



City Council
August 17th, 2026

6:00pm

Newberg Public Safety Building 401 E. Third Street
Denise Bacon Community Room

Online: <https://us06web.zoom.us/j/89536547180>

[Public Comment Registration](#)

[View Slides](#)

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Newberg Animal Shelter Presentation

5. Public Comments

6. Proclamation

6.1. [Proclamation for Sister City Poysdorf](#)

7. Presentations

7.1. Joint Report of TLT Receiving Entities

a. [Newberg Downtown Coalition](#)

7.1.a.1. [NDC Marketing & Events Plan 2026 June-Dec](#)

b. [Chehalem Valley Chamber of Commerce](#)

7.1.b.1. [Council One-Page 2025-2026](#)

c. [Taste Newberg](#)

7.1.c.1. [City Presentation Survey Results](#)

8. New Business

8.1. [Janitorial Services Contract](#)

a. [Presentation](#)

b. [Exhibit A: Notice of Invitation to Bid](#)

c. [Exhibit B: Janitorial Services](#)

8.2. [Exemptions to Competitive Bidding for Wastewater Treatment Plant](#)

a. [Exhibit A: Newberg WWTP Findings for Exemption](#)

9. Adjournment

ADA Statement: Contact the City Recorder's Office for physical or language accommodation at least 2 business days before the meeting. Call (503) 537-1283 or email cityrecorder@newbergoregon.gov. For TTY services please dial 711.

REQUEST FOR COUNCIL ACTION



Date Action Requested: August 17, 2026

Order ☐	Ordinance ☐	Resolution ☐	Motion ☐	Information ☐	Proclamation ☒
Subject: In recognition of the 20 th anniversary of our sister city relationship with Poysdorf, Austria.			Staff: Rachel Thomas Department: Administration		
Business Session			Order On Agenda: Proclamation		

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation: Make a proclamation honoring the sister city relationship between Newberg, Oregon and Poysdorf, Austria.

Executive Summary:

Poysdorf, Austria is a city of around 6000 residents about an hour from Vienna. This sister city relationship was established in 2006 after local residents Waltraut Goertzen and Lynn Weygant championed the cause. Waltraut, a native of Austria, was impressed by the similarities between Austria and Newberg and saw an opportunity for exchange in the wine industry and cultural exchange. This relationship has led to exchange between our two wine industries including opportunities for wines from Poysdorf to be sold in Oregon. The goals of this exchange are an exchange of people, culture, education, recreation, customs, economic and community affairs, and the development of friendships between the people of both cities. Biannual visits of adult delegations from Newberg and Poysdorf have continued, and the next scheduled visit is a delegation from Newberg headed to Austria in September 2026

REQUEST FOR COUNCIL ACTION



PROCLAMATION

WHEREAS, the Cities of Poysdorf, Austria and Newberg, Oregon have been sister cities since September 8, 2006; and

WHEREAS, throughout this twenty-year partnership, the two cities have fostered a strong relationship, collaborating on social and economic programs that have benefited each respective city, and

WHEREAS, the City of Newberg continues to find value and influence from this sister city program and looks forward to more collaboration in the future, and

WHEREAS, a delegation from Newberg will be visiting Poysdorf in September of this year.

NOW, THEREFORE, I, BILL Rosacker, Mayor of the City of Newberg, Oregon, do hereby commend, congratulate, and thank all who have helped develop and strengthen the City of Newberg's sister city relationship with Poysdorf, Austria.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Newberg to be affixed on this 17th day of August, 2026.

Bill Rosacker, Mayor

Newberg Downtown Coalition



Newberg
DOWNTOWN COALITION



Our role is to support a thriving, connected, and active downtown where businesses, residents, and visitors feel welcome.

We do this through physical improvements, community events and promotions, and business support and collaboration.



Newberg Downtown Coalition exists to make a beautiful, eventful and thriving downtown





Beautiful

Public Art Installations



Activating Public Spaces



Celebrating Newberg



Building Partnerships



Beautiful Illuminated Downtown

Beautification projects help create a downtown that people are proud to visit, experience and support.





Beautiful Downtown Clean Ups





Beautiful Blooming Barrels



Seasonal wine barrel
planters create a
welcoming, vibrant
downtown while reflecting
Newberg's unique wine
country identity.





Eventful



NDC EVENTS PLAN JULY-DECEMBER 2026

July

Wednesday Market, Downtown
Clean Ups

August

Wednesday Market, First Friday,
Downtown Clean Ups

Sept

Wednesday Market, First Friday, Sidewalk
Sale, GFU Serve Day, Downtown Clean Ups

Oct

First Friday, Downtown Clean Ups,
Trick or Treat Street

Nov

First Friday, Downtown Clean Ups, Holiday
Tree Lighting, Small Business Saturday

Dec

First Friday, Holiday Decorating Contest,
Downtown Scavenger Hunt



Thriving

**Growing
Membership**

58%

**Increasing
Visibility**

Social Media
Growth

**Connecting
businesses**

Bring Businesses
Together

**Investing in
Downtown**

Spark Grants

*A stronger downtown
starts with a connected,
engaged, and thriving
business community.*



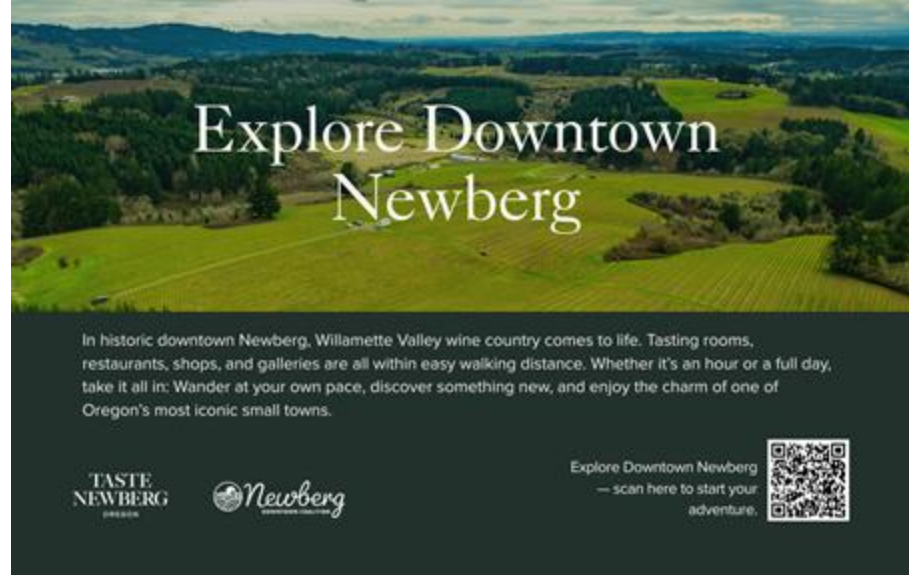
Spark Grants

- ☐ Business improvements
- ☐ Beautification
- ☐ Events and activities
- ☐ Initiatives that contribute to a stronger downtown



Targeted Marketing

Putting downtown Newberg in front of more visitors - before they arrive and while they're here.



01

Hotel Postcard

02

George Fox Visitors

03

Social Media

04

Ongoing focus to reach more visitors



BEAUTIFUL



EVENTFUL



THRIVING



TLT FUNDING

City partnership
provides critical,
dedicated resources.



**ORGANIZATIONAL
STABILITY**

Stronger systems, staffing,
and planning for long-term
sustainability.



STRATEGIC FOCUS

Capacity to plan, partner,
and invest in priorities
that matter most.



DOWNTOWN IMPACT

A beautiful, eventful, and
thriving downtown for
everyone.





Thank you for your continued support

Together we can make a downtown where
businesses, residents, and tourists can thrive and
feel welcome.

Newberg Downtown Coalition - Marketing & Events Plan

January - December 2026

Purpose	This Marketing & Events Plan is designed to: • Increase visitation to Downtown Newberg • Support downtown businesses • Strengthen community engagement • Grow membership and sponsorship participation • Enhance Downtown Newberg's identity as a vibrant, walkable destination • Support tourism and economic vitality
Frequency	Review bi-annually, with updates as needed
Responsibilities	Operations Director (primary) Support: Board members (Executive, Events, Beautification, Market & Merchant Committees)

1. Strategic Goals for 2026

Goal 1: Increase Downtown Foot Traffic

Focus on recurring events, seasonal activations, and collaborative promotions that encourage repeat visits.

Success Metrics

- Event attendance growth
- Increased social media engagement
- Business participation numbers
- Visitor surveys/feedback

Goal 2: Strengthen Downtown Identity

Position Downtown Newberg as:

- Family-friendly
- Walkable
- Creative
- Historic

- Locally owned
- Welcoming year-round

Goal 3: Increase Member Value & Participation

Provide meaningful opportunities for members through:

- Event participation
- Promotion opportunities
- Mini grants
- Cross-marketing
- Networking

Goal 4: Expand Tourism Promotion

Encourage visitation from:

- Wine country tourists
- Regional visitors
- Families
- Day-trippers from the Portland metro area
- George Fox families and visitors

2. Marketing Strategy

A. Social Media Strategy

Platforms

- Instagram
- Facebook
- Event Pages
- Local Media (Newsberg)

Content Pillars

Content Type	Examples
Business Spotlights	Member features
Event Promotion	First Friday, seasonal events

Downtown Experiences	Family itineraries, shopping guides, event highlights
Behind-the-Scenes	Volunteers, beautification
Tourism Promotion	Weekend getaway ideas
Community Engagement	Polls, giveaways, user-generated content

Posting Goals

- 3–5 posts/week
- 3–5 stories/week
- 2 reels/month minimum

B. Email Marketing

Monthly Newsletter

Include:

- Upcoming events
- Member promotions
- Volunteer opportunities
- Downtown updates

Goal - Grow email list by 5% by the end of 2026.

C. Website & Digital Presence

Priorities

- New website platform & design – went live 5/18/26
- Updated event calendar
- Visitor itineraries
- Membership information
- Sponsorship opportunities

Additions to Consider

- “Plan Your Day Downtown” blog pages

- Seasonal shopping guides
- Family-friendly activity lists
- Interactive downtown map

D. Partnerships & Cross Promotion

Potential or current partners:

- Taste Newberg
- Chehalem Valley Chamber
- Hotels/lodging providers
- Cultural organizations
- Local nonprofits

3. Signature Events

Annual Signature Programs

Event	Goal
First Fridays	Monthly activation & visitors
Downtown Clean-Ups	Volunteer engagement & beautification
Wednesday Market	
Holiday Campaign	Downtown decorating and Seasonal shopping support

4. Events Plan (June–December 2026)



NDC EVENTS PLAN JULY–DECEMBER 2026

July	Wednesday Market, Downtown Clean Ups
August	Wednesday Market, First Friday, Downtown Clean Ups
Sept	Wednesday Market, First Friday, Sidewalk Sale, GFU Serve Day, Downtown Clean Ups
Oct	First Friday, Downtown Clean Ups, Trick or Treat Street
Nov	First Friday, Downtown Clean Ups, Holiday Tree Lighting, Small Business Saturday
Dec	First Friday, Holiday Decorating Contest, Downtown Scavenger Hunt

Newberg Downtown Coalition

5. Membership Engagement Plan

Member Benefits to Promote

- Event participation
- Marketing support
- Mini grants
- Networking
- Business exposure

Member Engagement Ideas

- Quarterly coffee/networking events
- Member spotlight series
- Exclusive promotional opportunities
- Collaborative campaigns

6. Volunteer Engagement

Volunteer Goals

- Build recurring volunteer base
- Improve event staffing
- Increase community ownership

Recruitment Methods

- Social media call outs
- Business partnerships
- Volunteer appreciation posts
- Community Partners
- Newsletter call outs

7. Beautification Projects

Key Initiatives

- Monthly Downtown Clean Ups
- Beautification Mini Grant Program for member improvement projects
- Downtown Building Lighting Project
- Seasonal decorations and streetscape enhancements
- Community volunteer beautification projects, including Serve Day
- Support for storefront and facade improvement efforts

Marketing Focus

- Volunteer recruitment and community engagement
- Before-and-after project highlights
- Beautification mini grant success stories

- Downtown transformation and impact storytelling

8. KPIs & Success Tracking

Event Metrics

- Attendance
- Participating businesses
- Vendor counts
- Volunteer hours

Marketing Metrics

- Social engagement
- Reach/impressions
- Email open rates
- Website visits

Economic Indicators

- Business feedback
- Visitor participation
- Sponsorship revenue
- Membership growth

9. Quarterly Review Process

At the end of each quarter:

- Review event attendance
- Evaluate marketing performance
- Gather business feedback
- Assess budget status
- Adjust strategy as needed

10. Recommended Immediate Priorities (Next 60 Days)

- 1) Create fall event planning timelines
- 2) Update website and events calendar
- 3) Begin holiday planning early
- 4) Create reusable marketing templates
- 5) Launch membership campaign

10. Long-Term Vision

By the end of 2026, the Downtown Coalition aims to:

- Increase member engagement
- Build stronger tourism connections
- Create sustainable annual programming
- Increase community pride and participation
- Build organizational budget and strategic planning for 2027 and future years

Chehalem Valley Chamber of Commerce

Annual Report 2025-2026

Newberg City Council

August 17 2026

Quick View of Our Year...



