

# COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Mouhamad Zaher, Public Works Director	
<b>Date:</b>	December 6, 2023	
<b>Subject:</b>	Professional Engineering Design Services for Wastewater Collection System Capacity Improvements	

**Background:** An update to the City’s Wastewater Master Plan (WWMP) was adopted in November 2021 and is the first complete study carried out on the City’s entire sanitary sewer collection system since 1989, when the population was 7,500. The study revealed the majority of the City’s public sewer system is undersized for the current flows observed and is inadequate to safely convey flows due to the increased flows from continuing population growth without the corresponding system upgrades and from continuing inflow and infiltration (I/I) into the sewer system, both of which greatly increases the risk of sanitary sewer overflows in the collection system. The intent of the Wastewater Collection System Capacity Improvements project is to upsize sanitary sewer mains in the Middle Trunk (Sewer Basin 4), the Interceptor (Sewer Basin 5), and the South Trunk (Sewer Basin 6) which will be capable of conveying anticipated peak hour flows, and that will improve capacity, reduce Sanitary Sewer Overflows (SSOs), create system reliability and resiliency, and foster continued development in the UGB.

In June, the City was awarded a \$2.5 million Community Development Block Grant (CDBG) from Business Oregon for the sewer system improvements. Funds will be used for design, engineering, environmental review, and permitting for the project. The construction of the new trunk sewer mains will be funded through an Oregon Department of Environmental Quality (DEQ) Clean Water Revolving Loan Fund for construction with a budget up to \$16.4 million and up to \$4.5 million in loan forgiveness.

On October 4, 2023, the City advertised Request For Proposals #S-679 for professional engineering services for the Wastewater Collection System Capacity Improvements project. On November 7, 2023 the City received a total of three (3) proposals in response to the RFP. Proposals were received from the following firms: Consor, Keller Associates, and Tetra Tech.

The Proposal Selection Committee, comprised of City staff, reviewed each of the proposals individually and met together on November 6, 2023, to evaluate and discuss the proposals. Proposals were evaluated per the RFP’s Evaluation Criteria to narrow the selection to two proposers. The two shortlisted firms were Keller Associates and Consor. On November 17, 2023 the Proposal Selection Committee interviewed Keller Associates and Consor. Proposals were again evaluated per the RFP’s Evaluation Criteria, including the interview and cost proposal, and Consor was determined to be the most qualified and highest-ranking proposer for the project.

**Recommendation:** Award the project for Professional Engineering Design Services for Wastewater Collection System Capacity Improvements to Consor and authorize the Public Works Director to negotiate a final Scope of Work and cost based on the firm’s proposal.



November 20, 2023

## Notice of Intent to Award Contract

### PROFESSIONAL ENGINEERING DESIGN SERVICES FOR WASTEWATER COLLECTION SYSTEM CAPACITY IMPROVEMENTS, RFP NO. S-679

The City of St. Helens received a total of three (3) proposals on November 2nd, 2023 in response to the RFP for Professional Engineering Design Services for Wastewater Collection System Capacity Improvements from the following firms, listed in alphabetical order,

- Consor
- Keller Associates
- Tetra Tech

Two (2) of the firms, Consor and Keller Associates, were shortlisted, interviewed, and evaluated by the Proposal Selection Committee on November 17th, 2023. After a careful review and recommendation by the Proposal Selection Committee, the City intends to award the contract to Consor as the most qualified and highest-ranking proposer for the project. The project will be awarded at the December 6th, 2023 Council Regular Session following a presentation to the City Council at the Work Session.

This Notice of Intent to Award does not constitute the formation of a contract between the City of St. Helens and the apparent successful Proposer and is subject to execution of a written contract. If the apparent successful Proposer fails to execute a contract with the City of St. Helens, the City may revoke the award and award the contract to the next highest-ranking proposer. The City of St. Helens further reserves the right to cancel this notice of intent to award at any time prior to the execution of a written contract.

Any Proposer who responded to the solicitation and claims to have been adversely affected or aggrieved by this award decision shall have the opportunity to submit an appeal of contract award decision as outlined in the RFP under Section 4.10.3. Appeals shall be in writing and shall specify any grounds upon which the protest is based. Protest may be submitted to Sharon Darroux, Engineering Manager at the address below or emailed to [sdarroux@sthelensoregon.gov](mailto:sdarroux@sthelensoregon.gov). The seven (7) calendar day protest period ends at 5:00 PM, November 27th, 2023.

Thank you,

Mouhamad Zaher  
Public Works Director