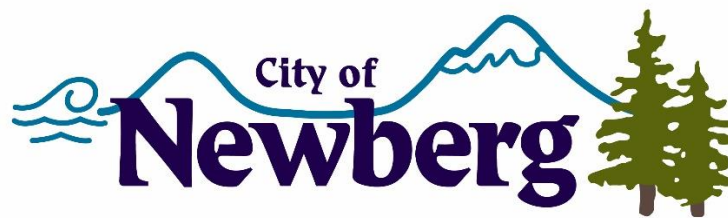


REQUEST FOR PROPOSALS

FOR

CONTRACTOR SERVICES FOR AUTOMATED TRAFFIC ENFORCEMENT



As advertised via the Oregonian Business Section

Address proposals to:

City of Newberg, City Hall

Attention: Will Worthey, City Manager, office (503) 537 1256, cellular (971) 281 9350

Location: 414 E. First Street, Newberg, OR 97132, or PO Box 970, Newberg, OR 97132

Proposals shall be emailed to will.worthey@newbergoregon.gov The subject line **MUST** say: “**Contractor services for automated traffic enforcement.**” The City of Newberg reserves the right to reject any or all proposals.

Emailed PDF proposals are greatly preferred to paper delivery

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SECTION 1 - GENERAL INFORMATION

1.1 Proposal Request

Written proposals in response to this Request For Proposals (RFP) must be submitted via email to will.worthey@newbergoregon.gov no later than the proposal due date of **5:00 p.m., PST, on Friday, April 25, 2025**, to Will Worthey, City Manager.

1.2 The Proposal

Proposers responding to this proposal request must follow the directions stated within this RFP. Adherence to these rules will ensure a fair and objective analysis of the proposals. Proposals should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness, brevity, and clarity of content.

Provide a clear and concise description of your firm's capabilities to meet the RFP requirements.

Proposers must demonstrate prior experience in this type of work within the last five (5) years. All responses must be made in the format outlined in Section 3.

Failure to comply with or complete any part of this request may result in the rejection of your proposal.

1.3 Schedule

April 1 st to 11 th	–	Advertising period
April 18 th	–	Last Day for Questions
April 25 th	–	Proposal Due at 5:00 p.m., PST
May 2 nd	–	Staff Recommendation
May 5 th	–	Data transfer testing with the highest scoring firm
May 30 th	–	Contract award.

1.4 Issuing Office

All general correspondence pertaining to this RFP should be directed specifically to will.worthey@newbergoregon.gov. For RFP questions, see the section below.

1.5 Submitting Proposals

Submittals that are late, incomplete, or misdirected will be considered non-responsive, **with no exceptions**. The City of Newberg relies on the City of Newberg's computer system's clock to determine the correct time and is not responsible for any delays or difficulties experienced in the submittal of a Proposal. Please do not wait until the last minute to submit your proposal. **THE LAST DAY FOR QUESTIONS IS FIVE (5) BUSINESS DAYS PRIOR TO THE PROPOSAL DUE DATE.** Questions may be asked and will be answered by emailing will.worthey@newbergoregon.gov.

Any questions and their answers will be posted on the city website for all bidders to see at:

<https://cms3.revize.com/revize/newbergor/government/departments/engineering/here.php>

It is therefore incumbent upon any bidders to check this page regularly to see the results of other firms questions.

1.6 Proposal Withdrawal

Any proposal may be withdrawn at any time before the "Proposal Due" date and time specified in **Section 1.3, Schedule**, by providing a written request for the withdrawal of the proposal to the City. A duly authorized representative of the firm shall carry out the request.

Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal on this or future projects.

1.7 Rejection or Acceptance of Proposals

The City expressly reserves the following rights to:

- a. Disregard any or all irregularities in the proposals.
- b. Reject any or all of the proposals or portions thereof.
- c. Base award with due regard to quality of services, experience, compliance with the RFP, and other factors as may be necessary under such circumstances.
- d. Reject all proposals and re-advertise at the City's sole discretion.

1.8 Selection of Contractor

The City's Selection Committee will recommend to the City Manager that the contract award be made to the proposer that is in the Committee's opinion, best qualified. City Council approval may be required.

Note that the city **will** reject any proposal that contains a pole or camera rental fee either per unit or per approach as these sorts of cameras can only be deployed on the busiest intersections.

The city of Newberg **will** reject proposals from firms that have had previous contracts terminated for cause rather than convenience.

