series

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# EDDIE JENKS

## GENERAL JOURNEYMAN ELECTRICIAN

Address: 43510 Big Fall Creek Rd., Fall Creek, OR 97438

E-mail: [Eddiej@tag-inc.us](mailto:Eddiej@tag-inc.us)

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### **Professional Experience**

2020 – present

Electrician, The Automation Group (TAG)

2015-2020

Lead Electrician, Atkore international

2005-2015

Electrician, Swanson Group

2002-2005

Electrician, LH Morris

2001-2002

Electrician, Ericson Electric

1995-2001

Electrician, Estimator, Northwest Industrial Electric

1991-1995

Electrician, Emerald Industrial Electric

### **Additional Skills:**

- Commercial and Industrial conduit and wiring including concentric conduit bending.
- Industrial control / PLC wiring
- VFD installation and wiring
- Testing and Troubleshooting



# Daren Dawson

## Electrical Design Engineer

### Experience

2013 - PRESENT The Automation Group, Inc. Eugene, OR

#### Electrical Design Engineer

- Complete design build for UL508 control panels
- In charge of coordinating Drives and Starters for motor control
- Oversee Design and O & M/Submittal Department
- Produce complete drawings/details/specs/O&M's for review and construction

2005 - 2013 New Way Electric Eugene, OR

#### Electrical Design Engineer/Project Manager

- Experienced in coordinating and managing electrical aspects of Commercial/Industrial projects from design concept to finished project
- Interface electrical design with Developers, Architects, Engineers, Contractors & Utilities
- Project cost estimates, scheduling, purchasing & coordinating with other trades
- Calculate project load summaries, fault currents & voltage drops
- Coordinate with utilities & inspectors regarding locations, installations & requirements
- Produce complete drawings/details/specs/O&M's for review & construction

2005 New Way Electric Eugene, OR

#### Electrical Design Engineer/Project Intern

- Used AutoCAD to produce electrical blueprint designs
- Exposed to codes and industry regulations
- Worked with Electrical Designer's Software program
- Performed project cost estimating
- Submitted projects; interfaced with other experts on projects to gain professional development

### Education

2001-2005 Oregon State University Corvallis, Oregon

#### B.S. in Electrical Engineering

- Emphasis on power systems, power electronics, electric machines, & fault studies
- Dynamic testing performance of synchronous, induction, DC, & switched reluctance motors using oscilloscopes, power analyzers, & function generators in OSU power lab
- Power electronics labs investigating components of variable frequency drives & induced variables when using VFD's to drive different motors

### Summary of qualifications

- Electrical Analysis, Load Calculations & Producing Plans (AutoCAD)
- Electrical Designer's Reference (Software)
- Fluke Power Analyzers, Electrical Testing Equipment
- National Electric Code (NEC)
- Fluke Power Analyzers, Electrical Testing Equipment

# Joel Judd

joel@juddfamily.info

5245 E Street  
Springfield, OR 97478  
(541) 868-6425



## EDUCATION

B.S. Electrical and Computer Engineering, June 2012  
Oregon State University, Corvallis, OR

## RELEVANT COURSEWORK

Engineering Economics, Sustainability and Renewable Energy, Power Electronics, System Dynamics and Controls, Electromechanical Energy Conversion, Dynamics, Statics, Digital Logic, Atmel AVR, Technical Writing

## SKILLS

- Extensive use of AutoCAD, Microsoft Word, Excel, PowerPoint and Access
- Communication with customers for design needs
- Laboratory experience with oscilloscope instruments
- Focused classwork on energy production and distribution

## ACADEMIC ENGINEERING PROJECTS

Timed Power Supply, Oregon State University, Corvallis, OR (2012)

For my senior design project we designed and built a programmable timed power supply for a company that needed to stress test resistors for space and military applications. My team and I began the design by designing the system in LTSpice where we could model our idea checking for any unforeseen difficulties. We then then implemented safety protocols and built our project to specifications. The sponsoring company is now using our project in their research.

