



COBURG CITY COUNCIL

ACTION ITEM

Wastewater Capacity Planning Assistance Professional Services Contract

Meeting Date	Staff Contact	Email
March 12, 2024	Adam Hanks, City Administrator Brian Harmon, Public Works Director	Adam.Hanks@ci.coburg.or.us Brian.Harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

The adopted FY23-24 budget includes \$65,000 appropriated for a Wastewater Facilities Plan. At its January 9, 2024 meeting in its role of Local Contract Review Board, Council approved the utilization of a sole source procurement process to obtain the services of Kennedy Jenks for Wastewater Facility planning services.

Staff subsequently met and collaborated with Kennedy Jenks in the development of a more limited scope capacity evaluation for the City's waste water system resulting in a proposed contract totaling \$33,398.

Suggested Motion

I move to approve the proposed Wastewater Capacity Planning Assistance contract between the City of Coburg and Kennedy Jenks in the amount of \$33,398 and authorize the City Administrator to execute the contract.

BACKGROUND

The City of Coburg previously secured the services of Kennedy Jenks Consultants to complete its Wastewater Master Plan. The originally proposed Wastewater Facilities Plan Update was determined to be unnecessarily broad in its scope to accomplish the current informational and analysis needs of the City regarding near and mid-range infrastructure improvements.

The proposed contract scope of work targets the professional services of Kennedy Jenks on system capacity evaluation followed by assistance and recommendation to staff (and ultimately Council) for future capital improvements.

RECOMMENDATION AND ALTERNATIVES

Staff recommends approval of this professional services contract for wastewater system capacity planning services performed by Kennedy Jenks consistent with the scope of work outlined in the proposed contract.

BUDGET / FINANCIAL IMPACT

The Wastewater Facilities Plan is included in both the City's adopted Capital Improvements Plan (CIP) and its FY23-24 Adopted budget, with an appropriation set at \$65,000. The proposed contract is \$33,398 providing savings that will remain in the Wastewater Capital Improvements Fund and if, as now expected, the funds are not expended by the end of fiscal year 2024, will then become a component of the ending fund balance that is carried forward and reappropriated for fiscal year 2025.

PUBLIC INVOLVEMENT

The sole source procurement request and approval was completed as a public hearing and the originally appropriated \$65,000 was proposed and approved through the FY24 budget process.

NEXT STEPS

Upon authorization, staff will execute the proposed contract, provide Kennedy Jenks with initial data requests and provide project oversight throughout the completion of the project scope of work.

ATTACHMENTS

1. Draft Contract with Kennedy Jenks dated February 28, 2024