2025/2026 Annual Report

The CVCC is dedicated to building a strong local economy, promoting the Chehalem Valley, creating business development opportunities, and represents our businesses on local, state, and federal government issues.

WEEKLY/MONTHLY NETWORKING PROGRAMS:

GREETERS

50+ Gatherings with an average of over 50 weekly attendees. We have seen a huge increase in participation.

AMBASSADOR CONFERENCE

We hosted Oregon's Chamber Ambassador Conference this year with 40+ attendees from 12 different Chamber of Commerce groups.

LATINX CONEXIÓN Y COMERCIO

Monthly networking event for Latinx business professionals.

YOUNG PRO'S OF YAMHILL VALLEY

Young Pro's gathered regularly throughout the year and established an executive board.



STRATEGIC PARTNERSHIPS





The Chehalem Valley Chamber of Commerce welcomed Kayt Eborá as the Director of Operations this year. She was previously Executive Director at the Newberg Downtown Coalition. Kayt is a lifelong Newberg resident with a deep love for our town. We think she has the right spunk and energy to bounce off of Scott's wit and shenanigans.

SOCIAL MEDIA OUTREACH



Facebook: 93,967



Instagram: 139,310





Local Partnerships

TECH SUPPORT: NEXT TECH CONSULTANTS BOOKKEEPING: MOODY BUSINESS SOLUTIONS.
INSURANCE: HAGAN HAMILTON AND HOPP INSURANCE PRINTING: ZENZARI, SIGN ON SIGNS
ACCOUNTANT: WANT CPA ART EXHIBIT CURATION: JAMES NELSON

EVENTS

TUNES ON TUESDAY	AWARDS CELEBRATION
CONCERTS.....5	AWARD RECIPIENTS.....10
ATTENDEES.....4,500+	ATTENDEES250+
LEADERSHIP CHEHALEM VALLEY	CANDIDATE FORUMS
2024-2025 COHORT.....16	CANDIDATES9
BUSINESSES16	ATTENDEES.....100+
3RD THURSDAY TRASH PICKUP	FIRST FRIDAY ARTWALK
TOTAL EVENTS.....15	ARTISTS75
VOLUNTEERS100+	ATTENDEES.....275+
	TASTE OF TRUFFLE MARKET
	ATTENDEES.....250+

VISITORS CENTER STATS:

CALLS2251
VISITORS.....2699
EVENTS/MEETINGS ...250

NEWSLETTERS

147

WEBSITE VIEWS

194,924

.....

WWW.CHEHALEMVALLEY.ORG



VISITORS CENTER



**TOTAL IN PERSON VISITORS
JULY 2025-JUNE 2026**

1,492



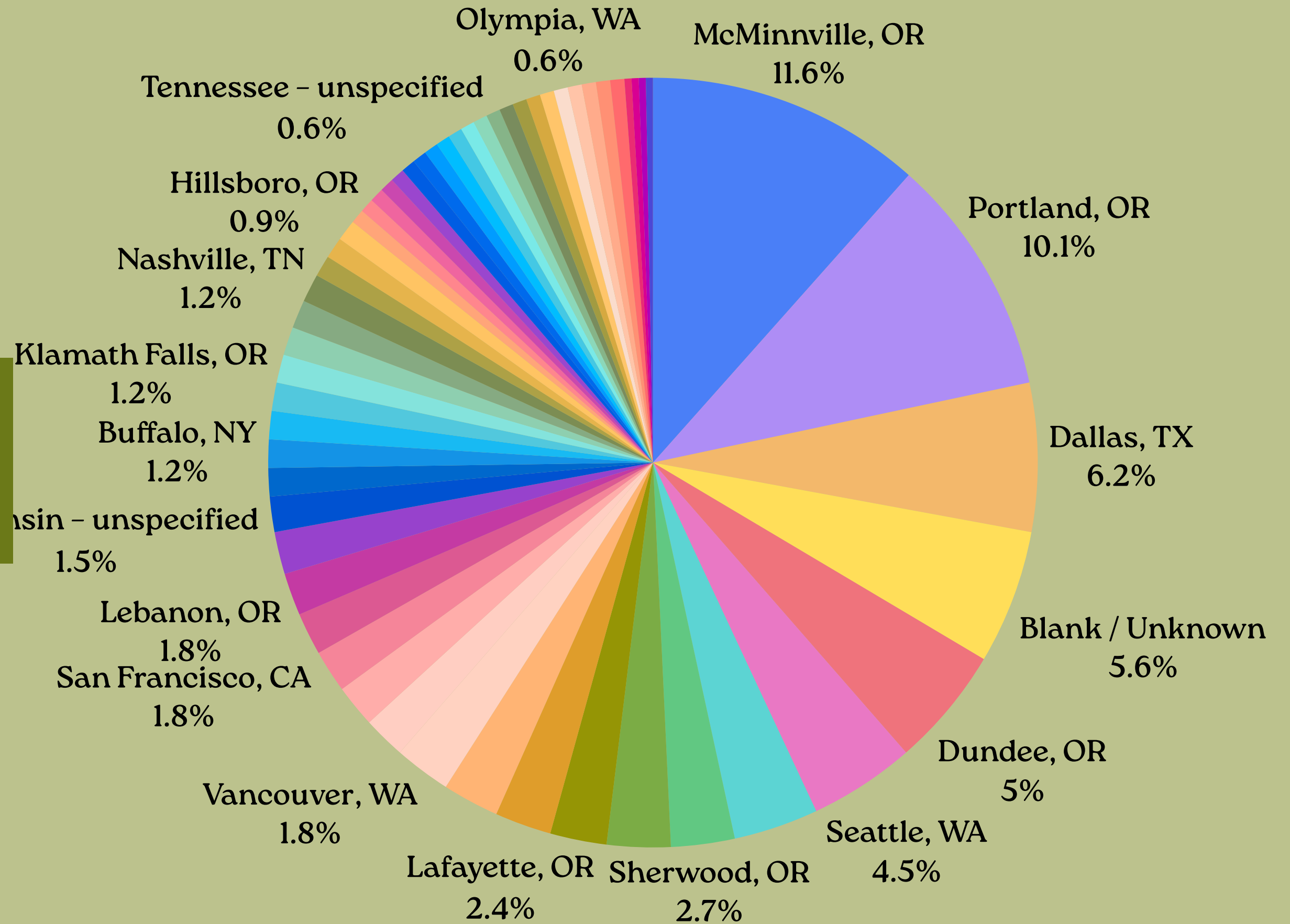
TOP REASONS FOR VISITS

- Maps
- Meetings
- Winery Information
- Event Information
- Art (Art Sale + Art)
- Workshops





Walk In Visitor Origins by Percent



Digital Outreach Data

Total Website Views ... 194,924

Total Social Media Interactions ... 233,277

Social Media views have risen ~ 60% since July 2025

Total Phone Calls ... 2251

Top Website Origins

Singapore ... 9609
Lanzhou ... 3715
Newberg ... 1951
Seattle ... 1808
Portland ... 1318
McMinnville ... 1016
San Jose ... 504
Salem ... 357
Santa Clara ... 272

Top Social Media Origins (Based on followers)

Newberg
Mcminnville
Tigard
Portland
Dundee
Beaverton

Top Phone Call Origins

Portland, Salem, and northwestern Oregon
Most of Oregon outside Portland metro
Portland metro / northwestern Oregon overlay
Minneapolis southwest suburbs, Minnesota
Baton Rouge, Louisiana area
Central California (Stockton, Modesto, Sonora)
Macomb County, Michigan
San Antonio, Texas
Boston, Massachusetts
Minneapolis-St. Paul, Minnesota



Community Calendar

<https://chehalemvalley.org/chehalem-valley-chamber-events/#/show?view=tile>

“Buy Local” Partnerships

Tech Support: Next Tech Consultants
Bookkeeping: Moody Business Solutions.
Insurance: Hagan Hamilton and Hopp Insurance
Printing: Zenzari, Sign on Signs
Accountant: Want CPA
Art Exhibit Curation: James Nelson



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The Stable Table



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WWW.CHEHALEMVALLEY.ORG

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ACCOUNTANT: WANT CPA **ART EXHIBIT CURATION:** JAMES NELSON

August 17, 2026



2025-2026 Taste Newberg Annual Report

Leigh Jensen - Executive Director
Katie McFall - Deputy Director



Tourism as an Economic Driver

Oregon Travel Impacts

Summary, 2025



1.3% Increase in Travel Spending

Travel spending in Oregon increased 1.3% from \$14.4 billion in 2024 to \$14.6 billion in 2025.



1,700 Jobs Gained

Direct travel-generated employment grew from 121,220 in 2024 to 122,920 in 2025. Approximately 1,700 additional jobs were generated, representing a 1.4% increase compared to the previous year.



5.0% Growth in Travel Earnings

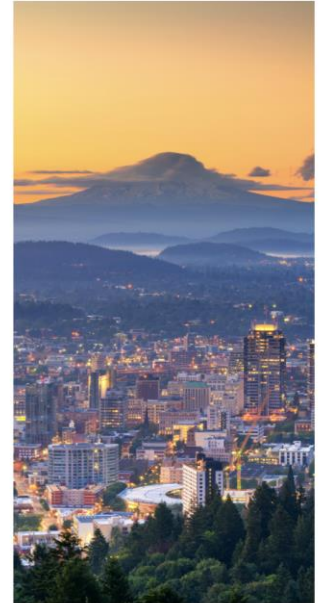
Direct travel-generated earnings grew from \$4.7 billion in 2024 to \$5.0 billion in 2025, an increase of approximately \$234 million or 5.0%.



2.6% Increase in State & Local Tax Revenue

Overall, tax revenue (state and local) generated by travel spending grew from \$722 million in 2024 to \$741 million in 2025, a 2.6% increase. Local tax revenue increased 2.1%, while state tax revenue increased 3.0%.

Note: These estimates for Oregon are subject to revision when more complete or additional data becomes available.



Mission Statement:

Stimulate a Year-Round Visitor Economy in Newberg

Vision Statement:

Newberg will be widely acknowledged as one of the most extraordinary and distinctive destinations in Oregon and the best-in-class tourism resource in Yamhill County.



Grow Lodging Tax Revenue



Implement Effective Marketing Programs



Provide Industry Support



Represent Newberg with Industry Organizations



Maximize Collaborative Partnerships

24-26 Strategic Plan Accomplishments

Last Year Goals

- Marketing & PR efforts
- Destination Development initiatives
- Community Engagement

2025/26 Annual Campaign Report



DVA ADVERTISING & PUBLIC RELATIONS

TASTE
NEWBERG

OREGON



Goals / Key Results

GOAL: Enhance the visibility and awareness of Newberg as a premier wine destination, while driving economic value to businesses and lodging partners through paid advertising.