## WORK EXPERIENCE

Electrical Engineer (June 2017 – present)

The Automation Group

- AutoCAD design
- Instrument integration
- Industrial control panel design including load and thermal calculations
- Trained in UL508A procedures

Purchasing Manager / Inside Sales. (October 2014 – February 2017)

Eugene Winsupply

- Educated customers on product specifications
- Created job submittals
- Coordinated drivers schedules and routes

Office Assistant (June 2006 – December 2008)

Principle Property Management, Eugene, OR

- Communicated with tenants and owners in order to resolve problems
- Developed new web-based marketing tools in order to broaden our companies market visibility
- Showed properties to prospective tenants.

Purchasing Agent (2004 – September 2005)

Monaco Coach Corporation, Coburg, OR

- Acquired products needed for repairs of recreational vehicles
- Managed the purchasing department as relief supervisor while my supervisor was at rallies throughout the year
- Provided customized options for any client request

Service Technician (June 2000 – 2004)

Monaco Coach Corporation, Coburg, OR

- Production line quality assurance repairs
- Customized work for customers
- Provided maintenance on customer vehicles

## HONORS AND ACTIVITIES

- Sigma Alpha Pi: National Society of Leadership and Success
- Achieved rank of Eagle Scout (1998)

# GLEN GOINS

Linked in <http://www.linkedin.com/pub/glengoins>

541.525.4127

[glen\\_goins@msn.com](mailto:glen_goins@msn.com)

## SUMMARY

Analytical **Automation Manager** with experience in all phases of PLC, CNC, HMI and SCADA systems. Highly adept at driving production development efforts for existing products and the creation of new products. Extensive experience in precision manufacturing, wood products, and automotive industries. Skilled in a variety of engineering environments and capacities from design of complete industrial automation projects, to implementation, troubleshooting, and facility management thereof. The “go to person” when things needed to get done.

## EXPERIENCE

**THE AUTOMATION GROUP**, Eugene, OR (TAG) **2013 – pres.**

**MONACO RV LLC**, Coburg, OR (Division of NAVISTAR, Inc.) **2003 – 2012**

### **Automation Manager / Environmental Manager**

Led Robotics, PLC, and CNC departments and technologies. Managed automation team of 2 direct reports and 12 indirect reports over several hundred successful projects.

- Oversaw Oregon and Indiana Monaco RV Automation and environmental operations.
- Maintained a 100% uptime rating on all essential operations. Responsible for budgeting, R&D, design, bidding, build, installation, troubleshooting, and maintenance thereof.
- Identified and anticipated safety / health concerns by surveying environmental, operational, and occupational conditions. Established new procedures and recommend preventative programs.

**ROSBORO LUMBER COMPANY**, Springfield, OR **1990 – 2003**

### **Engineering Technician / Projects Supervisor / Control Systems Technician**

Supervised maintenance groups of 12 indirect reports for equipment control processes.

- Engineered mechanical drawings, installations and capital project management, resulting in substantial savings for Rosboro.
- Project supervisor on \$8M Automated Central Barking Project Install with an on-time installation timeframe while within budget.
- Maintained all plant automated processes (64 separate processes) for 100% uptime rating. This is one of the greatest contributors to the company's success during 1996-2003.

**ARMY & AIR FORCE EXCH. SERVICE**, Munich, GDR **1985 – 1989**

### **Retail Manager / Computer Specialist/ Surveillance Specialist**

Hired, trained, coached, and supported team members.

- Promoted in house ahead of peers and established norms.
- Rewarded with outstanding evaluations and achievement awards.
- Completed formal Business Management School with in-house placement.
- Led Incident / Interrogation/ Accident Remediation and Safety training.
- Help Desk call in support manager for European operations of over 123 site stores.

## EDUCATION

**Bachelor of Science**, Management, Linfield College, McMinnville, OR.

## TRAINING

Management School / Training, AAFES – Europe  
Electronic Technical Courses, North Coast Eugene,  
OR Environmental and Safety, DEQ, DOT, EPA, OSHA  
DOD Specialized European Operator



# Daron J. Wilson, RCDD

## EXPERIENCE

### 2007 - Present SYSTEMS INTEGRATOR

OREGON ELECTRIC GROUP, INC.