The city needs this program to be at least revenue neutral so it will only accept proposals that are based upon the number of citations, or a similar cost recovery shared fee structure. **Do not** send the city a proposal based upon a pole, camera or approach rental fee structure it will be rejected immediately.

Naturally the city of Newberg cannot run this traffic safety program at a loss.

The City's Selection Committee will follow the following steps to identify the best qualified proposer in the listed order:

1. Reject any proposals based upon camera or camera pole rental models.
2. Reject any proposals from firms that have had previous contracts terminated for cause.
3. Evaluate and rank all remaining qualified proposals according to the evaluation criteria.
4. Recommend to the City Manager to negotiate with the proposer that is, in the Committee's opinion, best qualified after the scope and fee negotiation is complete.
5. Negotiate with the top ranked proposer for a detailed scope and acceptable fee for the project. (Negotiate with the next ranked proposer if the first one does not lead to fruition.)
6. The firm recommended to the City Manager whose fees are found acceptable will then undergo a period of data transfer testing **prior** to the contract being signed.

The data transfer test will be conducted between the top scoring firm and the staff of Tyler Technologies Municipal Justice 10. Newberg staff will facilitate connecting you with Tyler Technologies Municipal Justice 10 staff (who work on behalf of the city of Newberg) but it is the responsibility of the successful firm to complete the data transfer test **prior** to us awarding the contract.

To expedite this process, see Appendix A – XML data transfer schema.

7. After the top scoring firm successfully transmits test data to our Tyler Technologies Municipal Justice 10 system we will then enter into a contract of four years with a potential renewal period for an additional four more years. If the scoring firm fails in its test transmission test the city of Newberg reserves the right to switch to the next highest scoring bidder.

1.9 Requirement of Insurance

The successful proposer will be required to meet the City’s insurance coverage as described below. Insurance coverage includes the following categories of insurance:

- a. Commercial general liability \$2,000,000.00
- b. Professional liability \$2,000,000.00
- c. Employer’s liability \$1,000,000.00
- d. Automobile liability \$1,000,000.00

The successful proposer shall provide certification of all coverages and shall name the City of Newberg as “an additional insured” on all except workers’ compensation insurance policies prior to signing the contract. The City is defined as the entity named on the declarations page of the coverage agreement and its officers, employees, and agents including volunteers, authorized to act on behalf of the City.

1.10 Execution of Contract

It is anticipated that the total cost for services may need to be approved by the City Council. The contract should be signed within a week of the Council’s award of the contract.

1.11 Public Records

Any material submitted by the proposer shall become the property of the City unless otherwise specified. During the evaluation of proposals and the selection of the Contractor, the proposals shall be confidential. After the selection process has been completed, the proposals shall be open to public inspection.

Proposals should not contain any information which the proposers do not wish to become public. If it is necessary to submit confidential information to comply with the terms and conditions of this RFP, each page containing confidential information should be clearly marked "**NOT FOR PUBLIC DISCLOSURE - CONFIDENTIAL TRADE SECRETS.**" The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and claims arising out of any public record request for such information shall be at the proposer's expense.

1.12 Tax ID Number

Proposals must state the proposer's Federal / State of Oregon Taxpayer Identification Number.

1.13 Recycled Products Statement

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposals, and the selected proposer shall continue the same practice in the performance of the contract work in accordance with ORS 279B.270.

1.14 Federal/State/Local Requirements

The selected proposer shall comply with all Federal, State and local laws, regulations, executive orders, and ordinances applicable to the work under this contract, including, without limitation, the provisions of ORS 279B.220, 279B.230, 279B.235, and 279B.270. In addition, proposers agree to comply with:

- a. Title VI of the Civil Rights Act of 1964;
- b. Section V of the Rehabilitation Act of 1973;
- c. The American with Disabilities Act of 1990 and ORS 659.425;
- d. All regulations and administrative rules established pursuant to the foregoing laws; and
- e. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations.

The proposer is subject to the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires the provision of Workers' Compensation coverage for all employees working under this contract. The City's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability, or political affiliation.

1.15 Payment

The contractor will detail the method of payment for the operation of the relevant systems and will describe in detail how any reimbursements or upfront costs will be handled. The payment structure for camera operations will be detailed. The contract duration and renewal terms will also be detailed. As stated previously only citation-based billing structures will be accepted.