Visibility & Awareness

Total Impressions: **8.9 Million**

Interest & Intent

Total Users Generated: **165,782**

Economic Impact

Total Impact: **\$8,831,838**
\$6,871,716 in destination impact
\$1,960,122 in lodging impact

ROAS: \$198 to \$1
\$155 to \$1 in destination impact
\$44 to \$1 in lodging impact



Digital Marketing Campaigns

Meta:

Impressions: 3,094,216

Clicks: 89,644

CPM: \$12.17

CTR: 2.90%

CPC: \$0.42

2024/25

CPM: \$5.90

Clicks: 43,024

CTR: 1.51%

CPC: \$0.39

Google:

Paid Search

Impressions: 260,470

Clicks: 23,233

CTR: 8.92%

CPC: \$0.89

Youtube

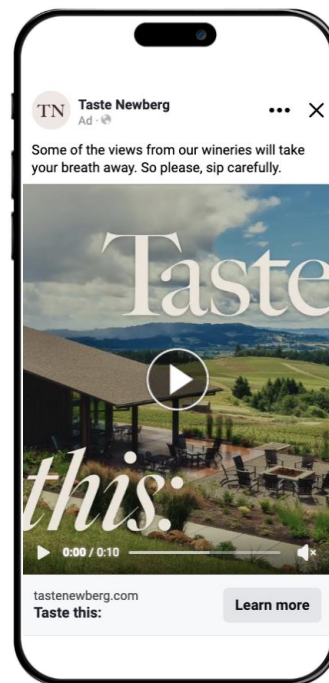
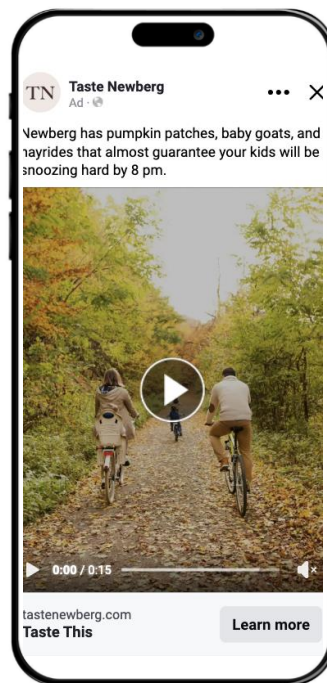
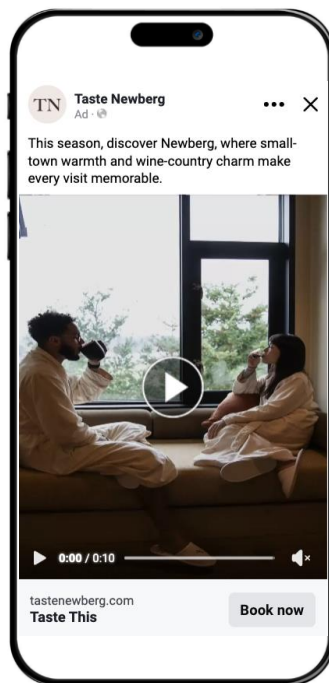
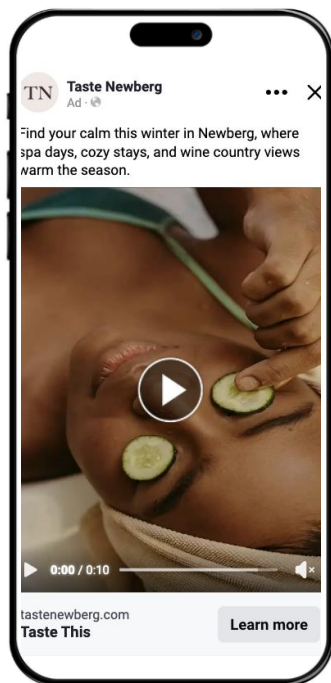
Impressions: 1,318,057

Clicks: 32,706

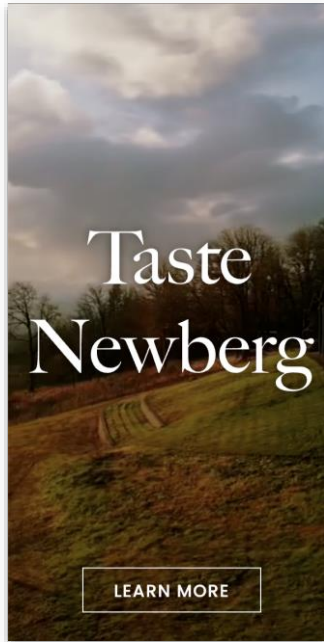
CTR: 2.48%

CPC: \$0.10

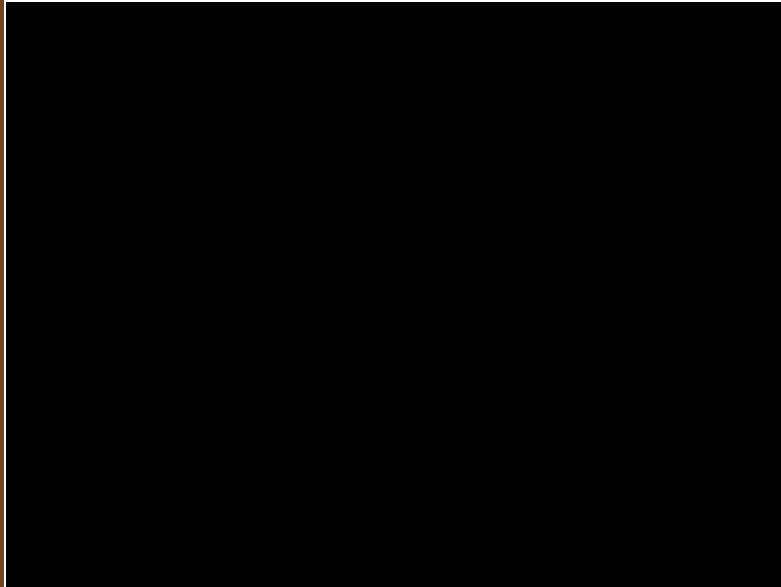
Marketing Creative



Programmatic Creative



Award Winning Website - Phase 2



Our PR Wins - Traditional Media



TEXAS 10 YEARS
LIFESTYLE MAGAZINE

LIFESTYLE TRAVELS LIVING TEXAS GIFT GUIDES ENTERTAINMENT

A Texas Summer Worth *Escaping To*.
ENJOY UP TO 20% OFF YOUR STAY



Newberg: The Oregon Escape That Nails Several of 2025's Top Travel Trends

by Marika Platt on July 3, 2025 in Travels

TRAVEL+LEISURE TRIP IDEAS DESTINATIONS WORLD'S BEST AWARDS TIPS • PLANNING HOTELS • RESORTS Q SUBSCRIBE

This Might Be the Most Underrated Wine Region on the West Coast—and No, It's Not in California

For a tasting room with Pacific Northwest views, there's no better option than the Willamette Valley.

By Zoe Belfrage Published on May 19, 2025

LEAVE A COMMENT

In This Article

Best Hotels & Resorts

- Best Things to Do
- Best Restaurants
- Best Time to Visit
- How to Get There
- Cities & Towns to Visit
- How to Get Around



The lush vineyards of the Willamette Valley.
Credit: Terry Eggers/Getty Images



Oregon is leading the way in inclusive, accessible travel for all.

PLAN YOUR TRIP

OUT & ABOUT

Southern California News Group | Section C | Sunday, September 28, 2025 7



Visitors explore Wayward Winds Lavender Farm in Newberg, Oregon. Lavender blooms in the midsummer months. PHOTOS BY BEN DAVIDSON



The Allison Inn in Newberg, Oregon, is a great base of operations for exploring the Willamette Valley.

Drinking deep of Oregon

The laid-back Willamette Valley offers exquisite wines amid scenic beauty and plenty to do

By Ben Davidson
CORRESPONDENT

Less than an hour's drive south of Portland, Oregon, the Willamette Valley feels very much like Northern California's Napa and Sonoma wine regions of years past: quiet, rural, friendly, laid back and bursting with jaw-dropping beauty.

Stretching over 150 miles long and 60 miles wide, this agricultural powerhouse covers 5,372 square miles and is the heart of Oregon's wine country. It produces outstanding pinot noir, chardonnay, pinot gris, riesling and other revered varietals that draw wine lovers from across the Pacific Northwest and the world.

And it's not just vineyards that abound here. There are you-pick lavender and fruit farms, hatchery orchards and honey producers tucked here and there in the rolling hills that rise above the mighty Willamette River, which flows 200 miles from mountain tributaries south of Eugene north to its confluence with the Columbia River near Portland.

Exploring the Willamette's terroir: Like most growing regions, the Willamette Valley's particular climate and soil are what make its wines special. Located between the Cascade Mountains and the Coast Range, the valley benefits from cool marine breezes that extend the growing seasons. The fertile, volcanic, red clay "Jory" soil is responsible for some of the region's most celebrated pinot noirs. With more than 700 wineries, the valley is divided into multiple



A visitor enjoys some wine and the view at Chehalis Winery in Sherwood, Oregon, one of many top wineries in the Willamette Valley.

Our PR Wins - Influencers



urbanblisslife and 3 others ...

urbanblisslife • Edited • 5w
What? Regardless of the weather, it IS all sunshine and rainbows in the Willamette Valley when those beautiful Chehalem Mountain AVA wines are pouring!

Because there are no bad days in Oregon wine country! 🍷

Here's a fun way to spend a day in Newberg, Oregon, just a short drive from Portland.

Start the day with the Chehalem Mountains Estates Tasting Trail, which is a gentle, easy 2-ish mile hike that takes you through two vineyards.

The trail starts at [@Adelsheim](#). Go now and you'll be treated to gorgeous pops of spring color in Jack's Garden and be greeted by the cutest little ducks!



winnieluwanders and tastenewberg ...

winnieluwanders 36w
Spend an afternoon with us in Newberg, Oregon. Where small town charm meets the heart of Oregon wine country. 🍷 (AD)

We had lunch at Lemon & Olive, a slow stroll through local shops and galleries, and wine tastings at Et Fille Wines and Stoller Wine Bar. The perfect town to explore with friends on your trip to Oregon wine country. 🍷

Food - [@lemonandolivefoods](#) + [@stollervinebar_newberg](#)

Wine - [@etfillewines](#) + [@stollervine](#)

Coffee - [@chaptersbooksandcoffee](#) + [@coffeecatcoffeeshouse_](#)

Shop - [@goodcompanycheese](#) + Little Lavender Shop + [@shonvelour](#) +

140 35



kimberlynn.pdx and tastenewberg ...

kimberlynn.pdx 5w
I explored the [@chehalem mountains](#) with [@tastenewberg](#) and officially fell in love with this area. Between the vineyard views, cozy coffee stops, and endless wine tasting... I fully understand the hype now.