PORTLAND, OREGON

- Integration of communications systems
- Specification, Design and Installation of SCADA radio telemetry systems
- Specification, Design and Installation of fire and burglar alarm systems
- Specification, Design and Installation of industrial fiber, Ethernet and radio networks

### 1999 - 2006 TELECOMMUNICATIONS MANAGER

LH MORRIS ELECTRIC, INC

NEWPORT, OREGON

- Design and sales of communications systems
- Installation and programming of analog and digital telephone systems
- Installation of fire and burglar alarm systems
- Design and installation of data networks including Category 5 and fiber optic backbones

### 1990 – 1999 OWNER

MULTITEK COMMUNICATIONS

LINCOLN CITY, OREGON

- Sales and installation of analog and digital telephone systems
- Sales and installation of voice mail systems, data networks, networking equipment, and computer systems
- Contract installation and repair of digital and analog phone and voice mail systems from Astoria to Coos Bay
- Two-way radio installation and repair
- Radio Broadcast equipment installation and maintenance including remote controls, antenna systems, transmitters
- Installation and alignment of satellite receiving equipment
- Installation of audio equipment including speaker systems, amplifiers and controls

### 1989 - 1990 ALARM TECHNICIAN

ALARMSWEST

LINCOLN CITY, OREGON

- Installation and programming of residential and commercial alarm systems
- Maintenance and additions to commercial fire alarm systems
- General Locksmithing

## SPECIFIC CERTIFICATIONS:

- 1996 Tie/Nitsuko Telephone System Certification
- 1998 Macrotel Telephone System Certification
- 2000 Ortronics Structured Wiring Systems Certification
- 2000 Sprint Protégé Telephone System Certification
- 2000 OnQ Automation Controller Certification
- 2001 Certified Fiber Optic Technician #3754
- 2002 Norstar Modular ICS certification
- 2002 BICSI RCDD
- 2004 Data-Linc SCADA System Design
- 2004 ESTEEM Wireless Ethernet Design
- 2006 Leviton Structured Wiring System Certification

## Professional Biography

Bradley G Hite

Vice President, Intertech Incorporated

Bradley Hite is the Vice President and CTO of Intertech Incorporated in Corvallis Oregon.

Brad has been working in the industrial automation and controls industry since 1991. He received a Bachelor of Science degree in Agricultural Engineering from Oregon State University in 1989.

Brad joined Intertech Incorporated in 1996. Prior to joining Intertech Brad worked for two (2) different Food Processing companies in a variety of rolls, including as a Process Engineer and an Assistant Plant Manager. Since joining Intertech Brad has been responsible for providing Technical Education Classes on a variety of Industrial Automation Control systems as well as providing technical services and expertise in a wide variety of process and manufacturing disciplines including:

- Water and Waste Water Treatment
- Wood Products
- Food Processing
- Mining
- Metal Fabrication
- Silicon Chip Fabrication
- General Manufacturing

Brad has expertise and years of experience working with multiple vendors' hardware and software related to Industrial Automation and Control Equipment including:

- Programmable Automation Controllers (PACs)
- Programmable Logic Controllers (PLCs)
- Multiple forms of network communications, Wired and Wireless
- SCADA and Operator Interface systems
- Variable Frequency Drives (VFDs)
- Instrumentation of various types and capabilities

Brad has significant expertise as a Project Engineer gained through years of experience implementing systems and integrating architectures utilizing multiple vendors' hardware and software to create a perfect union between hardware, software, and the client's vision for controlling their process. No problem or process eludes his imagination or engineering expertise in his quest to fulfill the goal of meeting and surpassing the requirement or specifications of any given project. Brad excels at applying application-specific, oriented engineering assistance, that helps operators, technicians, and engineering personnel obtain the maximum efficiency from their industrial control systems, thereby increasing a facilities' efficiency and productivity.

