

CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, March 9th, 2022, at 5:30 PM La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom:

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER
ESTABLISH A QUORUM
PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

ADDED AGENDA ITEMS

Any matters added to the agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council

CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

PRESENTATIONS: None

OLD BUSINES:

- **1.** Ongoing Projects:
 - a. Transit Center (will be discussed under new business)
 - b. Water/Wastewater Expansion
 - c. Hwy 97 Pathway

NEW BUSINESS:

1.	Pro	Proclamation 2022-01 – A Proclamation Recognizing March 2022 as Red Cross Month			
	a.	Staff Report	7		
	b.	Proclamation 2022-01	8		
2.	Buc	dget Calendar			
	a.	Staff Report	9		
	b.	Budget Calendar (proposed)	10.		
3.	La F	Pine Station (Intent to award contract)			
	a.	Staff Report	11		
	b.	Financial Worksheet	14		
	C	Rid Sheet (redlined)	15		

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

STAFF COMMENTS

- **1.** Planner Report
- 2. Public Works Report
- 3. City Manager Report

MAYOR & COUNCIL COMMENTS

EXECUTIVE SESSION: Note time of suspension of regular meeting and that of opening of executive session (if necessary).

Note time of closing of executive session, and that of re-convention of regular session (if necessary).

ADJOURNMENT

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, February 23, 2022, at 5:30 PM La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

https://us02web.zoom.us/j/81492368496

MINUTES

1. CALL TO ORDER:

Meeting was called to order at 5:31 p.m.

2. ESTABLISH A QUORUM:

PRESENT

Mayor Daniel Richer Councilor Colleen Scott Councilor Cathi Van Damme Councilor Mike Shields Councilor Courtney Ignazzitto

ABSENT

None

STAFF

City Manager Geoffrey Wullschlager City Planner Alexa Repko

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS:

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

None.

5. ADDED AGENDA ITEMS:

Any matters added to the agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council.

American Legion Community/Tourism Grant (Request)

Amanda Carlson, Vice President Auxiliary and Secretary of the ALR, presented a Community/Tourism Grant application requesting \$2,000 from the city for their Ice Breaker event. Mayor/Councilors asked Carlson question about the proceeds which go to free Thanksgiving dinner and Christmas party as well as miscellaneous help to veterans. Councilors deliberated referencing current budget/community fund

Motion by Councilor Ignazzitto to approve the request for the Community/Tourism Grant. The motion was seconded by Councilor Scott.

Voting Yea: Councilor Ignazzitto, Councilor Scott, Councilor Van Damme, Councilor Shields. Voting Nay: None.

6. CONSENT AGENDA:

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

1. 02.23.2022

Motion by Councilor Van Damme to approve the Consent Agenda as presented. The motion was seconded by Councilor Ignazzitto.

Voting Yea: Councilor Scott, Councilor Van Damme, Councilor Shields, Council Ignazzitto.

Voting Nay: None.

7. PRESENTATIONS:

None.

8. OLD BUSINES:

1. Ongoing Projects:

a. Transit Center

Manager Wullschlager stated that bids opened last week, which included a picnic shelter and bathrooms. There were two bidders both coming in over the available funding. The lowest bidder was chosen and now Wullschlager plans on reviewing the design to meet the finances available. The proposed location of the Transit Center is within the Urban Renewal District and is an applicable project for the Urban Renewal Agency. Councilors recommend asking the URA for about \$300,000 to complete the Transit Center with amendments.

b. Water/Wastewater Expansion

Manager Wullschlager discussed how the bid process moving forward including about 15 Contractors of Reputation. He mentioned being about 6 million over the initial cost due to inflation and possibly asking the County for about 2 million in ARPA funding.

c. Hwy 97 Pathway

Geoff Wullschlager contacted the Project Manager at ODOT and the project is moving forward.

9. NEW BUSINESS:

La Pine Rural Fire Protection District (LPRFPD) – Request

Councilors discussed the request including assessing temporary firework bans on a case by case basis. Manager Wullschlager will research other Cities' methods for determining those metrics (i.e. determining firework ban based off of posted level of wildfire danger) and return to City Council with findings.

• La Pine City Council Retreat (Discussion)

Geoff Wullschlager reached out to Shelter Cove and Suttle Lake. He booked Suttle Lake, March 19th 2022, at 10 a.m. to 5 p.m.