Places from my weekend:

- 🍷 Bacus Vineyards ([@bacusvineyards](#))
- 🍷 Lachini Vineyards ([@lachini_vineyards](#))
- 🍷 Rain Dance Vineyards ([@raindancevineyards](#))
- 🍷 Ridgecrest Wine ([@ridgecrest_wines](#))
- ☕ Lyric's Cafe Newberg ([@lyricscafenewberg](#))
- ☕ @coffeecatcoffeeshouse_
- 🍷 @visitclementine

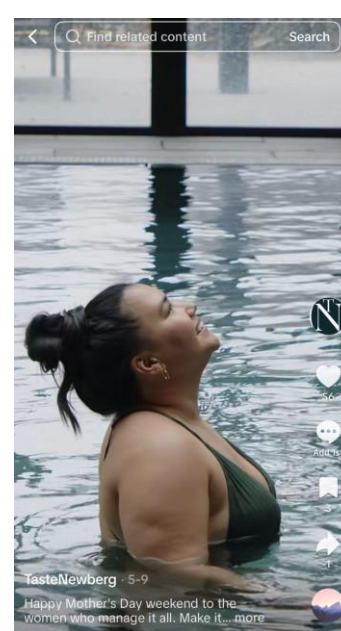
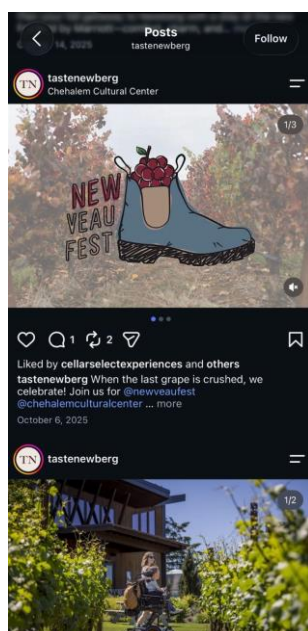
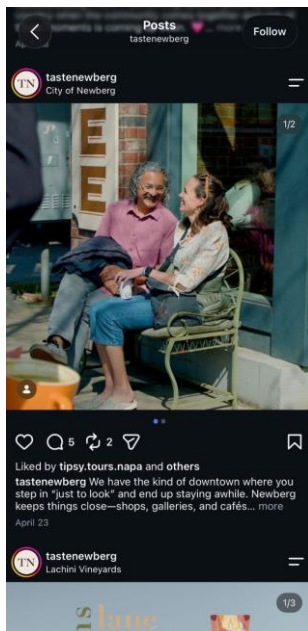
And even better, Magic in the Mountains event is coming up in the Chehalem Mountains AVA. It's a signature tasting experience featuring 35+ local wineries.

429 28

May 19

[Log in](#) to like or comment.

Our Top Instagram/TikTok Posts





Destination Development

Recreation Ready: Reimagine Willamette

- \$100,000 in award for 2 projects in our community
 - Project 1: Roger's Landing non-motorized river access
 - Project 2: CPRD 219 Site, not a developed site, site overview for river development

Dark Sky Experience

- Piloted the program in Fall 2024

NW Jet Boat has hosting more media hosted by Travel Oregon



Destination Development

Yamhill County Recreation Map Reprint

- Part of the Yamhill County Tourism Group priorities
- First round of maps moved very quickly in Travel Oregon Welcome Centers
- Currently reprinting the map
- Distributed again through Certified Folder through June 2027



Partnerships: Oregon Chardonnay Celebration

Partnered with tourism entities in Yamhill County: City of Carlton, Dayton, Dundee, McMinnville

- Partnered with tourism entities in Yamhill County
 - City of Carlton, Dayton, Dundee, McMinnville
- Hosted 12 media from around the Country to attend the event and explore destination during the shoulder season



Partnerships: Magic in the Mountains

Magic in the Mountains

- Worked to support the Chehalem Mountain AVA with annual 'Magic in the Mountains' Event
- Hosted Portland based influencers before the event to help drive ticket sales
 - Featured 'Day in Newberg' story

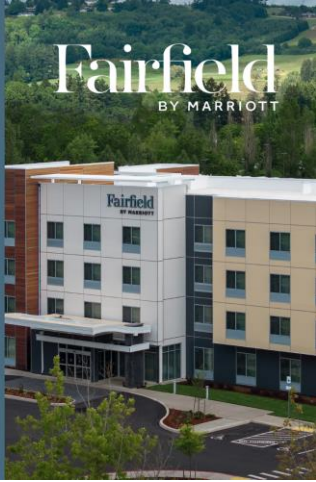
Stay in Comfort
during Your
Wine Country
Getaway



Explore Downtown
Newberg — scan here
to start your adventure.

TASTE
NEWBERG
OREGON

Newberg
WINE COUNTRY



Community Engagement

Current Collaborations

- Combined survey with NDC, CVCC
- First ever Tourism Award presented at Chamber Gala
- Assisting with community design projects for NDC
- Truffle Season
- Stable Table Meetings

WHO IS TASTE NEWBERG?

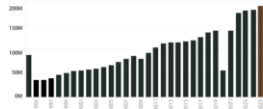
Taste Newberg is the official destination marketing organization for Newberg, Oregon. Our mission is to promote our community as the ultimate gateway to Oregon Wine Country, ensuring visitors enjoy an unforgettable experience while staying in our beautiful region.

In partnership with the Newberg Downtown Association, we share tourism funds to support and strengthen our downtown businesses, and the Chehalum Valley Chamber operates the local visitor center, helping us welcome and serve guests from near and far.

ECONOMIC IMPACT OF TOURISM

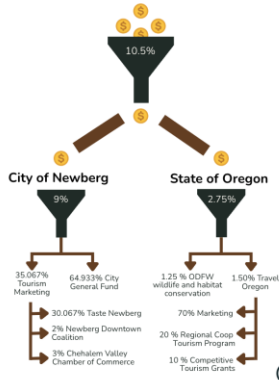
Yamhill County, Oregon (2025)

- \$190.9 million in direct spending
- 2,020 jobs generated by travel spending
- \$9.3 million in tax receipts
- 1,972,360 overnight visitors



HOW WE'RE FUNDED

When someone books a hotel room, campsite, or short-term rental in Newberg for less than 30 days, they pay 10.5% lodging tax. A portion of that tax goes to Taste Newberg to help us promote the city and invest in projects that make it a great place to visit and live.



ANNUAL – FY 2025–2026 BUDGET SUMMARY



2025 – 2026 FISCAL YEAR

	BUDGET	ACTUAL	DIFF
 Revenues	\$608,206	\$686,749	\$78,543
City of Newberg (TLT Funds)	\$483,955	\$499,021	\$15,066
 Payroll Expenses	\$190,926	\$188,612	\$2,314
 General Operations	\$14,095	\$17,429	\$(1,420)
 Marketing Program Expenses	\$403,185	\$461,679	\$(58,494)
 Total Expenses	\$608,206	\$667,720	\$(57,600) \$ –



REVENUES

\$686,749

\$78,543
OVER BUDGET



PAYROLL EXPENSES

\$188,612

\$2,314
UNDER BUDGET



GENERAL OPERATIONS

\$17,429

\$1,420
OVER BUDGET



MARKETING PROGRAM EXPENSES

\$461,679

\$58,494
OVER BUDGET



Total Expenses came in \$57,600 under budget for the FY 2025–2026.



Looking Ahead to Our 2026-2028 Plan



Strategic Goals - Marketing & PR

- **2 Year Goals: Define target markets and visitor profile**
- **2 Year Goals: Shoulder Season Marketing**
- **5 Year Goals: Streamline collection of marketing efforts for tourism initiatives**



Destination Development

- **2 Year - Leverage existing assets and experiences to drive tourism in shoulder season**
- **5 Year - Create or enhance off-season assets**

Buy local efforts for vendors

Taste Newberg is committed to supporting the local economy by purchasing goods and services from Newberg businesses whenever possible. When services are not available locally, Oregon-based vendors are prioritized. National vendors are utilized only when specialized expertise or destination-specific services are required, and comparable Oregon providers are unavailable.

Vendor	Location	Classification	Program/Service	Buy Local Compliance
Sarah Reid	Newberg, OR	Newberg	Marketing Content	✓ Newberg Vendor
DVA Advertising & PR	Bend, OR	Oregon	Marketing & Advertising	✓ Oregon Vendor
Emele Hibdon PR	Portland, OR	Oregon	Public Relations	✓ Oregon Vendor
Field Day PR	Milwaukie, OR	Oregon	Public Relations	✓ Oregon Vendor
RAM Offset Litho	White City, OR	Oregon	Print Marketing Materials	✓ Oregon Vendor
Starrhouse	Portland, OR	Oregon	Social Media	✓ Oregon Vendor
Adventures in Vinoland	McMinnville, OR	Yamhill County	Social Media	✓ Oregon Vendor
Certified Travel Media	Boston, MA	National	Marketing Services	No Oregon vendor available for specialized tourism publication placement
Daggerhart	Asheville, NC	National	Website Development & Support	Specialized vendor retained for website platform and maintenance
Datafy	South Ogden, UT	National	Tourism Data & Analytics	Specialized destination analytics provider
Stitzlein Studio	San Mateo, CA	National	Brand & Creative Services	Existing brand agency with specialized expertise

ANNUAL – FY 2026–2027 BUDGET SUMMARY



	2026 – 2027 FISCAL YEAR BUDGET	2025 – 2026 FISCAL YEAR ACTUAL	YOY DIFF DIFF
Revenues	\$611,915	\$608,246	\$3,669
City of Newberg (TLT Funds)	\$505,229	\$483,995	\$21,234
Staffing	\$220,200	\$191,426	\$28,774
General Operations	\$64,913	\$23,704	\$41,209
Marketing Program	\$326,802	\$393,116	\$(66,314)
Total Expenses	\$611,915	\$608,246	\$3,669



REVENUES
\$611,915
\$3,669
OVER PRIOR YEAR



STAFFING
\$220,200
\$28,774
OVER PRIOR YEAR



GENERAL OPERATIONS
\$64,913
\$41,209
OVER PRIOR YEAR



MARKETING PROGRAM
\$326,802
\$(66,314)
UNDER PRIOR YEAR



TOTAL EXPENSES
\$611,915
\$3,669
OVER PRIOR YEAR



Total Expenses are \$3,669 over prior year (FY 2025–2026).



TASTE NEWBERG

OREGON



TASTE NEWBERG



Industry Survey Results 2026

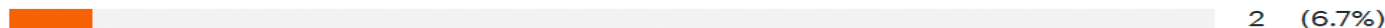


Survey Data

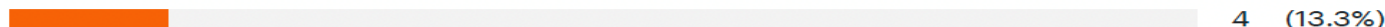


How aware are you of the marketing efforts that Chehalem Valley Chamber of Commerce has made to support tourism and hospitality?

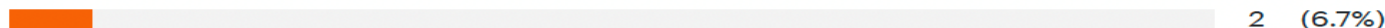
Not at all aware



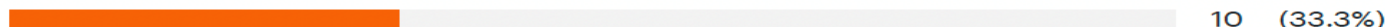
Slightly aware



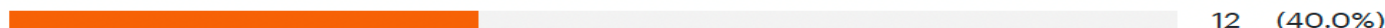
Neutral



Moderately aware



Extremely aware



Survey Data



How engaged are you of the marketing efforts that Chehalem Valley Chamber of Commerce has made to support tourism and hospitality?

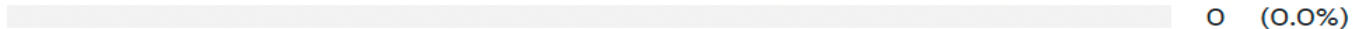


Survey Data

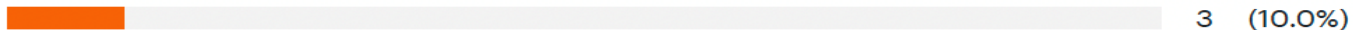


How satisfied are you of the marketing efforts that Chehalem Valley Chamber of Commerce has made to support tourism and hospitality?