The Automation Group [TAG] is pleased to provide past work experience and references. We work with Owners and General Contractors to provide the best quality of work possible to help build and maintain long term relationships with our customers. Our contract administration makes sure that all contracts and insurance requirements are executed prior to performing any work. TAG makes every effort stay within budget with minimal change orders as possible. TAG strides to meet their schedule and project needs. We can also provide 24/7 emergency support.

### **City of Scappoose**

TAG has supplied flow and measuring instrumentation, controls, SCADA/PLC programming Services for the Keys & Miller Water Treatment Plants. Keys Road SCADA (SCADA PAK) Programming, added control logic to Dutch Canyon Well. Provided on call services. TAG has Serviced the City of Scappoose for 15 years. (Keys & Miller WTP)

Darryl Sykes  
Plant Supervisor  
34485 E. Columbia  
Ave. Scappoose,  
OR 97056  
503-543-5894

### **City of Veneta**

We have worked with the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 4 well sites, 3 Reservoirs, pump stations and a Water Plant. Over the years we have been involved with all aspects of construction for the water system with new reservoirs, wells, a new treatment plant and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

Jack Kelly Pump Station  
Kyle Schauer  
Public Works Director  
PO Box 458  
Veneta, Oregon 97487  
541-935-2191

### **City of Junction City**

We have worked for the city for 10 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 5 well sites, 3 Reservoirs, and a Water Plant. Over the years we have been involved with all aspects of construction for the water system with new elevated reservoirs, wells, new treatment plant and remote connections for the operators. We are currently the city's "System Integrator of Record".

New Filter System  
Jason Knope  
Public Works Director  
1171 Elm St.  
Junction City, OR 97448

### **City of Bandon**

We have worked for the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 2 intakes, and 1 reservoir. Over the last 18 years we have been involved with upgrading the SCADA system, new UV and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

Instrumentation & SCADA Upgrade  
Bill Nielson  
Plant Supervisor  
PO Box 67  
Bandon, OR 97411  
541-347-9122

### **City of Cottage Grove**

We have worked for the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 1 intake, 5 Pump Stations and 3 reservoirs. Over the last 18 years we have been involved with upgrading the SCADA system, and are currently involved in the new filter train and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

