

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, City Engineer	
Date:	5 May 2021	
Subject:	Consultant Selection for Water System Master Plan Update	

Background:

The last update to the City's Water Master Plan and Water Management and Conservation Plan was completed and adopted in 2013. Since this time, several improvement projects have been completed. The City has experienced growth and is in the process of actively marketing several large properties for development. These potential development properties could include a variety of uses, including residential, commercial, and light industrial.

In the spring of 2021, a Request for Proposals was issued for consulting services to provide an updated master plan for the water system. Four excellent proposals were received from the following firms:

- ✓ Keller and Associates, Salem Oregon
- ✓ Stantec Consulting Services, Inc., Portland, Oregon
- ✓ Tetra Tech, Inc., Portland, Oregon
- ✓ Windsor Engineers, Vancouver, Washington

After reviewing the proposals, interviewing the consultant team members via Zoom, and contacting references on past projects, Keller and Associates was determined to have the experience and resources to provide the information and quality master plan that the City desires. The master plan update is identified in the Capital Improvement Plan in the 2020/2021 Budget and the project will carry over through 2021/2022.

Recommendation:

Award the Water Master Plan update project to Keller and Associates and authorize the Public Works Director to negotiate a final Scope of Work and cost based on the Consultant's proposal. The final contract will come back to the Council for approval at a future meeting.