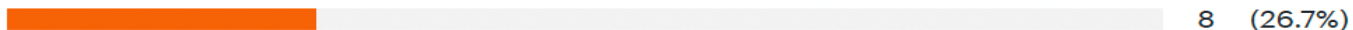
Very dissatisfied



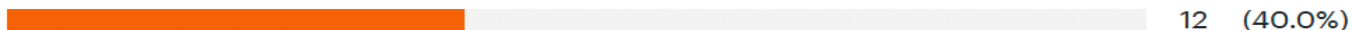
Dissatisfied



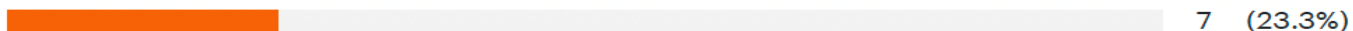
Neutral



Satisfied



Extremely satisfied



Survey Data

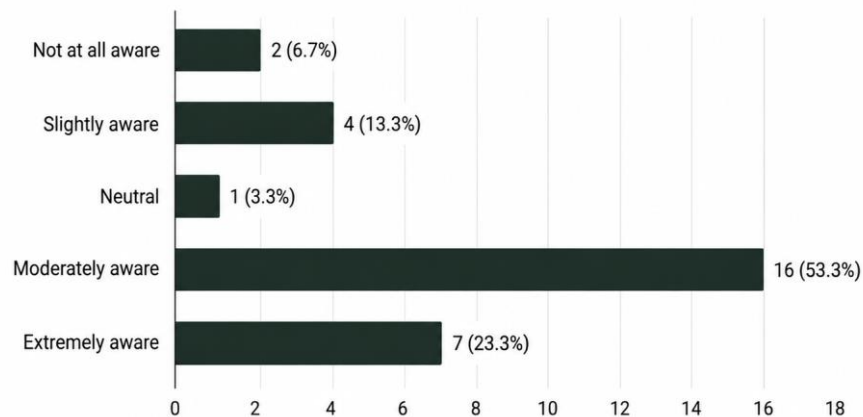
How aware are you of the marketing efforts that Newberg Downtown Coalition has made to support tourism and hospitality?



Newberg
DOWNTOWN COALITION

Awareness of Newberg Downtown Coalition's Marketing Efforts

Results from an industry survey sent to 71 stakeholders.
Thirty responses were received (42% response rate).



Survey Data

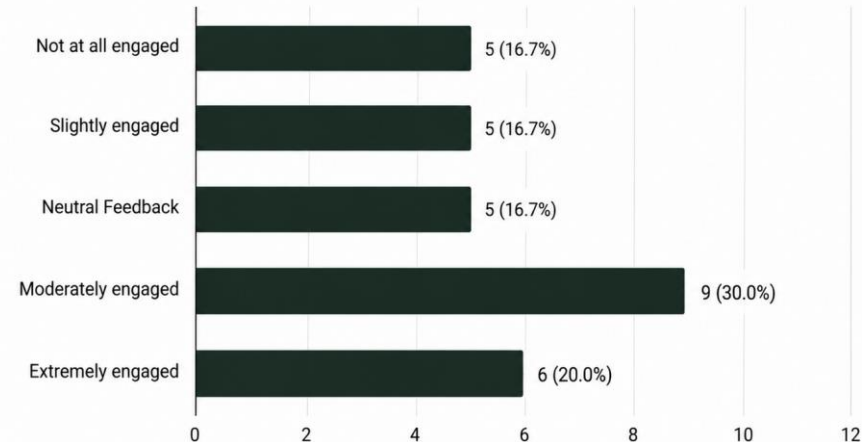
How engaged are you of the marketing efforts that Newberg Downtown Coalition has made to support tourism and hospitality?



Newberg
DOWNTOWN COALITION

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Survey Data

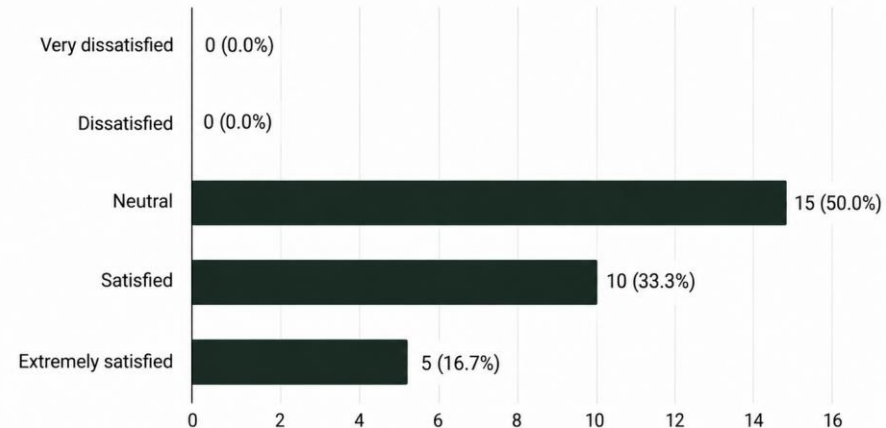
How satisfied are you of the marketing efforts that Newberg Downtown Coalition has made to support tourism and hospitality?



Newberg
DOWNTOWN COALITION

Satisfaction with Newberg Downtown Coalition's Marketing Efforts

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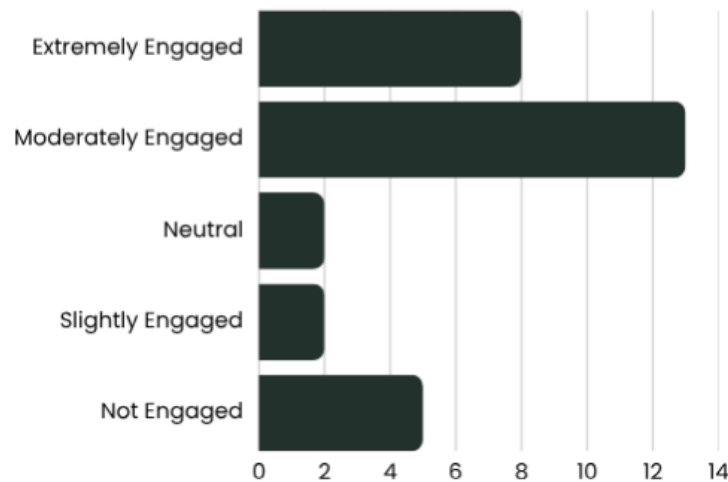


Survey Data

How engaged are you of the marketing efforts that Taste Newberg has made to support tourism and hospitality?

Engagement with Taste Newberg's Tourism Marketing Efforts

Results from an industry survey sent to 71 stakeholders. Thirty responses were received (42% response rate).

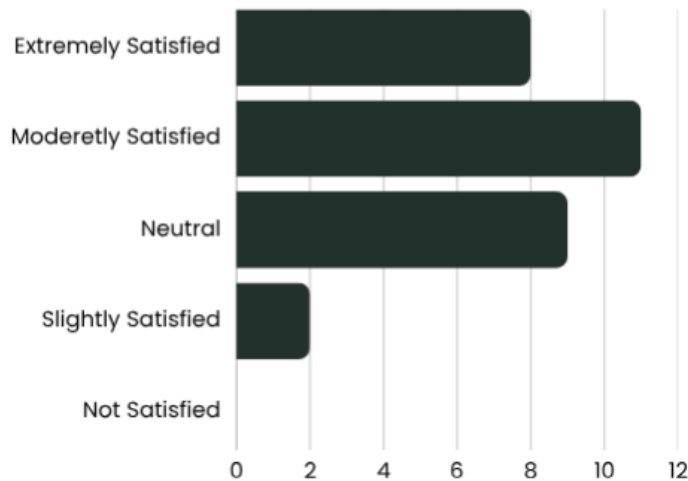


Survey Data

How satisfied are you of the marketing efforts that Taste Newberg has made to support tourism and hospitality?

Satisfaction of Taste Newberg's Tourism Marketing Efforts

Results from an industry survey sent to 71 stakeholders. Thirty responses were received (42% response rate).

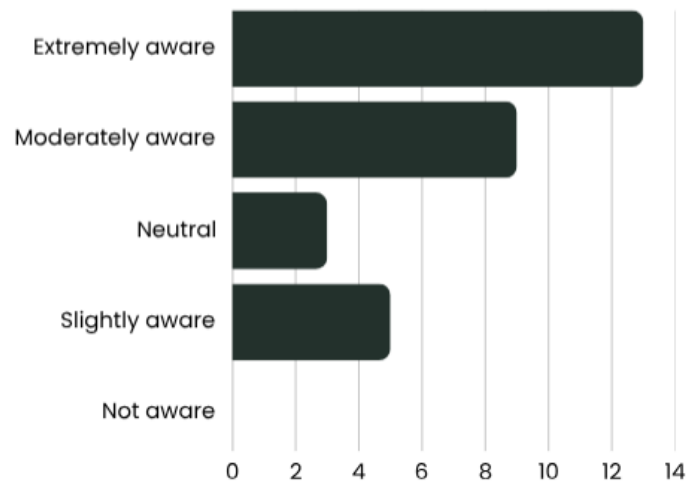


Survey Data

How aware are you of the marketing efforts that Taste Newberg has made to support tourism and hospitality?

Awareness of Taste Newberg's Tourism Marketing Efforts

Results from an industry survey sent to 71 stakeholders. Thirty responses were received (42% response rate).



REQUEST FOR COUNCIL ACTION



Date Action Requested: August 17, 2026

Order ☐	Ordinance ☐	Resolution ☐	Motion ☐	Information ☒	Proclamation ☐
Subject: Janitorial Contract Bid				Staff: Danette Hilton Department: Engineering/Facilities	
				Order On Agenda:	

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation: The Janitorial ITB is open – Aug 3- Aug 24, 2026. A recommendation will be made once the ITB has closed and City Of Newberg is requesting RCA 2026-4043 to award bid.

Executive Summary: Aug 3, 2026 ITB opened up for a 5-year contract, that will close on Aug. 24, 2026 at 2pm. The city has 9 buildings that get serviced daily, weekly, monthly, quarterly and bi-annually. This includes trash/recycle, sanitizing, sweep/vacuum floors and lavatories as the primary duties. Regular deep cleaning and windows on a more annual basis.

Fiscal Impact: Historically over the pasted 3 years the city averaged between \$98,000 to \$116,000 for these services. Currently, there is not a contract in place, with no bidding history.

Council Goals: Council Goal 4: Implement a careful and prudent fiscal policy. O3: Ensure that the city has a long-term financial plan that supports its goal and objectives – means that with a 5-year contract in place, the city is aiming to be fiscally responsible

City of Newberg Janitorial Services

Aug 17, 2026
-Danette Hilton

ITB: Aug 3-24, 2026

Space:

- 9 Buildings
- Approx 60,000 Sq Ft of Occupied space
 - Offices, public space, hallways, etc
- Daily, Weekly, Monthly, Quarterly and Twice a Year Services spread across

Notice of Invitation to Bid
City of Newberg
Bids Due on Thursday, August 24, 2026, at 2:00 pm local time (Bid Closing)

The City of Newberg (the “City”) is soliciting bids for **Janitorial Services Contract**.
from qualified, licensed commercial cleaning contractors to provide comprehensive Janitorial Services. Contractor
Staff must clear full law enforcement background checks before entry (include CJIS).

The Project consists of furnishing all materials, labor, equipment, and supervision for **9 City Facilities buildings** in
different locations with **1-3 floor level** about 60,000.sq. ft. total areas.
The estimated length of the Contract is **5 years with option to renew.**

Complete bid documents can be obtained through the online bidding platform [EUNA OpenBids](#), which may be
accessed through the city’s [Bids website](#).

Bids must be submitted electronically through [EUNA OpenBids](#) no later than the date and time noted above:

City of Newberg
Attention: Danette Hilton, Project Manager
414 E. First Street
Newberg, OR 97132

Bids will be publicly opened through [EUNA OpenBids](#) immediately following Bid Closing. Late bids will not be considered.
The contract awarded under this invitation to bid is not subject to the payment of prevailing wages
Site visit will be scheduled **08/10/2026 9:00am-at City Hall 414 E. First Street Newberg, OR 97132** of all
proposers to identify City Facility Buildings.

This correspondence and any additional correspondence must contain the following in the subject line of every
email sent connected to this matter **RE: City of Newberg Janitorial Services Contract.** Emails without this clear
marker will not be assessed as part of the ITB or its responses.

SCOPE OF WORK

Janitorial Services Break down into clear intervals:

1. Daily Services (Standard):

Trash/recycling pickup and removal to dumpsters; full restroom cleaning and sanitization (sinks, toilets, mirrors, restocking
paper goods); vacuuming high-traffic carpets and spot-mopping hard floors.

2. Weekly Services:

Comprehensive floor mopping and vacuuming of all areas; dusting of horizontal surfaces, desks, and sills.