No camera, pole, or approach rental charge system is acceptable to the city of Newberg. Fees must be based upon the number of citations issued or a share of the revenue generated to avoid the program running at a loss. Fee structures based upon monthly charges for camera, camera pole or approach rent, or other rental systems will be rejected. Only proposals based upon successful citations or revenue share will be acceptable for consideration.

SECTION 2 - SCOPE OF WORK

2.1 General

The City of Newberg is located approximately 24 miles southwest of Portland, on the northeast side of Yamhill County, Oregon. Four State routes, namely Highway 99W, OR-219, OR-18, and OR-240, weave through a network of City and County roads. Excessive high speed driving and poor driving are common in Newberg due to the unfortunate concentration of state highways bisecting town.

2.2 Invitation

The City of Newberg's Council has established a goal calling for an enhancement of community safety and the installation of red-light violation and excess speed mitigation cameras.

In 2022, work proceeded with Oregon's Department of Transportation (ODOT) to allow the city to employ these systems at one of our locations with the worst record of collisions and driving incidents.

In April and May of 2023, ODOT granted the City of Newberg permission to install automated safety cameras to ensure safe driving. The junction at OR-99W and Villa Rd. is currently authorized for red-light running and speed enforcement.

In addition to the first camera installation the city plans to install one to two more cameras at other locations once the initial unit has proven its worth.

2.3 City's Responsibility

The City will perform the following tasks:

1. Provide a Project Manager responsible for the overall project management and coordination between the contractor and the City, and with any of the City's other service providers.
2. Provide legal review of all contract documents, resolutions, and ordinances.
3. Provide any documents or record drawings upon request. If any of these documents or drawings are available and utilized, the contractor shall verify to ensure accuracy.
4. Make available City policies, regulations, guidelines, and records, such as as-built information and geographically referenced GIS maps, as available.
5. Assemble and transfer all required information and data, both hard copy and electronic, at no charge to the contractor.

SECTION 3 - PROPOSAL REQUIREMENTS AND EVALUATION

3.1 Proposal Submittal

To receive consideration, submit proposals in accordance with the following instructions:

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of the content.

The City, at its sole discretion, has the right to negotiate with any or all proposers regarding their proposals. Additionally, the City may reject or accept any or all proposals or parts thereof, submitted in response to this RFP.

The City will reject and not score any submission that contains a monthly rental fee or other rental period based upon the number of cameras, camera poles or camera approaches.

Additionally, the city will not pay for dismissed citations, the city will only pay for citations that actually lead to a conviction.

Successful bidders must be able to provide citations that match our design format to fully comply with Oregon law, see Appendix B & C.

The City recognizes that in the submittal of proposals, certain information is proprietary to the proposer and that the safeguarding of this information is necessary. Accordingly, the City will make every effort to prevent any disclosure of data supplied by any proposer where the proposer identifies those portions of its proposal that are proprietary. See **Section 1.11. Public Records**.

The proposal is due by the date and time identified in Section 1.1. proposals submitted after this time will not be accepted.

3.2 Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

3.3 Content of Proposals and Evaluation Criteria

All proposals shall include the information identified in the following table and be presented in the order as indicated. The total number of pages for the proposal shall not exceed 25 pages, including supplemental information. The evaluation criteria and maximum possible points are noted for each item of information. An explanation of each item appears immediately in the following subsections.

Note we have requested a copy of your standard operating contract used when you enter into agreements with municipalities. This **does not** count towards your page count limit.

CONTENT AND EVALUATION CRITERIA	SECTION REFERENCE SEE:	SCORING RUBRIC
Introductory letter	3.3.1	0 points
Capabilities and Approach	3.3.2	0 – 5 points
Price	3.3.3	40 – 50 points
References and Past Experience	3.3.4	0 – 10 points
Interoperability	3.3.5	0 – 10 points
Legal support	3.3.6	0 – 10 points
Response time	3.3.7	0 – 10 points
Understanding of deliverables	3.3.8	0 – 5 points
Standard contract example	3.3.9	0 points
TOTAL		100

All information shall be presented in separate sections in the proposal and labeled to match the headings above. Front and back covers, as well as section dividers are not counted in the page limit requirements.

Each page shall be 8-1/2” x 11”, (US Letter). When using double-sided printing, each side of the page is counted as one page.