• Sun River La Pine Economic Development (SLED) Annual Luncheon (Discussion)

SLED Annual Luncheon will take place April 5, 2022 at 11:30 a.m. to 1:30 p.m. All Councilors including Mayor Richer plan on attending.

Appointment of Planning Commission Member (Request)

Councilors discussed the applications citing the Planning Commission's recommendation. The Council deliberated the appointment of Bea Hatler (Planning Commission recommendation). Motion by Councilor Scott to appoint Bea Hatler to the Planning Commission. The motion was seconded by Councilor Ignazzitto.

Voting yea: Councilor Scott, Councilor Ignazzitto, Councilor Shields

Voting nay: Councilor Van Damme

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

None.

10. STAFF COMMENTS:

- Planners Report Alexa Repko had nothing to report.
- City Manager Report Manager Wullschlager discussed land use applications as well as staff matters.

11. MAYOR & COUNCIL COMMENTS:

Councilor Scott - Thanked Staff.

Councilor Van Damme – No Comments.

Councilor Ignazzitto – Thanked Staff.

Councilor Shields - No Comments.

Mayor Richer – Thanked Staff/Councilors.

12. ADJOURMENT: Meeting was adjourned at 6:27

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

Transcriber

Alexa Repko, Principal Planner



STAFF REPORT

Meeting Date:	March 9, 2022	March 9, 2022				
TO:	La Pine City Council	La Pine City Council				
FROM:	Geoff Wullschlager, City Manag	Geoff Wullschlager, City Manager				
SUBJECT:	Proclamation 2022-01	Proclamation 2022-01				
TYPE OF ACTION F	REQUESTED (Check one):					
[] R	esolution	[]	Ordinance			
[] N	o Action – Report Only	[]	Public Hearing			
[] Fo	ormal Motion	[X]	Other/Direction:			

Council:

The city was approached in February in 2022 with a proposal asking for the acknowledgement of the Cascades Chapter of the American Red Cross, and the service they provide our region in times of declared emergencies. As the Red Cross is a valued partner in disaster management and recovery for the community, it is appropriate that the legislative body of the city formally recognize their contributions to the area.

This recognition is most appropriate in the form of a proclamation, and it holds no formal power as legislation, but it is a powerful statement of support for the Cascades Chapter and their work on behalf of the City of La Pine. Please consider this statement, and proceed with a motion, followed by a 2nd and a formal vote if it so pleases the Council.

PROCLOMATION NO.

2022-01

A PROCLAMATION RECOGNIZING MARCH 2022 AS RED CROSS MONTH

WHEREAS, in times of crisis, people in the City of La Pine come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by American Red Cross Cascades Region volunteers and donors; and

WHEREAS, in 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering. Today, more than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in the City of La Pine, who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially or learn vital life-preserving skills through the Red Cross; and

WHEREAS, in the Cascades Region, serving Oregon and SW Washington, the contributions of more than 2,500 local Red Cross volunteers give hope to the most vulnerable in their darkest hours. The Red Cross does so by providing more than 1,600 emergency overnight shelter stays, along with food and comfort for families devastated by more than 680 local disasters, like home fires. Through the generosity of those donating more than 182,000 units of essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer or sickle cell disease. Or by supporting service members and veterans an average of eight times a day, along with their families and caregivers through the unique challenges of military life. And by helping to save the lives of others with first aid, CPR and other skills; or delivering international humanitarian aid; and

WHEREAS, the work of Red Cross volunteers to prevent and alleviate human suffering is vital to strengthening our community's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never think of anything except the need, and how to meet it." We ask others to join in this commitment to give back in our community.

NOW, THEREFORE, the La Pine City Council by virtue of the authority vested in it by the charter and laws the City of La Pine and those of the state of Oregon, do hereby proclaim March 2022 as Red Cross Month. Collectively, we encourage all citizens of the City of La Pine to reach out and support its humanitarian mission.

APPROVED and ADOPTED by the La Pine City Council on March 9, 2022.				
Attest:	Daniel Richer, Mayor			
Geoff Wullschlager, City Manager				



STAFF REPORT

Meeting Date:	March 09, 2022	March 09, 2022				
TO:	City Council	City Council				
FROM:	Geoff Wullschlager, City I	Geoff Wullschlager, City Manager				
SUBJECT:	Budget Calendar	Budget Calendar				
TYPE OF ACTION	REQUESTED (Check one):					
[]	Resolution	[]	Ordinance			
[]	No Action – Report Only	[]	Public Hearing			
[X] I	Formal Motion	[.]	Other/Direction:			