3. Monthly/Quarterly Services:

High dusting (vents, light fixtures); deep scrubbing/buffing of hard surface floors.

4. Bi-Annual/Annual Services:

Deep carpet extraction; exterior window washing (all levels).

5. Emergency and On-Demand Services

The Contractor shall provide emergency cleaning services upon request by the City's designated Representative. Emergency
services are defined as immediate, unforeseen cleaning needs that impact safety, health, or facility operations. These services
are outside the routine scope of work and will be billed on a Time and Materials (T&M) basis according to the Emergency
Rate Schedule provided. The Contractor guarantees a maximum 2-hour on-site response time for all emergency calls.

6. Contractor Staff must clear full law enforcement background checks before entry (include CJIS).

**Posted on the City’s bid management website and advertised concurrently in [NEWSBERG.org](#) website on: August 3, 2026.*

CITY OF NEWBERG

Janitorial Services

Bid Due Date and Time:

Bids Due on Thursday, August 24, 2026, at 2:00 pm local time

Issuing Office:

City of Newberg
414 E. First Street
Newberg, OR 97132

Address ITBs to:

City of Newberg, City Hall
Attention: **Danette Hilton**, Project Manager
Phone **(503)554-8843**
Email: Danette.Hilton@newbergoregon.gov
Subject Line: **City of Newberg Janitorial Services**

Bid Information

I. Introduction.

City of Newberg (the “City”) is a municipality of the state of Oregon. The City intends to enter into a contract (the “Contract”) under this invitation to bid (this “ITB”) for **Janitorial Services**. The selected bidder that executes the Contract may be referred to in this ITB as “Contractor.”

This ITB includes, but is not limited to, the following bid documents:

- Notice of Invitation to Bid
- Bid Information
- Exhibit A: Bid Form
- Exhibit B: Schedule of Prices
- Exhibit C: Proposed Form of Contract
- Exhibit D: First-Tier Subcontractor Disclosure Form
- Exhibit E: Form of Bid Bond
- Exhibit F: Scope of work

The complete bid documents constituting the entire ITB can be viewed and obtained as set forth in Section VII.A below. As used in this ITB, the term “bid documents” refers to this ITB, including the bid documents listed above and the complete set of documents that can be viewed and obtained as set forth in Section VIII.A below.

II. ITB Schedule.

Advertisement/Release of ITB	08/03/2026
Prebid Conference	08/10/2026 9:00 am
Due Date for Written Questions, Protests, Requests for Change, and Requests for Clarification	
Last Day to Issue Addenda	
Bid Due Date and Time (the “Bid Closing”)	08/24/2026 by <u>2:00 p.m.</u>
Bid Opening & Review	08/24/2026
First-Tier Subcontractor Disclosure Due Date and Time (Must be within two hours after Bid Closing)	08/24/2026
Notice of Intent to Award the Contract pending council approval	08/26/2026
Deadline for Award Protests	08/27/2026 by 5 p.m.
Present to Council	09/21/2026
Contract Delivery Due Date	TBD

III. Contact Details. All questions, clarifications, or protests of bid terms must be in writing and submitted to the City at: [EUNA OpenBids](#)

IV. Prebid Conference. The City will hold a prebid conference.

The prebid conference will take place on **08/10/2026 9:00am at City Hall 414 E. First Street Newberg, OR 97132.**

Attendance at the conference by prospective bidders ☐ is / ☐ is not mandatory. No statement made by the City at a prebid conference is binding unless it is confirmed in a written addendum to this ITB.

V. Description of the Project. Refer to Exhibit F: Scope of works

VI. Bid Requirements.

A. Submittal Requirements.

1. In order to be considered, bids are due at the location identified below by the Bid Closing. Bids must conform to the requirements of this ITB and be signed in ink by a person who is authorized to make such commitments on behalf of the bidder. Each bid must be submitted through [EUNA OpenBids](#) addressed as follows:

**Janitorial Services
City of Newberg
414 E. First Street
Newberg, OR 97132
Attention: Danette Hilton, Project Manager**

Note: Bids submitted in person, by fax or e-mail will not be accepted.

2. Each bid must include one fully executed copy of the Bid Form attached as **Exhibit A** and meet all the requirements set forth in it. Each bid must include a completed Schedule of Prices set forth in **Exhibit B**.

3. Bidder's signature on the Bid Form constitutes a certification that the bidder has read and fully understands all bid terms. No consideration will be given to any claim resulting from proposing without comprehending all requirements of the bid documents.

4. The City will not consider any bid received after the Bid Closing.

5. **Bids that do not provide all required information may be rejected.** Any statement accompanying and tending to qualify a bid may cause rejection of such bid, unless such statement is required in a bid embracing alternative bids.

B. Modifications to Bid. A bidder may modify a bid through [EUNA OpenBids](#). The modification must state that it amends and supersedes the previous bid, be marked "Bid Modification," and include the solicitation document that the modification is associated with.

C. Bid Withdrawals. Bids may be withdrawn through [EUNA OpenBids](#) if received by the City before the Bid Closing.

D. Contract. The selected bidder must, within 7 days of the Notice of Intent to Award the Contract, be prepared to execute a contract in substantially the form set forth in Exhibit C. Contractor must comply with all State of Oregon Public Contracting Code provisions and other applicable laws and terms.

VII. Bid Process.

A. Bid Documents. Complete bid documents can be obtained through [EUNA OpenBids](#) at [Bids & RFPs](#). Each bid will be irrevocable for a period of 60 days from the date of the bid opening. An award of a contract to any bidder does not constitute a rejection of any other bid.

B. Requests for Clarification and Changes to the Bid Documents. Any bidder that believes that a term of this ITB is unclear, conflicts with another term of this ITB, or otherwise requires clarification may submit a request for clarification in writing to the address identified in Section III.

1. The request must include a detailed statement of the request and any legal and factual grounds for the request; a description of the resulting prejudice to the bidder, if any; and a statement of the desired changes to the contract terms, including any specifications.

2. The request must be marked “Bid Document Request for Clarification” and identify the solicitation document that the request is associated with.

3. The City will promptly respond in writing to each written request and when appropriate issue any revisions or clarifications by written addendum to all interested bidders. All changes or clarifications must be by written addendum to be valid and binding on the City.

4. The City will have no obligation to consider a request for clarification or change unless the City has received it by the applicable due date set forth in Section II. All issues relating to clarification or objection to any term of this ITB must be raised under this Section VII.B. Any issue that could have been raised under this Section VII.B, but is not, cannot be a ground for protest of award.

C. Protests of the Bid Documents. Any bidder that believes that the terms of the ITB are unnecessarily restrictive, limit competition, or otherwise do not comply with applicable law or any contracting rule of the City, may submit a protest in writing to the address identified in Section III.

1. The protest must include a detailed statement of the legal and factual grounds for the protest; a description of the resulting prejudice to the bidder; and a statement of the desired changes to the contract terms, including any specifications.

2. The protest must be marked “Bid Document Protest” and identify the solicitation document that the request is associated with.

3. The City will promptly respond in writing to each written protest and when appropriate issue any revisions or clarifications by written addendum to all interested bidders. All changes or clarifications must be by written addendum to be valid and binding on the City.

4. No protest will be considered unless the City has received it by the applicable due date set forth in Section II. All issues relating to clarification or objection to any term of this ITB must be raised under this Section VII.C. Any issue that could have been raised under this Section VII.C, but is not, cannot be a ground for protest of award.

VIII. Addenda to Bid. If it becomes necessary to revise or clarify any part of this ITB, written addenda will be posted electronically through [EUNA OpenBids](#). Bidders must acknowledge receipt of all addenda in the appropriate area of the Bid Form at [Exhibit A](#), which must be returned as part of the bid. All addenda issued during the bid period will be incorporated into the Contract. No modification or clarification is binding on the City unless it is confirmed in a written addendum to this ITB.

IX. Preferences.

A. As required by ORS 279A.120, the City will prefer goods or services that have been manufactured or produced in the State of Oregon if price, fitness, availability, and quality are otherwise equal.

B. If required by ORS 279A.125, the City will prefer goods that are certified as made from recycled materials if the recycled product is available, meets applicable standards, can be substituted for a comparable nonrecycled product, and the cost does not exceed the costs of nonrecycled products by more than 5%, or a higher percentage if the City has made a written determination to that effect. Contractor must use recyclable products to the maximum extent economically feasible in the performance of the work under this ITB.

C. As required by ORS 282.210, the City will prefer goods that have been printed in the State of Oregon.

X. Nondiscrimination. Bidders must submit a certification of nondiscrimination, as required by ORS 279A.110(4). Bidders must certify that they have not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned, women-owned, or service-disabled-veteran-owned business, or an emerging small-business enterprise, as each is defined in ORS 200.005.

XI. Public Disclosure.

A. Pursuant to ORS 279C.365(4), bids will not be made available for public inspection until after opening.

B. After opening, any information provided to the City under this ITB is subject to public disclosure under Oregon's Public Records Laws (ORS 192.311 to 192.478), unless it is specifically exempt from disclosure under ORS 192.338 to 192.355.

C. Any bidder that desires the City to treat certain information as exempt from disclosure must plainly mark each page of such information as confidential and include the citation to the Public Records Law exemption that the bidder believes to apply to the information. Marked pages should be placed in a group separate from the remainder of the bid. Information that has not been properly marked and segregated will be deemed subject to disclosure by the City.

D. The City retains the right to make an independent determination of whether marked information is exempt under the Public Records Law. All bidders understand that any decision by the City to withhold information is subject to appeal and that the City will comply with any order to disclose.

XII. Award of Contract.

A. Standard of Award. Award of the Contract will be made to the lowest bidder whose bid substantially complies with the terms set forth in this ITB, who is a “responsible bidder” under the criteria set forth in ORS 279C.375(3), and who is in compliance with any other required public procurement procedure or term.

B. Award Notice. The City will post the Notice of Intent to Award the Contract electronically through [EUNA OpenBids](#). The written Notice of Intent to Award the Contract constitutes a final decision of the City to award the Contract unless the City receives a written protest of the Notice of Intent to Award the Contract by the applicable due date set forth in Section II. If a protest is timely filed, the Notice of Intent to Award the Contract will be a final decision of the City on issuance of a written decision denying the protest and affirming the award.

C. Award Protest. Any bidder who is adversely affected by the City’s Notice of Intent to Award the Contract may file a written protest of award. A bidder is “adversely affected” only if the bidder is eligible for award of the Contract as the next lowest responsible and responsive bidder and is next in line for award.

1. A protest of award must be filed with the contact set forth in Section III by the applicable due date set forth in Section II. The City will not consider a protest submitted after 5:00 p.m. on the applicable due date set forth in Section II.

2. The written protest must specify the grounds on which the protest is based. An issue that could have been but was not raised as a request for clarification or protest of the bid documents is not grounds for a protest of award.

3. The City will resolve all the written protests in writing.

XIII. Reservation of Rights.

The City expressly reserves the following rights:

1. To reject any bids, as permitted by ORS 279C.395, or to cancel the ITB if in the public interest.
2. To reject any bid that is not in compliance with all prescribed public bidding procedures.
3. To reject any bid that does not meet the requirements and specifications set forth in this ITB.
4. To waive any irregularities in any submitted bid.
5. To consider the competency and responsibility of bidders in making any award.
6. To re-award the Contract to the next-lowest responsible and responsive bidder if any bidder to whom the Contract is awarded defaults in executing it or providing a satisfactory performance bond, payment bond, or proof of required insurance within the time and in the manner required.

EXHIBIT A
BID FORM

Project Name: **Insert project name**

Due Date: **Insert date and time**

Bid From: _____

The undersigned hereby proposes to provide to the City all materials, services, and labor necessary to perform all work in connection with the project in strict accordance with the terms of the Invitation to Bid ("ITB").

In submitting this bid, the undersigned agrees:

- b. To hold this bid open for 60 days from the date of the Bid Closing and to accept the provisions of the ITB regarding bid security.
- c. To execute the Contract relating to this bid if the bid is selected.
- d. To perform under the Contract according to the agreed-upon schedule.