3.3.1 Introductory Letter

The introductory letter shall include, but need not be limited to, the following information:

- The name of the firm, as well as the signature, printed name and title, telephone and email address of the officer authorized to represent the Contractor in any correspondence, negotiations and sign any contracts that may result.
- The address of the office that will be providing the service, a project manager’s name, telephone number, and email address.
- The Federal and State tax identification numbers, and the State of incorporation, if applicable, must also be included. The proposer may use this section to introduce the proposal or to summarize the key provisions of the proposal.

3.3.2 Capabilities & Approach

Proposers are encouraged to provide clear, concise proposals that contain only the information required to respond to the needs of this project. Identify and discuss:

- Services that may not have been mentioned and that should be considered for inclusion for the benefit of the project. This could include value-added or free features we should know about.
- Description of similar projects that have been undertaken in other jurisdictions.
- Standard approaches used by your firm to install and run automated traffic enforcement camera systems.
- Identification of the Proposer’s key personnel and staff who will be involved, and their experience regarding their roles in other like projects.

3.3.3 Price

Best price	50 points
2nd best price	45 points
3rd best price	40 points

3.3.4 References & Past Experience

The Proposer should include specific examples of relevant work completed in the last five years that best demonstrate the proposer's qualifications and abilities to accomplish the work in a professional, timely, and cost-effective manner.

The proposer **MUST** provide the city of Newberg with references from municipal or county settings with a population base greater than **25,000** residents. These references must be vetted with an identified point of contact (a staff member) willing to answer the city of Newberg's questions about your previous work.

Provide specific examples of work experience from camera projects of similar complexity and scope. Provide relevant references. References will be contacted as part of the evaluation. Please also provide your experience of working with state-level traffic agencies (like ODOT).

3.3.5 Interoperability

Can your product interface directly with Tyler Technologies Municipal Justice 10? Explain your response in detail, do not provide generalities. What experience do you have interfacing with Tyler Technologies products?

3.3.6 Legal support

Can you provide a legal expert witness at no cost to the City of Newberg to appear in person, (not virtually) at our court should this be required? The purpose of this will be to assist the defense of the city in any dispute about the effectiveness of the camera systems in the courtroom setting. Explain your response in detail.

3.3.7 Response time

From contract award and assuming full support from the City of Newberg and all needed easements what is the maximum time it will take you to have two camera installations up and running at two locations in Newberg?

3.3.8 Understanding of Deliverables

Please acknowledge your understanding of the deliverables that will be required by each citation. Explain how your firm can manage and transmit these deliverables. Explain the turnaround time for these deliverables.

The items are:

Appendix A	The XML data that must be transferred to Tyler Technologies.
Appendix B	An example of the documents that must be sent to the defendants.
Appendix C	An example of the documents that must be sent by email to the Newberg municipal courts email address.

3.3.9 Standard contract example

Provide the City of Newberg with a copy of your standard operating contract for our legal team to review. This element does not count towards the 25-page limit cited above.

Questions?

Any questions and their answers will be posted on the city website for all bidders to see at:

<https://cms3.revize.com/revize/newbergor/government/departments/engineering/here.php>

It is therefore incumbent upon any bidders to check this page regularly to see the results of other firms questions.

Appendix A

XML schema

On the next page is an example of the XML scheme that must be used to transmit data to Tyler Technologies Municipal Justice 10.

Additionally, you can download the XML file directly from the RFP page associated with this solicitation at:

<https://cms3.revize.com/revize/newbergor/government/departments/engineering/here.php>

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Appendix B

Defendant Documents

On the following pages are examples of the documents that must be sent to the defendants.

Additionally, you can download these documents as a standalone PDF file from the RFP page associated with this solicitation at:

<https://cms3.revize.com/revize/newbergor/government/departments/engineering/here.php>

OREGON UNIFORM CITATION AND COMPLAINT

Use For All Violations or Crimes Where Separate Complaint Will Not Be Filed / ORS
153.045 or 153.069

COMPLAINT AND SUMMONS

CITATION #

DA #

COURT #

☒ Violation(s) Or (not both) ☐ Crime(s)
☒ Traffic ☐ Wildlife ☐ Boating ☐ Commercial Fishing ☐ Other

In the Municipal Court for the City of Newberg for: Yamhill County:

STATE OF OREGON VS.