Councilmembers:

Please find attached, the proposed budget calendar for FY 2022-23. This calendar has the following requisite elements:

- 1. Appointment of Budget Officer
- 2. Publishing Requirements (Print and Digital) for Budget Committee Meeting -5 -30 days prior
- 3. Budget Committee Meeting date
- 4. Publishing Requirements (Print) for Budget Hearing 5 30 days prior
- 5. Budget Hearing Meeting date
- 6. City staff roster
- 7. Council and Budget Committee Roster (Tentative)

Please note that these dates and time are subject to change but are intended to serve as our road map for producing a timely proposed budget. In the first meeting, the Budget Committee reviews the proposed budget and either approves the proposal or makes recommendations to be taken to the Budget Hearing. In the Budget Hearing (June) only the City Council need attend. At this meeting the Approved Budget is then considered for Adoption and the public is invited to attend and participate. If the Council approves of the proposed calendar, please make a motion, followed by a second, and hold a vote on the item.



16345 Sixth Street — PO Box 2460 La Pine, Oregon 97739 TEL (541) 536-1432 — FAX (541) 536-1462 www.lapineoregon.gov

City of La Pine Budget Calendar Fiscal Year 2022-2023

City Council Appoints Budget Committee May 4, 2022

Members and Budget Officer 5:30 pm

Publish 1st Notice of Budget Committee Meeting by May 3, 2022 and Public Hearing for Comments from Public

(WiseBuys/Bend Bulletin): To time and place certain.

Publish 2nd Notice of Budget Committee Meeting by May 3, 2022

(Website Only): To time and place certain.

Budget Meeting 1.

Orientation, Budget Message, and Budget Committee Meeting May 18, 2022

5:30 pm

Publish Notice of Budget Hearing (LB - 50 form) by June 7, 2022

(WiseBuys/Bend Bulletin)

Budget Meeting 2.

Budget Hearing and Adoption of Budget June 22, 2022

5:30 pm

Budget Officer: Geoff Wullschlager

Finance Staff: Kim Olsen, Jaime Kraft

Budget Committee: Daniel Richer, Colleen Scott, Mike Shields, Cathi Van Damme,

Courtney Ignazitto, John Cameron and Russ Smith (Tentative,

and one more needed).

^{**}All dates and times are subject to change



STAFF REPORT

Meeting Date: March 09, 2022

TO: City Council

FROM: Geoff Wullschlager, City Manager

SUBJECT: City Council award assignment

TYPE OF ACTION REQUESTED (Check one):

[] Resolution [] Ordinance

[] No Action – Report Only [] Public Hearing

[X] Formal Motion [.] Other/Direction:

Councilmembers:

SUMMARY

The City of LaPine has been working for several years (four) to develop the La Pine Station Project Concept, a multiuse transit center that would be adjacent to the current southern CET stop. As you may be aware, the location of the project is slated for the corner of 4th St. and Hwy. 97 (see Image 1.) This location is



Image 1. 11

currently a vacant lot, which is located within the Urban Renewal Overlay (see Image 2.)



Image 2.

The project has been stalled for several years and the city has recently concluded the RFP process and is ready to move forward with an ammended development concept.

PROJECT RESTRICTIONS

When the project was originally proposed in December of 2018 the City expected the total cost to not exceed \$827,594.97 which contained a 20% contingency, see preliminary Project Cots Estimate. Of this amount, ODOT has pledged \$744, 836.00, thought a Rail and Public Transportation Division Agreement with the city.

As of February 17, 2022, the lowest bid for the project was presented to the city at an estimated cost of \$1,627,970.00 which would leave the city short of full project funding by \$893,977.00. This amount reflects the remaining pledged amount from ODOT, \$733,933.00 after the initial project engineering expenditure of \$10,843.00. Under this scenario, the city was expected to also contribute the remainder of \$93,661.97.

The city must also utilize the ODOT funding by June 30, 2022, otherwise it is returned, and the process would need to be revisited in another grant cycle/period. This is also problematic as the funding that has been dedicated to this project comes from remaining ODOT funds that were originally appropriated for the HWY. 97 overpass project, and as a result, are not part of an annual awarding program.

PROPOSED REMEDY

The city does not anticipate a completion of the full project, if a path forward can be accomplished. The initial strategy has been the reduction of development aspects that while desirable, are not necessary for the basic installment of a useable transit center that also meets ODOT's primary goal of transportation infrastructure. This keeps the project in line with the requirements attached to the remaining ODOT funding.