The price bid must include one Grand Total cost for the proposed project and correspond to the Schedule of Prices in Exhibit B to this ITB.

_____ Dollars
(\$ _____). The amount must be written in both words and figures. Bidder represents that the price bid is made according to the terms of the Contract made a part of this ITB, and that the price bid covers all expenses incurred in performing the Work under the Contract.

Bidder must respond to each of the yes/no prompts below, otherwise the bid will not be considered.

1. First-Tier Subcontractor Disclosure:

☐ Required¹ ☐ Not Required

If required, bidders must disclose information about certain first-tier subcontractors under ORS 279C.370 on the First-Tier Subcontractor Disclosure Form attached as Exhibit D. A bidder must disclose first-tier subcontractors that: (a) will be furnishing labor or will be furnishing labor and materials in connection with the public improvement contract; and (b) will have a contract value that is equal to or greater than 5% of the total project bid or \$15,000, whichever is greater, or \$350,000 regardless of the percentage of the total project bid.

2. Addenda:

¹ Disclosure of first-tier contractors must be required if the contract is for a public improvement with a cost estimated by the City of more than \$100,000, unless the public improvement contract has been exempted from competitive bidding requirements under ORS 279C.335(2).

Complete this section if any addenda were issued and received.

Bidder has received:

☐ Bid Addendum No. 1 only. ☐ Bid Addendum No. 1 through No. ____.

Issue date of the most recent addendum: _____.

3. Performance, Payment, and Public Works Bonds:

☐ Required ☐ Not Required

No later than 7 days after the receipt of the Notice of Intent to Award the Contract, the selected bidder must be prepared to execute the Contract provided by the City and to deliver performance and payment bonds to the City to the extent required under ORS 279C.380. The bidder must have also filed a public works bond with the Oregon Contractors Construction Board to the extent required under ORS 279C.836.

4. Nondiscriminatory Subcontractor Participation:

Bidder certifies that bidder has not and will not discriminate against disadvantaged business enterprises, minority-owned, women-owned, or service-disabled-veteran-owned businesses, or emerging small-business enterprises in awarding any subcontract relating to this ITB or any contract awarded under it:

☐ Yes ☐ No

5. Reciprocal Preference Law/Resident Bidder:

Bidder certifies that bidder is a “resident bidder” as defined in ORS 279A.120:

☐ Yes ☐ No

If bidder selected “no” above, name of state in which bidder resides: _____.

6. Conflicts of Interest:

Bidder certifies that no officer, agent, or employee of the City that has a pecuniary interest in the bid has participated in the contract negotiations on the part of the City; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder in connection with this ITB; and that the bidder is competing solely on its own behalf without connection with or obligation to any undisclosed person or firm.

7. Oregon Office for Business Inclusion and Diversity Certification:

Please indicate whether your business is certified under ORS 200.055 as any of the following:

☐ Minority Business Enterprise ☐ Women Business Enterprise
☐ Emerging Small-Business Enterprise ☐ Service-Disabled-Veteran Enterprise

8. Bidder's Signature and Identification:

I hereby certify that this bid is genuine and that I have not entered into collusion with any other entity or person relating to this bid.

Name of Proprietor, Partnership, or Corporation: _____

Authorized Official Name and Title (Please Print): _____

Signature of Authorized Official: _____ Date Signed: _____

Street Address

City, State, and Zip Code

Mailing Address (if different from street address)

City, State, and Zip Code

Phone Number

Employer Federal ID Number

Email Address

EXHIBIT B
SCHEDULE OF PRICES

Item	Building / Facility	Unit	Quantity	Unit Price \$			Yearly cost \$
				Monthly	Quarterly	Biyearly	
1	City Hall	LS	1				
2	PSB (Public Safety Building)	LS	1				
3	LIB (Public Library)	LS	1				
4	Annex	LS	1				
5	Archives / HR Building	LS	1				
6	WTP (Water Plant)	LS	1				
7	WWTP (Wastewater - Main)	LS	1				
8	PWM BLDG A	LS	1				
9	PWM BLDG B	LS	1				
10	PWM BLDG C	LS	1				
All Areas							<i>Estimated total yearly cost</i>

Extra Services (If needed)

Standard extra services request (clean/dust/windows/floor/etc): hourly rate \$/hr.

Extra Service of Sanitize hourly rate \$/hr

Emergency Services (after hours or immediate response needed): hourly rate \$/hr.

Any estimate of the quantities of work to be done and set forth by the City under unit price bids is approximate and is given only as a basis of calculation for comparison of bids and award of the Contract. The City does not warrant that the actual amount of work will correspond to any quantity of work as shown or estimated. Payment will be made at unit prices under a contract only for work actually performed or materials actually furnished according to actual measurement. Bidders must include in their bid prices the entire cost of each item of work set forth in the bid, and when, in the opinion of the City, the prices in any bid are obviously unbalanced, such bid may be rejected. The unit prices for the various bid items shall be full compensation for all things of whatsoever nature required for the complete incorporation of the item into the work the same as though the item were to read "In Place."

EXHIBIT C

FORM OF PROPOSED CONTRACT

EXHIBIT D

**FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM
(ORS 279C.370)**

PROJECT NAME: _____

BID #: _____ BID CLOSING: DATE: _____ TIME: _____

This form must be submitted at the location specified in the Invitation to Bid on the advertised closing date and within two (2) working hours of the advertised bid closing date after the advertised bid closing time.

List below the name of each subcontractor that will be furnishing labor or will be furnishing labor and materials and that is required to be disclosed, the category of work that the subcontractor will be performing, and the dollar value of the subcontract. Enter "NONE" if there are no subcontractors that need to be disclosed. (Attach additional sheets if needed.)

NAME	DOLLAR VALUE	CATEGORY OF WORK
1.	\$	
CCB #		
2.	\$	
CCB #		
3.	\$	
CCB #		
4.	\$	
CCB#		
5.	\$	
CCB#		

**FAILURE TO SUBMIT THIS FORM BY THE DISCLOSURE DEADLINE WILL RESULT IN A NON-RESPONSIVE BID.
A NON-RESPONSIVE BID WILL NOT BE CONSIDERED FOR AWARD.**

Form submitted by (Bidder Name): _____

Contact Name: _____ Phone #: _____

UNLESS OTHERWISE STATED IN THE ORIGINAL SOLICITATION, THIS DOCUMENT MAY NOT BE FAXED OR E-MAILED. IT IS THE RESPONSIBILITY OF BIDDERS TO SUBMIT THIS DISCLOSURE FORM AND ALL ADDITIONAL SHEETS, WITH THE BID NUMBER AND PROJECT NAME CLEARLY MARKED, AT THE SAME LOCATION AS REQUIRED FOR THE BID BY THE SPECIFIED DISCLOSURE DEADLINE. SEE SECTION II OF THE "BID INFORMATION" DOCUMENT.

EXHIBIT E
Scope of Work Details

City Of Newberg

Comprehensive Janitorial Service Scope of Work (SOW) Details

Building / Facility	Area - Sq. Ft.	Floor	Base Janitorial Schedule & Task Profiles	Special Scheduled Rotations / Additions	Special *SOW Restrictions
City Hall	4,765.93	Basement (0)	5X WEEKLY (MON / TUE / WED / THU / FRI) Daily Routine(Standard): Wipe high-touch surfaces with disinfectant, clean/disinfect restrooms, refill dispensers (check battery lights), sweep/spot mop hard floors, spot clean entry glass. Mon / Wed: Vacuum stairwells. Tue / Thu: Vacuum all carpeted areas. Wednesday: Dust all flat surfaces within 6 feet of the floor. Friday: Sweep and FULL mop hard surface floors.	Quarterly Floor Care: Machine clean & buff floors (<i>Jan, Apr, Jul, Oct</i>)	Do Not Enter any locked administrative offices.
	5,837.77	1	5x Weekly schedule , daily step-routines, staggered vacuum cycles, and Friday full-mopping protocols listed above for Floor 1.	Quarterly Floor Care: Machine clean & buff floors (<i>Jan, Apr, Jul, Oct</i>)	Monitor flashing battery indicators on automated dispensers and notify the city immediately.
	5,245.06	2	5x Weekly schedule , daily step-routines, staggered vacuum cycles, and Friday full-mopping protocols listed above for Floor 2.	Quarterly Floor Care: Machine clean & buff floors (<i>Jan, Apr, Jul, Oct</i>)	Ensure staff skip all locked second-story office suites completely.
PSB (Public Safety Building)	16,116.74	1	5X WEEKLY (M-F): High-security floor care, trash collection, restroom disinfection, and glass cleaning.	1st/3rd Wed: Clean County Office. 2nd/4th Thu: Clean Booking/Cells.	Staff must clear full law enforcement background checks before entry.(include CJIS) *no vacuuming on Monday evenings
LIB (Public Library)	5,407.28	1	5X WEEKLY (TUES / WED / THURS / FRI / SAT): High-touch disinfect, restrooms, dispensers, sweep/mop, exterior trash policing, spot entry glass.	2X (Tue/Sat): Vacuum all carpets. 2X (Wed/Thu): High-traffic vacuum lines. 1X (Wed): Dust under 6ft, remove lower cobwebs, wipe counters (no electronics), polish elevator stainless.	Trash (T/TH/F) to Public Works. Recycle/Shred to big grey-lid bins in back. Small green-lid bins are completely prohibited.
	8,895.47	2	5x Weekly library schedule, carpet vacuuming, high-traffic zoning, and Wednesday detailing cycles listed above for Floor 2.	Annual Requirement: Remove cobwebs and dust from windowsills and structures above 6 feet along the stairwell.	Never wipe down countertops or surfaces where public computers or monitors are active.
Annex	4,000.00	2	1X WEEKLY (TUESDAY): clean/disinfect 1st floor restroom, refill dispensers, paper towels and toilet paper as needed.		
Archives / HR Building	1,282.83	1	1X WEEKLY (TUESDAY): Vacuum floors/mats, empty trash/liners, clean/disinfect restrooms, stock supplies, sweep/mop hard floors, police exterior entry trash, spot clean glass, dust under 6ft, wipe high-touch zones.	Quarterly Floor Care: Machine clean & buff floors (<i>Jan, Apr, Jul, Oct</i>)	Personnel are strictly prohibited from touching, moving, or reviewing any documents on desks, tables, or sorting trays.
WTP (Water Plant)	829.68	1	1X WEEKLY (THURSDAY): Office, Hallway, Laundry, and Restroom care. Sweep stairs, mop floors, vacuum carpet.	Bi-Monthly: Clean showers. Quarterly: Vents, plates, high ceiling dust.	All pulled garbage must be transported to WWTP dumpsters.
	829.67	2	1X WEEKLY (THURSDAY): Upper level Control Room, Hallway, and Restroom care profiles.	Quarterly: Vents, plates, high ceiling dust.	Sterile water asset protection rules; zero tool mixing.
WWTP (Wastewater - Main)	4,468.19	1	1X WEEKLY (THURSDAY): Office, Break Area, and Restroom tasks (including showers). Check and lock all doors.	Includes receiving garbage bags brought over from the WTP facility.	Tools used here must never be used in WTP drinking water spaces.
	<i>maintenance bay bathroom</i>	1	1X WEEKLY (THURSDAY): bathroom sanitation, floor care, exterior trash policing, and high-touch disinfection.	Located approx. 100 yards from main WWTP.	Standalone utility footprint.
	<i>reuse bathroom</i>	1	1X WEEKLY (THURSDAY): bathroom sanitation, floor care, exterior trash policing, and high-touch disinfection.	Located approx. 100 yards from main WWTP.	Standalone utility footprint.
PWM BLDG A	1,722.99	1	1X WEEKLY (TUESDAY): Standard 1x weekly industrial office profile (includes office area, break room, three restrooms (including shower area and locker room)	Quarterly Floor Care: Machine clean & buff floors (<i>Jan, Apr, Jul, Oct</i>) . 1x month Clean the shower.	Industrial floor care; heavy fleet grease remediation.
PWM BLDG B	1,303.00	1	1X WEEKLY (TUESDAY): Standard 1x weekly crew space profile (includes office area, break room, restroom)	Quarterly Floor Care: Machine clean & buff floors (<i>Jan, Apr, Jul, Oct</i>)	industrial pressure washing.
All Areas	60,704.61	—	—	—	

REQUEST FOR COUNCIL ACTION



Date Action Requested: August 17, 2026

Order ☐ Ordinance ☐ Resolution ☒ Motion ☐ Information ☐	
No. 2026-4044	
Subject: Exemption from Competitive Bidding and Use of CM/GC Contracting Method for WWTP Upgrades	Staff: Ahmad Qayoumi Department: PW Operations and Engineering
Business Session	Order On Agenda: New Business
Hearing Type: Legislative ☐ Quasi-Judicial ☐ Administrative ☐ Not Applicable ☒	

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation:

Staff recommends that Council approve Resolution 2026-4044

Executive Summary:

The Council acts as the City's local contract review board and is authorized under ORS 279C.335(2) to, upon making specific findings, exempt certain public contracts or classes of contracts from the competitive bidding process otherwise required by the City's Public Contract Rules and Oregon's Public Contracting Code.