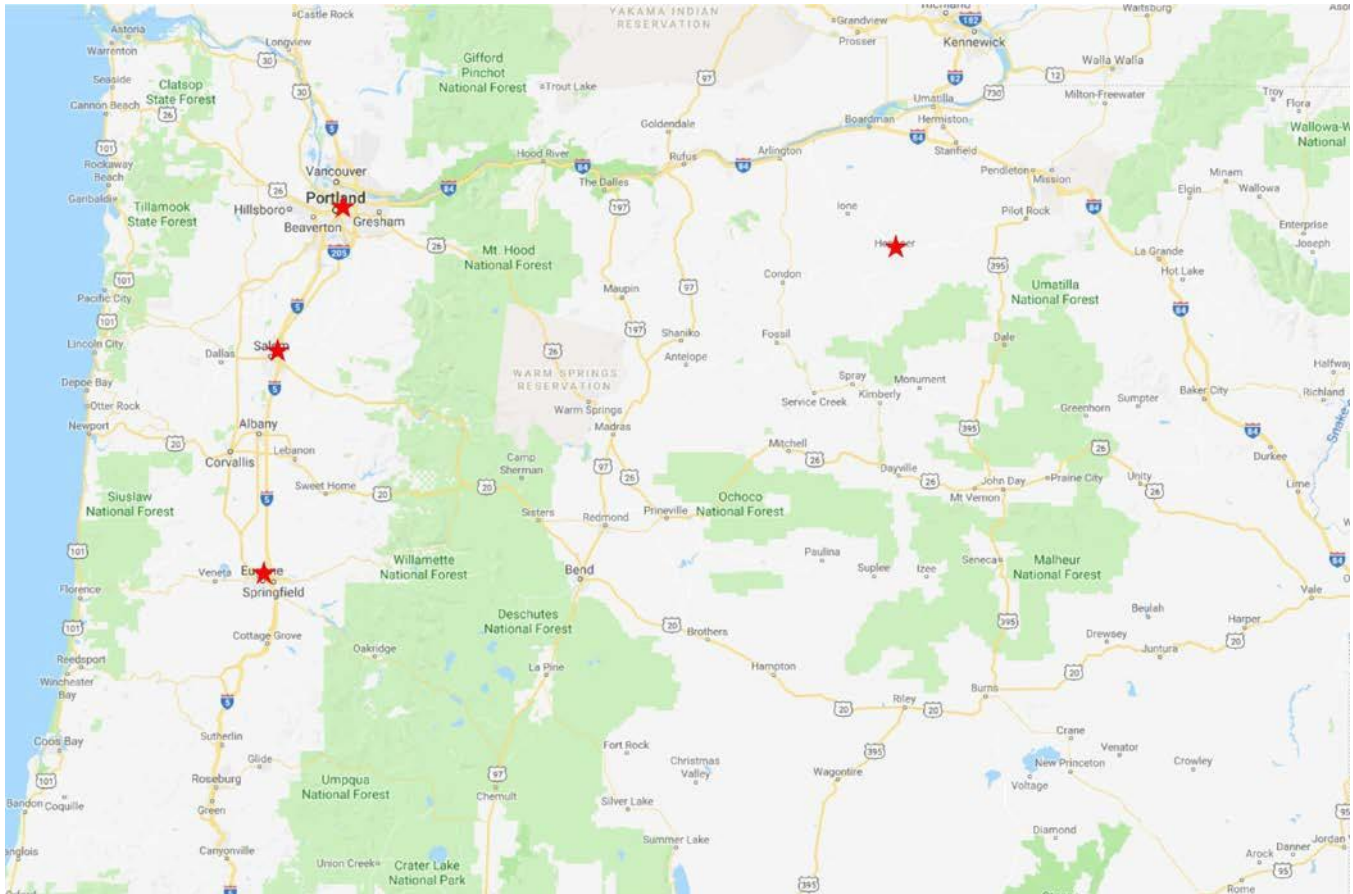
New Pump Stations  
Ray Pardee  
Water Production Superintendent  
3300 Row River Road  
Cottage Grove, OR 97424  
541-942-7094

### **City of Lebanon**

We have worked for the city for 2 Years and provide SCADA/HMI Services, instrumentation and telemetry services including a river intake, and 2 Reservoirs. Over the last 2 years we have been involved with the New Water Treatment Plant and provided a PlantPAX SCADA System for high level situational awareness to meet the new concepts of SCADA.

New Water Treatment Plant  
Brent Hurst  
Director  
40 N 2nd Street  
Lebanon, OR 97355  
541-258-4245





TAG has worked directly with Engineering Firms or Owners to specify and design all parts of Water & Wastewater Systems and implementation phases utilizing our staff from any of our locations in Oregon. Panels will be built in our Eugene UL Panel Shop

Our Local onsite support for the Owner will be located in Eugene, Oregon with support from our Salem Integrator. TAG is located about 50 miles from Sweet Home. TAG is available 24/7 for emergency services and phone support.

TAG Currently Supports over 75 Water/Wastewater sites in Oregon.

### **TAG has Engineers and CAD Drafters Located at our Eugene Facility.**

- Daren Dawson
- Joel Judd
- CJ Connelly
- Bryce Jenks
- Gary Jenks

### **Providing UL listed control system cabinets**

- TAG has a UL Panel Shop located in Eugene, Oregon
  - Listing for 508a for standard control panels
  - Listing for 698a for Hazardous Location

### **Providing mobile device access to system information**

- TAG offers a “Mobile Monitoring System” for customers to login to their facility SCADA system that will give them the ability to do anything just like they are sitting at the Plant.
  - Cisco VPN for Complex Systems
  - TosiBox for Simple Systems
- Support for the following devices
  - Windows Laptop or desktop
  - IOS
    - iPhone
    - iPad
  - Android
    - Any Android phones
    - Any Android tablets

### **Providing SCADA system computer support**

- All of TAGs Programmers/Techs are capable of supporting computer systems
- TAG is a Rockwell Certified Systems Integrator but can support any of the below Primary SCADA Systems
  - Rockwell/Allen Bradley
  - Wonderware
  - Inductive Automation
  - iFix
  - Cimplicity
  - And others