A redlining of the low bid sheet has been reviewed and is attached as a supplementary document to this staff report. In summary city administration has removed the following construction elements contained in Image 3.

Project Redline(s)		
Item (29.) 2-unit restroom	\$	(145,430.00)
Item (33.) Restroom and EVC electrical	\$	(179,405.00)
Item (37.) Picnic Shelter / Shade Structure	\$	(72,391.00)
Redline Balance	\$	(397,226.00)
Updated Project Balance	\$ 496,	751.00

Image 3.

This has resulted in a project cost reduction of \$397,226.00, leaving a remaining balance of \$496,751.00. Please see the attached financial work sheet for a more in-depth analysis. It is of note that the items removed from the project can and will be re-proposed in future grant and project cycles.

City Administration feels that the adequate solution to move forward with this project is the contribution of budgeted city funds across the appropriate fund structures to see the initial phase of the project completed. With this model, funds would be diverted from Urban Renewal, the General Fund under capital outlay, in addition to budgeted funds in Tourism Fund, also earmarked for capital outlay. This is most important as the city is restricted in how it can dedicate expenditures, in addition to having expendable funds on hand, and as budgeted in the current fiscal year. As it stands, the city may need to go through an amended budget process which requires notice and public hearing to rededicate some of the needed appropriations. These funds are notated on the previously mentioned financial work sheet.

CONCLUSION

With the proposed amended project budget, the City would have a remaining outlying balance of \$76,751.00 which could be addressed by external funds with grant in aid, or the potential of a low interest state loan. City Administration is currently in discussions with several agencies on the possibility of alternative funding mechanisms.

As of the time of this report, and with the proposed Urban Renewal Expenditure, the Urban Renewal Fund would expend both its current FY 21/22 capital outlay of \$60,000 in addition to its reserve capital outlay appropriation of \$200,000. This would reduce the Urban Renewal Fund from a beginning balance of \$430,144.00 to \$170,124.00 while controlling for small administrative expenditures, and not considering any other Urban Renewal Spending in the current fiscal year. Please keep in mind that the Urban Renewal Fund has experienced an intake of \$141,063.73 to date for the current fiscal year, which will increase marginally in the remainder of the budget year and can be anticipated to continued until the Agency sunsets at a maximum assessment of \$7,019,000.00 in FY 2039/40.

While project cost has yet to be fully addressed, the Council is required to award the contract to the lowest bidder if we are to move forward at this time. Per the timelines as outlined in the RFP, the Council does need to take a formal action, by motion and 2nd, as to awarding the contract. The low bid contractor is aware that the City reserves the right to amend the project scope and they will need to accept the project as amended, following acceptance and determination by the City Council. Please consider the proposal here and discuss any other amendments that any member feels appropriate.

Bid Amrount	\$ 1,627,970.00
ODT Funding	\$ 733,993.00
Remaing Project Balance	\$ 893,977.00
Project Redline(s)	
Item (29.) 2 unit restroom	\$ (145,430.00)
Item (33.) Restroom and EVC electrical	\$ (179,405.00)
Item (37.) Picnic Shelter / Shade Structure	\$ (72,391.00)
Redline Balance	\$ (397,226.00)
Updated Project Balance	\$ 496,751.00
City of La Pine Contributions	
Urban Renewal Fund - Capital Projects	\$ 260,000.00
General Fund - Capital Outlay	\$ 100,000.00
Tourism Fund - Capital Outlay	\$ 60,000.00
City	\$ 420,000.00

Remaining Project Balacne

Budgeted FY 21/22 (will require and ammended budget)

Budgeted FY 21/22

Budgeted FY 21/22

(76,751.00)

This residual ammount could be addressed by potential increase of General Fund appropriations or other outside funding sources