DEFENDANT

The undersigned certifies and says that the following person:

ID Type: ID No: Class: State:
Name: Last:

First MI

Address:

City: State: Zip:

Sex: Race: DOB: Telephone:

Height: Weight: Hair: Eyes:

☐ Emp. to Drive ☐ Def. is Passenger ☐ Def. is Pedestrian ☐ Def. is Bicyclist ☐ Other

TIME AND PLACE

On or about the following Time and Place in the above mentioned State and County:

Date / Time:

At or Near:

☐ Premises Open To The Public ☒ Highway

VEHICLE

Involving the following:

Type: PC Registration/Vin/ID # State:

Year: Make: Model:

Style: Color: 2nd Color:

Desc:

☐ Accident ☐ Property Damage ☐ Injury ☐ Endanger Other
☐ Commercial Vehicle ☐ Hazardous Material ☐ Driver not Registered Owner

OFFENSE(S)

Did then and there commit the following offense(s):

#1 Violated (ORS/ORD/RULE) : 811.265 Presumptive Fine:

Charge: Failure To Obey Traffic Control Device

☐ VBR ☐ Posted Limit Alleged Speed: Posted Speed: 0

☐ Pace ☐ Radar ☐ Laser ID #

☐ Highway Work Zone ☐ Posted School Zone ☐ Safety Corridor

☐ Intentional ☐ Knowing ☐ Reckless ☐ Criminal Negligence

☐ No Culpable Mental State

OTHER/EXPLAIN: ☐ Custody Report Done ☐ Video Evidence ☐ Vehicle Towed

SIGNATURE

I certify under ORS 153.045 and 153.990 and under other applicable law and under penalties for false swearing, do swear/affirm that I have sufficient grounds to and do believe that the above-mentioned defendant/person committed the above offense(s) and I have served the defendant/person with this complaint.

Signature of Officer _____

Officer Name #1: Officer ID#

Agency: City of Newberg

Officer Name #2:

Agency: Officer ID#

Date Issued:

YOUR COURT APPEARANCE DATE / TIME AND LOCATION

Date:

Location:

Reason You Received This Notice:

The City of Newberg uses automated cameras and sensor devices to record and photograph red light and speeding violations in an effort to reduce the number of accidents, injuries, and deaths. The enclosed images were taken automatically by an automated camera system.

The camera is connected to the traffic signal and is only activated when the light is red – not yellow or green. Vehicles crossing the stop line or entering the pedestrian crosswalk after the light turned red are detected automatically.

Camera units are also activated if they detect a vehicle going at a rate of speed of 11MPH or more over the posted speed limit.

A vehicle registered in your name was photographed running a red light or speeding.

Please read the instructions below regarding how to take care of this citation/summons.

View the Violation on the internet:

A video of the violation is available for viewing and can be accessed from any computer with internet access. It is recommended that you view the video before you proceed with a response.

To view the video: _____

Options:

1. **Appear in Court** on your registered Court date/time.
2. **Enter a plea of No Contest.** Choose this option on the back of the citation and return to the Court with the full fine amount prior to the Court date/time or submit a request for a payment contract. You may also appear at the Court during office hours prior to the court date/time to make payment in full or request a payment contract.
3. **Enter a plea of Not Guilty.** Choose this option on the back of the citation and return to the Court prior to the Court date/time or do this in person. The Court will set a future court date for the trial and provide you with a trial notice. Inquire of the Court if you are needing a Trial By Affidavit.
4. **Traffic School Request:** Qualified defendants may participate in a traffic safety program in exchange for a dismissal of the violation. To be eligible: no traffic citations were received with in the last two years, have not completed a traffic safety program in the last two years, and are not a Commercial Driver's License holder. If you feel you are eligible, contact the court to confirm eligibility and get a referral.
5. **Fill out the Certificate of Innocence form.** If you were not the driver of the vehicle at the time and location described on the citation, you may fill out the enclosed Certificate of Innocence form and return it along with a legible photocopy of the front and back of your driver's license. You must complete and return form to the court prior to the date/time the Citation requires you to appear. If your form and attachments are properly submitted, your citation will be dismissed. A Police Officer may review your

Certificate of Innocence form by comparing the photo red light photograph(s) with your driver's license photograph. If the Officer believes you were the driver at the time of the violation, a Citation/Summons will be reissued. If your form and attachments are not properly submitted, information is omitted, or you do not include a photocopy of the front and back of your driver's license, the citation will not be dismissed.

