TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Founded 1876
Incorporated 1899

STAFF SUMMARY REPORT

FROM:	Brett Klein, Town Manager/Clerk
ITEM:	**Item: Consider Proposal Agreement with Willdan to Provide a Water and Wastewater Rate Analysis and Update**
MEETING DATE:	November 10, 2026

Summary:

As a result of the WWTP bids coming in twice what the original estimates indicated, and the subsequent need for the Town to incur additional borrowing to complete the WWTP improvements, it is necessary to conduct an update to our water and wastewater rate analyses. This is both a requirement of the grant / loan from USDA and to conduct capital improvement and budget planning.

Dan Jackson of Willdan has completed the past several studies for the Town, and both the Council and staff have been pleased with the services rendered. Mr. Jackson is quite familiar with our system and fee structure, as well as having a strong familiarity with our local neighboring communities and municipalities throughout the State. Just a few years ago we solicited proposals for our initial rate analysis utilizing the engineer's opinion of probable cost. There were only two received as there are very few vendors in the entire southwest region of the United States that provide this service. Due to these facts, staff recommend a sole source procurement and engaging with Mr. Jackson of Willdan.

Fiscal Impact:

$18,000, all of which is eligible for reimbursement through USDA.

Recommendation:

Staff recommend approval and to start the analysis at Mr. Jackson's earliest convenience for planning purposes.