City of La Pine Bid Schedule

Bidder Name Morello Construction LLC

Base Bid Schedule

LA PINE STATION

Item #	Description of Item	QTY	Unit	Unit Price Bid	Total Price Bid
1	Mobilization	1	Lump Sum	120,583.00	120,583.00
2	Work Zone Traffic Control	1	Lump Sum	10,400.00	10,400.00
3	Construction Staking	1	Lump Sum	8,500.00	8,500.00
4	Temporary Construction Fencing (Work Area only)	1	Lump Sum	6,000.00	6,000.00
5	Erosion and Sediment Control	1	Lump Sum	7,870.00	7,870.00
6	Clearing and Grubbing	1	Lump Sum	15,400.00	15,400.00
7	Removal of Concrete Walks	55	Square Yard	63.00	3,465.00
8	Removal of Curbs	77	Foot	26.00	2,002.00
9	Removal of Asphalt	36	Square Yard	55.00	1,980.00
10	Excavation and Earthwork	1345	Cubic Yard	27.00	36,315.00
11	Public Street Curb	77	Foot	110.00	8,470.00
12	Concrete Walks, 4-inch	360	Square Foot	20.00	7,200.00
13	Concrete Driveway, 6-inch	825	Square Foot	22.00	18,150.00
14	Water Service, 2-inch	1	Each	9,066.00	9,066.00
15	Standard Concrete Curb	795	Foot	48.00	38,160.00
16	Rolled Curb, 4" reveal	115	Foot	80.00	9,200.00
17	HMAC, 3-inch	1677	Square Yard	27.00	45,279.00

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18	3/4"-minus Base Rock, 8-inch	1677	Square Yard	32.00	53,664.00	
19	Trash Enclosure	1	Each	15,032.00	15,032.00	
20	Area Drain Catch Basin	4	Each	4,515.00	18,060.00	
21	Drain Pipe, 8-inch	215	Foot	67.00	14,405.00	
22	PVC Water Service Lines, 2-inch	111	Foot	58.00	6,438.00	
23	Septic Tank	1	Each	11,565.00	11,565.00	
24	Ornamental Lighting Poles, Luminaire, Lamps, and Ballasts	4	Each	16,0880.00	64,352.00	
25	Concrete Street Light Pole Foundation	4	Each	964.00	3,856.00	
26	Electrical Conduit, 1-inch	860	Foot	68.00	58,480.00	
27	Electrical Junction Box	4	Each	3,788.00	15,152.00	
28	10# XHHW Copper Wire (3)	2580	Foot	6.00	15,480.00	
_29	2 Unit Restroom building (include installation)	1	Lump Sum	145,430.00	145,430.00	1
30	4" Sewer Lateral in Public Right of Way	55	Foot	306.00	16,830.00	
31	2" Water Service in Public Right of Way	1	Each	18,713.00	18,730.00	
32	2" Backflow Device	1	Each	4,565.00	4,565.00	
. 33	Site Electrical for Restroom and Electric Vehicle Charging Station	1	Lump Sum	179,405.00	179,405.00	
34	Concrete Flatwork, 4-inch	6775	Square Foot	22.00	149,050.00	
35	Concrete Flatwork, 6-inch	572	Square Foot	26.00	14,872.00	
36	ODOT Street Lights	3	Each	23,035.00	69,105.00	
37	Picnic Shelter/Shade Structure Installed	1	Lump Sum	72,391.00	72,391.00	~

City of La Pine Bid Schedule

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38	Site Wall/Seat Wall/Art Wall including Flagpole Sleeves	1	Lump Sum	95,935.00	95,935.00
39	Bicycle Racks	3	Each	3,362.00	3,362.00
40	Bicycle Fix It Station	1	Each	5,490.00	5,490.00
41	Trash Receptacle	3	Each	750.00	2,250.00
42	Pavement Markings	2110	Foott	4.50	9,495.00
43	Street Signs	3	Each	560.00	1,680.00
44	Gravel Surfacing on Phase 2 Area (2" depth uncompacted)	1235	Square Yards	10.00	12,350.00
45	Trees Evergreen – 4' – 5' Ht	4	Each	525.00	2,100.00
46	Turf Areas – Seed	1070	Square Feet	2.50	2,675.00
47	Ornamental Shrub Beds – Medium Density Planting	1070	Square Feet	9.00	9,630.00
48	Topsoil at Turf Areas (6" Depth)	119	Cubic Yard	72.00	8,568.00
49	Topsoil at Shrub Beds (6" Depth)	1650	Cubic Yard	72.00	118,800.00
50	Irrigation System (Turf and Shrub Areas)	15,970	Foott	2.50	39,925.00
51	Cedar Wood Fence	306	Foot	68.00	20,808.00

Total Amount of Base Bid \$ 1,627,970.

Total Base Bid price written out in words: <u>One Milliem Six hundred</u>

+Wenty Seven thousand nine hundred Seventy dollars. & zero cento

All Unit Price Bids should be considered as "Furnished and Installed" unless otherwise noted in these Request for Bid.

Please invoice referencing the above exact line item numbers and line items. All quantities must be approved by the Project Engineer before invoicing. Bidder acknowledges that