6. **Fill out a Non Liability form.** The Certificate of Non-Liability form requires you to identify the driver of the vehicle. You will need to complete and return the form to the court prior to the date/time the citation requires you to appear. When the court receives the completed form, the citation will be dismissed against the business or public agency. The information will be forwarded to the Police Department to review the information and possibly re-issued the citation/summons to the identified driver. Where the citation is issued to a business or public agency and you do not identify the driver, the citation/summons will not be dismissed.

If you do not respond to this citation/summons, a default judgment finding that you committed the traffic violation may be entered against you and ultimately your driver's license may be suspended. Any amount due may be forwarded to a Collection Agency.

Mail Correspondence or written appearance and make checks payable to:

Newberg Municipal Court

401 E. Third Street

Newberg, OR 97132

(503) 537-1241

**A COMPLAINT WILL BE FILED AGAINST YOU IN THE COURT
SHOWN AT THE TOP OF THIS CITATION.**

READ CAREFULLY

If the top of the citation shows you are charged with a:

A. CRIME, YOU MUST APPEAR at the court on the day and time written at the top.

B. VIOLATION, You must do ONE OF THE OPTIONS listed below:

OPTION #1

Enter a plea of no contest and pay the court the amount of the presumptive fine found under the section named **OFFENSE** located at the middle of this citation. If the court accepts your plea, the court may not impose a fine that is more than the amount of the presumptive fine.

Sign/date here: _____

(Signature)

(Date)

OPTION #2

Enter a plea of no contest and send a letter of explanation. You must do **ALL** of the following **BEFORE** the day and time this citation requires you to appear in court. If you respond by mail, the mail must arrive at the court before you are required to appear.

1. Sign/date here: _____

(Signature)

(Date)

2. **AND Send or take to the court this citation and the full amount of the presumptive fine;**

3. **AND Attach a written statement explaining the circumstances of the violation(s) charged.**

IMPORTANT: If you choose this option, you will make a written appearance and waive your right to a trial. The court may consider your written statement when establishing the amount of the fine. The court cannot impose a fine that is less than the minimum fine amount. If the court finds you guilty, the court may keep all or part of the money you pay. The court will not fine you more without giving you notice to come to the court for a hearing.

OPTION #3

Enter a plea of not guilty and request a trial by doing **ONE** of the following:

A. Go to the court ON OR BEFORE the day and time written at the top of this citation to plead not guilty and request a trial.

B. Submit a written request for a trial by doing **ALL** of the following **BEFORE** the day and time this citation requires you to appear in court. If you respond by mail, the mail must arrive at the court before you are required to appear.

1. Sign/date here: _____

(Signature)

(Date)

2. **AND Send or take to the court this citation by itself or with a written request for a trial.**

IMPORTANT: You have the right to a trial. The court will give you notice of the time and place when you **MUST** appear in person and may impose penalties if you do not appear. The court may require you to deposit money to assure your appearance if you failed to appear on any offense charges in the past. If the court finds at trial that you are guilty, the court cannot impose a fine that is less than the minimum fine amount. The court will not impose a fine if it finds you not guilty.

OPTION #4

Contact the court before the day and time this summons requires you to appear to determine if you qualify for a trial by declaration. If so, the trial will be based upon sworn, written statements. Future court appearances may not be necessary. If you do not qualify or the court does not offer this option, you must comply with one of the other options listed above.

NOTICE

1. IF YOU FAIL TO FOLLOW THESE INSTRUCTIONS, THE COURT MAY ISSUE A WARRANT FOR YOUR ARREST AND/OR may suspend your license if you fail to appear on a citation for a traffic offense.
2. THE COURT MAY SEND YOU A NOTICE AND REQUIRE YOU TO APPEAR AT THE COURT FOR A HEARING.
3. For traffic offenses, this record will be sent to the licensing authority of the state where you are licensed to drive to decide if a license suspension is appropriate.
4. For violations, you must notify the court and the prosecuting attorney's office before you are required to appear in court if you are going to have an attorney represent you.
5. For violations, if you do not pay the full presumptive fine amount in advance AND do not appear, the court may enter a conviction and a judgment against you for more than the presumptive fine and up to the maximum penalty allowed by law for the charged offense(s) including the maximum fines, restitution, and other costs.