### **Servicing of automatic hydraulic control valves**

- TAG works with the following manufactures for valves
  - Bray
  - Roto torque
  - EIM
  - Auma

### **Servicing and installation of pressure transducers, Flow Meters, Level Transducers and many others.**

- TAG can provide, install and calibrate most any instrumentation device
  - Endress & Hauser – TAG is the West Coast E&H Factory Provider and can provide a 3-year warranty with every device and can perform Certified Factory Startup
  - Rosemount
  - Neptune
  - Dwyer
  - Siemens
  - Dayton
  - And many more

### **Programming, adjusting operations, and/or servicing backup power generators**

- TAG can provide integration to all Generator Systems and Transfer Switches.
- TAG works with the following Generator system Manufactures
  - Caterpillar
  - Kohler
  - Onan
  - MTU
  - Generac

### **Programmable Logic Controllers (PLC)**

- TAG is a certified System Integrator for the following
  - Allen Bradley
- TAG can program many PLCs, below is a list of a few manufactures
  - Modicon
  - Automation Direct
  - ScadaPack
  - GE
  - Siemens
  - Omron

## **Variable Frequency Drives (VFD)**

- TAG can provide Certified Startup and Programming for the following drives and extend the warranty
  - Allen Bradley
  - ABB
  - Cutler Hammer
- TAG can also program other drives as listed below and many more
  - Square D
  - Siemens
  - Yaskawa
  - Automation Direct
  - GE
  - And many more

## **Radio Systems**

- TAG is a Distributer for CalAmp for the Pacific NW
- TAG can perform Radio Studies

## **Analytical Instrumentation**

- TAG works with the following Manufactures
  - Hach
  - Chemtrac
  - Rosemount
  - And others

## **Delta Operations – Sub Division of The Automation Group**

- Water and Wastewater Pump and Lift Station Maintenance
  - DEQ-certified operators, skilled field technicians, and experienced staff to service water monitoring needs
  - Professional services company offering water and wastewater consulting, compliance reporting, day-to-day operations, and maintenance services.
  - Full turn-key operations or temporary set ups.

**Exhibit E**

**Integrator's Schedule of Rates and Charges**

## 2021 Sweet Home TAG Rates

<u>• Programming – HMI/OIT:</u>	<u>\$142.50</u>
<u>• Instrument Calibration:</u>	<u>\$142.50</u>
<u>• Engineering-Design:</u>	<u>\$150.00</u>
<u>• Panel Shop Labor:</u>	<u>\$71.50</u>
<u>• Electrical:</u>	<u>\$98.00</u>
<u>• Mechanical:</u>	<u>\$125.00</u>
<u>• Fab Shop Labor:</u>	<u>\$93.50</u>
<u>• Admin/Purchasing:</u>	<u>\$71.50</u>

- **Sub Consultants Rates:** Sub Consultant Rates are at Cost Plus %15 Mark up for Labor and Materials Rates are available upon request.
- **Straight Time:** 8:00am to 4:30 pm, Monday thru Friday. Swing or Graveyard work can be prearranged at straight time rates if required for customer.
- **Over Time:** After 4:30pm (or after 8 hours) Weekdays and all day Saturdays & Sundays. (Time & ½ x straight time rates.)
- **Double Time:** Holidays (2 x straight time rate.)

### TAG Charges hourly service rate from Portal to Portal

**Services are rendered in half- hour increments only with a 2 hour minimum billing charge, unless otherwise noted or arranged.**

- **Expenses:** *Expenses of transportation (ie...airline tickets, rental cars, taxis) will be billed at cost plus 10% processing fees.*
- **Standard Per Diem Rates:** \$150/per night lodging and \$50/per day for meals.

### Standard Fuel/Mileage Rates:

- Round Trip from TAG office up to 50 Miles = \$30.00
- Round Trip from TAG office up to 100 miles = \$60.00
- Round Trip from Tag Office \*Over 100 miles at \$0.59 per Mile