



STAFF REPORT

Meeting Type:	City Council
Meeting Date:	December 18, 2023
From:	Jennifer Coker, Public Works Director
Subject:	Contract Approvals: On-Call Engineering Contracts for Wastewater Facility Minor Upgrades

DECISION TO BE MADE:

Whether to authorize the City Manager to execute contracts for On-Call Engineering Services for Wastewater Facility Minor Upgrades.

BACKGROUND / CONTEXT:

On-Call Engineering contracts are typically used by utilities to complete an ongoing body of work required to continuously maintain, repair and upgrade treatment plant assets. The contracts provide a flexible menu of services targeting smaller or minor upgrades, such the utility may negotiate task orders for engineering projects on an as-needed basis. The on-call engineering contracts have a limited duration, maximum task order amount and total fee. Utilities typically have several contracts to choose from which allow them to choose from different subject matter experts and firms that have engineering availability to complete urgent projects.

With the completion of the first phase of the Sandy Clean Waters Program, the City is moving into the second phase targeting additional treatment capacity. The on-call engineering projects are intended to target the next set of immediate need projects at the wastewater treatment plant (WWTP) to maintain NPDES compliance and expand treatment capacity.

The intention is for the minor upgrade projects to be constructed in 2024 and 2025. Once the facility plan amendment is completed, the City will issue a request for proposals for the large treatment plant expansion project, targeted for construction in 2026-2027. On-call engineering contracts will allow the City to continue to complete projects while waiting for the larger upgrade to gain treatment capacity, wisely invest grant funds that have expiration dates, and continue to address immediate needs to stabilize the treatment plant and maintain NPDES permit compliance.

KEY CONSIDERATIONS / ANALYSIS:

Six engineering firms responded to the request for proposals. Proposals were evaluated and ranked by City staff and by the program management team, Stantec. It was determined that Carollo Engineers Inc, Kennedy Jenks, and Keller Associates were the highest-ranking firms. Two firms have recent history with the City. Currently, Kennedy/Jenks is completing the WWTP Facility Plan Amendment and Keller Associates completed the urgent repair of the Sandercock Reservoir.

BUDGET IMPACT:

The Sandy Clean Waters WWTP minor upgrade projects are identified in the sewer utility capital appropriations for the BN 23-25 budget and are financed from both the \$14.7 million ARPA grant funds and Clean Water State Revolving Fund Loan 3. Repayment will be made from sewer rate revenues, which is included in the current sewer rate model.

The contracts are limited to a total maximum fee of \$1,000,000 per consulting engineering firm and are limited to a maximum task order of \$500,000. As is the case with on-call contracts, the City is not obligated to spend any of the funds; rather, the engineering services will be used on an as needed basis to prioritize rehabilitation, repair, and modification projects at the wastewater treatment plant to maintain compliance with the NPDES permit, expand capacity, and target completion of projects to expend all of the ARPA grant funds before they expire in September of 2025.

RECOMMENDATION:

Authorize the City Manager to execute contracts with Carollo Engineers Inc, Kennedy Jenks, and Keller Associates for a maximum total fee of \$3,000,000 (\$1,000,000 per consulting engineering firm).

SUGGESTED MOTION LANGUAGE:

"I move to authorize the City Manager to execute On-Call Engineering Services contracts for wastewater facility minor upgrades with Carollo Engineers Inc, Keller Associates, and Kennedy/Jenks; as recommended in the staff report."

LIST OF ATTACHMENTS / EXHIBITS:

- RFP
- Contract: Carollo Engineers Inc.
- Contract: Keller Associates
- Contract: Kennedy Jenks