PAYMENT OR CORRESPONDENCE BY MAIL: Do not mail cash. Make checks or money orders payable to the **Newberg Municipal Court**. Write your **CITATION** number on your check or money order. Questions? Call **(503) 537-1241**

Newberg Municipal
Court PO Box 970
Newberg, OR 97132

FOR CITATIONS ISSUED IN THE NAME OF A PERSON *NOT DRIVING* THE VEHICLE

Citation #: **(Citation Number)**

CITY OF NEWBERG
CERTIFICATE OF INNOCENCE FORM

Instructions

If you were not the driver of the vehicle at the time and location described in the citation, you may fill out the Certificate of Innocence form below and return it along with a legible photocopy of the front and back of your driver's license. If your form and attachments are properly submitted, your citation will be dismissed.

1. Read and fill out this form.
2. Photocopy your driver's license (front and back). Attach the photocopies to this form.
3. Mail the completed form and photocopies to:

**Newberg Municipal Court
401 E. Third Street
Newberg, OR 97132**

If you have any questions about this form or your citation, please call (503) 537-1203.

Important Note

A police officer may verify your Certificate of Innocence by comparing the violation photograph(s) with your driver's license photograph. If the officer believes the vehicle's registered owner was the driver at the time of the violation, a citation will be reissued. If a citation is reissued, you may not submit a Certificate of Innocence in response to the reissued citation.

Certificate of Innocence

I truly swear under the penalty of law that I was not the driver of the vehicle when it was detected in violation as detailed below:

DATE & TIME OF VIOLATION	LOCATION OF VIOLATION	LICENSE PLATE
(Date & Time)	(Location)	(License Plate)

DECLARATION

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

Signature: _____ **Date:** _____

Printed Name: _____ **Issued By: (Officer's Name)**

Be sure to attach a photocopy of the front & back of your driver's license.

FOR CITATIONS ISSUED IN THE NAME OF A BUSINESS

Citation #: (Citation Number)

CITY OF NEWBERG
CERTIFICATE OF NON-LIABILITY

Instructions

Complete the information below on the person actually driving the business vehicle. *Do not include payment for this citation*, as this document is certifying that you are not responsible for the citation.

1. Complete Section 1 OR Section 2 of this form.
2. Complete and sign the Declaration at the bottom of this form.
3. Mail the completed form to:

Newberg Municipal Court
401 E. Third Street
Newberg, OR 97132

Section 1

If you SOLD the business vehicle prior to the violation date, please indicate the new owner below.

New Owner's Name

Address

City, State, Zip

Section 2

If you OWN the business vehicle but were not driving at the time of the violation, please fill out the information below to identify the person driving the vehicle at the time of the violation.

No payments are due at this time.

Driver's Name

Driver's Address

City, State, Zip

Driver's License No: State

Date of Birth: _____

DECLARATION

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature: _____ **Date:** _____

Printed Name: _____ **Phone No:** _____

Appendix C

Court Documents

On the following pages are examples of the documents that must be sent to the Newberg Municipal Court.

Additionally, you can download these documents as a standalone PDF file from the RFP page associated with this solicitation at:

<https://cms3.revize.com/revize/newbergor/government/departments/engineering/here.php>

2012 Oregon Uniform Citation (UC) Form 6 Back of complaint/abstract pages of ALL citations.
(Ticket size needed 8" by 5")

RECORD AND: ☐ Circuit Court Register ☐ Justice Court Docket ☐ Municipal Court Docket

HANDLED BY: ☐ VIOLATIONS BUREAU ☐ COURT **BASED ON:** ☐ WRITTEN SUBMISSION ☐ APPEARANCE

DATE	EVENT/NOTES	INITIAL
	COMPLAINT FILED	
	WRITTEN RESPONSE RECEIVED	
	ARRAIGNED <input type="checkbox"/> MISD. <input type="checkbox"/> VIOL <input type="checkbox"/> 161.566 OR <input type="checkbox"/> 161.568 (reduction)	
	SECURITY RELEASE AT: \$ RECEIPT NO:	
	COURT/JURY TRIAL <input type="checkbox"/> (WAIVED)	
	CRIMINAL RIGHTS GIVEN	
	ATTORNEY: OSB # <input type="checkbox"/> (WAIVED)	
	WARRANT ORDERED: ISSUED:	
	DIVERSION AGREEMENT:	
	CONTINUED TO: REASON:	
	<input type="checkbox"/> ORS 135.355 CONDITIONAL PLEA	

The attached additions to this record/register are incorporated by reference, see page(s): ☐ 1 (by _____); ☐ 2 (by _____)

JUDGMENT OF THE COURT (SUBMIT ABSTRACT COPY UNDER ORS 153.111)