Staff believes that use of the CM/GC contracting method will be advantageous for the construction of updates and improvements to the City's wastewater treatment plant. Because the CM/GC method of contracting engages the construction contractor early in the design process and well before construction documents are complete, it is not possible to use the competitive bidding process to award the CM/GC contract. Instead, the City will have to consider evaluation criteria other than contract price in its award of the contract, necessitating an exemption from competitive bidding.

Fiscal Impact: While the overall project could be as much as \$32M this contracting method allows for tight fiscal controls to be put in place and for value engineering to be a component from the start. This will assist with cost containment.

Council Goals:

Goal A: Ensure Newberg infrastructure (roads, water, city employees) is in good repair and supply.



RESOLUTION NO. 2026-4044

A RESOLUTION Exempting the Wastewater Treatment Plant Upgrades from Competitive Bidding and Allowing Use of CM/GC Contracting Method

Recitals:

1. **WHEREAS**, the Newberg City Council is the City of Newberg's Local Contract Review Board (the "Board") pursuant to ORS 279A.060; and;
2. **WHEREAS**, ORS 279C.335(2) authorizes the Board to exempt certain public contracts or classes of contracts from the competitive bidding process otherwise required by the City's Public Contract Rules upon certain findings; and;
3. **WHEREAS**, the City is planning to expand, repair, and modify certain components of its wastewater treatment plant to increase capacity in liquids and solids treatment processes ("the Project"); and;
4. **WHEREAS**, the Project involves construction within an existing and operating wastewater treatment plant under schedule and budget pressure, and, therefore, staff recommends that the Board approve an exemption from competitive bidding as allowed under ORS 279C.335(2) to authorize the use of the construction manager/general contractor ("CM/GC") alternative contracting method; and
5. **WHEREAS**, the City has prepared the finding required under ORS 279C.335(2), and the findings are attached to this Resolution as Exhibit A ("the Findings").

The City of Newberg Resolves as Follows:

1. The Newberg City Council, acting in its capacity as the Board, has been presented with the Findings and concurs with and adopts the Findings.
2. The Newberg City Council, acting in its capacity as the Board, approves an exemption from competitive bidding pursuant to the Findings procure construction services for the Project and elects to utilize the CM/GC contracting method.

Effective Date of this resolution is: August 18, 2026.

Adopted by the City Council of Newberg, Oregon, this 17 day of August, 2026.

Rachel Thomas, City Recorder

Attest by the Mayor this _____ day of August 2026.

Bill Rosacker, Mayor

EXHIBIT A

BACKGROUND

The City of Newberg (the “City”) is planning to expand, repair, and modify certain components of its wastewater treatment plant to increase capacity in liquids and solids treatment processes. Specifically, the City plans construct a new oxidation ditch, add two new secondary clarifiers, expand chlorine contact basins, and construct other infrastructure to pivot to a 100% aerated static piles process.

Design, construction, and integration of new and upgraded facilities within an existing wastewater treatment plant requires a contractor experienced in similar projects that can work around the hazards, and operational constraints associated with constructing new components to a wastewater treatment plant and making modifications to existing portions of the wastewater treatment plant.

The phasing and staging of this project combined with the duration of construction make this a unique project that requires a contractor that can come in early and help the City develop and phase the work. The complexity of the project and the attendant need for close coordination during the project by required project participants will be best addressed through the use of the CM/GC contracting process. Optimal value for the City is to have the CM/GC participate early in the design process so that the design team can integrate ideas and methods into the design process.

Use of the CM/GC process is expected to accelerate the project schedule compared to a traditional procurement approach. This is of particular use because the Oregon Department of Environmental Quality has notified the City that its wastewater treatment plant is at risk of exceeding its capacity for winter flows. As a result, there is schedule pressure to complete the project in order to avoid the consequences of exceeding plant capacity.

FINDINGS

A. In accordance with ORS (2)(a), the Council finds that utilizing the CM/GC process is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition because a competitive RFP process will be utilized to solicit the CM/GC.

The RFP process will promote fair and unbiased competition among CM/GC firms. The RFP process allows the City to select the firm and its team members that are best suited for the project based on factors such as experience, ability to respond to the technical complexity or unique character of the project, value engineering ideas, schedule enhancement, past performance, price and other factors specific to the project. Selection of the best proposal received via the RFP process will be based on a team review of weighted evaluation criteria.

The RFP will be publicly advertised to ensure an open and competitive process. Because in addition all major components of the project will be competitively solicited, the suggested process will not encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts.

B. In accordance with ORS 279C.335(2)(b), the Council finds that utilizing the CM/GC process will result in substantial cost savings to the City because participation of the contractor in the design of the plant improvements, as provided in the CM/GC process, will more easily allow the incorporation of quality materials and equipment, selected on performance and life-cycle cost rather than the lowest initial price.

The CM/GC will also make value engineering recommendations during the design process that will save costs in the overall construction of the Plant. Furthermore, involving the CM/GC early on, in the design of the plant improvements, will improve communication and continuity, which the Council expects will expedite decision making and reduce costly project delays.

C. In accordance with ORS 279C.335(2)(b)(A-N), the Council makes the following specific findings in support of the above-noted findings:

1. *How many persons are available to bid:* The Council anticipates that based on previous public improvement projects of a similar nature, it is reasonable to anticipate that several firms will provide proposals for this project.

2. *The construction budget and the projected operating costs for the completed public improvement:* The construction budget is approximately \$25M. The Council anticipates that this form of contracting will provide a more competitive project and cost less. The Council expects that the improved design resulting from the CM/GC's early participation during the design phase will reduce long-term operating cost. Furthermore, by selecting a qualified CM/GC through the RFP process, the City will benefit by proper construction of new components and modification of existing components. This will improve the quality of the construction and installation increases life expectancy and total life cycle costs for the City's new systems.

3. *Public benefits that may result from granting the exemption:* Unlike a traditional design/bid/build procurement, an RFP process allows the City to review the qualifications of the proposed GC's project team, ensuring the selected firm(s) has experience and expertise in development of municipal wastewater treatment plants. This is important to ensure that the selected contractor has the experience and capacity to build and renovate complex facilities in an existing wastewater treatment plant.

Bringing the CM/GC on during the design phase also promotes an early team approach that leads to better communication, continuous value engineering, and improved constructability review, which results in an improved final design and, consequently, a more streamline construction process. The City expects that the CM/GC process will reduce change orders and limit delays during the construction phase. The City also expects that the CM/GC team approach will allow better monitoring by staff to ensure that the Project stays within budget. The CM/GC approach will also allow for early procurement of necessary equipment to address the supply chain issues and material escalation that we have been experiencing for the last several years.

Overall, the public benefits of the CM/GC process include cost savings, better achievement of City community goals, and more timely delivery of the project due to fewer changes and disruptions.

4. *Whether value engineering techniques may decrease the cost of the public improvement:* Value engineering is a routine practice in public improvement projects regardless of procurement method. The CM/GC delivery method allows for the general contractor to participate in the value engineering process during the design phase, resulting in a more effective and efficient process as compared to value engineering via change orders to a completed design. The inherent flexibility and team approach of the CM/GC process allows the City to more easily change the design and scope of work as necessary to meet the project budget before the final design is fixed. This is not something that the traditional bid process offers.

Value engineering may or may not decrease the contract sum but it will improve the City's ability to manage the project within the budget and will reduce extra-cost change orders and the costs associated with the attendant project delay.

5. *The cost and availability of specialized expertise that is necessary for the public improvement:* The project is complex in that it requires the construction and integration of new improvements into an existing facility, and modification of existing improvements. Therefore, the project requires contractor with the appropriate expertise and experience to not only oversee the construction, but to manage multiple subcontractors working in an existing, operating City facility. The RFP process allows for review of contractor expertise and the particular expertise of the contractor's proposed team not afforded by a low-bid procurement.

6. *Any likely increases in public safety:* The CM/GC process will enhance public safety because the City will be able to consider the safety record of the contractors selected and because the CM/GC will be integral to planning the construction schedule and safety measures during the design phase. Because the wastewater treatment plant will be operating throughout construction, this public safety benefit is particularly important.

7. *Whether granting the exemption may reduce risks to the contracting agency . . . or the public that are related to the public improvement:* The scope of the work requires the contractor to work around the hazards and operational constraints associated with constructing new improvements within, and modifications to portions of, the existing wastewater treatment plant under schedule pressure. Directly involving the contractor in development during the design phase will result in a more realistic, achievable, and expeditious schedule. Furthermore, using an RFP process allows for review of contractor expertise that is not afforded by a low-bid procurement. In addition, the CM/GC process allows the contractor to discover and help address complicated technical issues during the document design process, which facilitates advanced problem solving. The risks are better understood and addressed early in the process, reducing financial and schedule risks as a result.

8. *Whether granting the exemption will affect the sources of funding for the public improvement:* This project will be funded by water rates, wastewater rates, wastewater system development funds, and grants that may become available. There will be no impact on this funding source due to the CM/GC process.

9. *Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public*

improvement: Because the CM/GC process results in the selection of the general contractor early in the design phase, the City is better able to take advantage of market prices by facilitating early purchase of certain project elements. The key value added by the CM/GC process is the real time market job costing from projects around the Willamette Valley market and the West Coast. This knowledge allows the contractor and architect time to consider less costly complementary or alternative items.

10. *Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement:* The CM/GC process will help deliver a successful project. One of the biggest advantages to the CM/GC method is the ability to coordinate all technical work before construction. Being able to apply best practices with the design team, the City, and the Contractor will allow for a better product within budget constraints. As described above, the areas of technical complexity include:

- Construction and integration of new facilities into an existing wastewater treatment plant.
- Schedule constraints.

11. *Whether the public improvement involves new construction or renovates or remodels an existing structure:* This project involves constructing and integrating new facilities into an existing wastewater treatment plant. Conducting such work in an operating water treatment plant increases that complexity. Use of the CM/GC process will ensure that the selected contractor has the experience and expertise to do the job.

12. *Whether the public improvement will be occupied or unoccupied during construction:* The existing wastewater treatment plant will continue to be occupied during the construction.

13. *Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions:* Construction is anticipated to occur in a single phase.

14. *Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract:* City staff has previous experience with the CM/GC method, and the design team is anticipated to be lead by a firm that has experience with CM/GC contracting. Furthermore, the City's legal counsel, Miller Nash, has extensive experience with the CM/GC alternative contracting method and has represented public contracting agencies on multiple CM/GC projects.

Ultimate Finding: For the reasons set forth above, use of the CM/GC Alternative Contracting method for this project is likely to result in substantial cost savings and deliver other significant public benefits as compared to use of the standard design/bid/build process within the meaning of ORS 279C.335(2)(b).