OFF #	RESPONSE/PLEA	CHANGE PLEA	FINDING	DETERMINATION	OFFENSE SITE	TYPE	CLASS
1	G NG NC FTA		G NG	C A Dism		V M	A B C D Oth
2	G NG NC FTA		G NG	C A Dism		V M	A B C D Oth
3	G NG NC FTA		G NG	C A Dism		V M	A B C D Oth

DISPOSITION: ☐ 137.533 Deferred Sentence ☐ Sent.Imp.Sus. ☐ Dr. Priv. Susp. _____ (Time) Conv. Spd. _____
JAIL: _____
Probation/Other: _____

The attached additions to this judgment are incorporated by reference, see page(s): ☐ 1 (by _____); ☐ 2 (by _____); ☐ 3 (by _____).

MONEY JUDGMENT	OFFENSE 1		OFFENSE 2		OFFENSE 3	
MONEY OBLIGATION	IMPOSE	SUSPEND	IMPOSE	SUSPEND	IMPOSE	SUSPEND
FINE						
COSTS						
RESTITUTION						
TOTALS						

TOTAL AMOUNT TO PAY THAT IS *NOT* SUSPENDED (FROM OFFENSES, 1, 2, AND 3) \$ _____

TERMS OF PAYMENT: _____

☐ All moneys, including suspended moneys, become due immediately under ORS 153.090(4) if nonsuspended moneys not paid in accordance with terms of payment.

The attached additions to this MONEY judgment are incorporated by reference, see page(s): ☐ 1 (by _____); ☐ 2 (by _____).

Judgment Creditor: ☐ State of Oregon ☐ Other _____
Judgment Debtor: ☐ Defendant ☐ Other _____

Date _____

Signature of: ☐ Judge (☐ Violations Clerk, where allowed) _____

OREGON UNIFORM CITATION AND COMPLAINT

Use For All Violations or Crimes Where Separate Complaint Will Not Be Filed / ORS
153.045 or 153.069

COMPLAINT AND SUMMONS

CITATION #

DA #

COURT #

☒ Violation(s) Or (not both) ☐ Crime(s)
☒ Traffic ☐ Wildlife ☐ Boating ☐ Commercial Fishing ☐ Other

In the Municipal Court for the City of Newberg for: Yamhill County:

STATE OF OREGON VS.

DEFENDANT

The undersigned certifies and says that the following person:

ID Type: ID No: Class: State:

Name: Last:

First

MI

Address:

City: State: Zip:

Sex: Race: DOB: Telephone:

Height: Weight: Hair: Eyes:

☐ Emp. to Drive ☐ Def. is Passenger ☐ Def. is Pedestrian ☐ Def. is Bicyclist ☐ Other

TIME AND PLACE

On or about the following Time and Place in the above mentioned State and County:

Date / Time:

At or Near:

☐ Premises Open To The Public ☒ Highway

VEHICLE

Involving the following:

Type: PC Registration/Vin/ID # State:

Year: Make: Model:

Style: Color: 2nd Color:

Desc:

☐ Accident ☐ Property Damage ☐ Injury ☐ Endanger Other
☐ Commercial Vehicle ☐ Hazardous Material ☐ Driver not Registered Owner

OFFENSE(S)

Did then and there commit the following offense(s):

#1 Violated (ORS/ORD/RULE) : 811.265 Presumptive Fine:

Charge: Failure To Obey Traffic Control Device

☐ VBR ☐ Posted Limit Alleged Speed: Posted Speed: 0

☐ Pace ☐ Radar ☐ Laser ID #

☐ Highway Work Zone ☐ Posted School Zone ☐ Safety Corridor

☐ Intentional ☐ Knowing ☐ Reckless ☐ Criminal Negligence

☐ No Culpable Mental State

OTHER/EXPLAIN: ☐ Custody Report Done ☐ Video Evidence ☐ Vehicle Towed

SIGNATURE

I certify under ORS 153.045 and 153.990 and under other applicable law and under penalties for false swearing, do swear/affirm that I have sufficient grounds to and do believe that the above-mentioned defendant/person committed the above offense(s) and I have served the defendant/person with this complaint.

Signature of Officer _____

Officer Name #1: Officer ID#

Agency: City of Newberg

Officer Name #2: Officer ID#

Agency:

Date Issued:

YOUR COURT APPEARANCE DATE / TIME AND LOCATION

Date:

Location: