



REQUEST FOR COUNCIL ACTION

Title: Engineer of Record Water Master Plan task order amendment

Preferred Agenda: July 26, 2022

Submitted By: Trish Rice, Engineering Tech 2

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution ____ Motion ____ Roll Call X Other ____

Relevant Code/Policy: N/A

Towards Council Goal: 1.1 Develop specific steps for implementation of the adopted infrastructure master plans.

Attachments: Engineer of Record Task Order 10, Water Master Plan
Engineer of Record Task Order 10 Amendment 1 proposal

Purpose of this RCA:

Staff is requesting Council authorization to accept West Yost Associates' requested amendment to the Water Master Plan task order for an additional \$10k.

Background/Context:

The City contracted with West Yost Associates for Engineer of Record services in September 2020 based on a qualifications-based selection process. Projects are assigned to West Yost via task orders, which are reviewed and approved individually.

Staff approved Task Order 10, "*Water Master Plan*" on September 28, 2021, for the not-to-exceed price of \$150,990. This project evaluates the current water system's existing condition and future needs, and identifies needed improvements for present & future development. During the course of this work West Yost discovered that an alternate method of forecasting population growth would better suit the City's needs, but would require some additional design at a cost of \$10,000, bringing the total project to a not-to-exceed budget of \$160,990.

The Challenge/Problem:

Providing an accurate and cost-effective master plan that reasonably forecasts the City's future water system needs.

Stakeholders:

- City Residents. Residents are the customers who deserve good service with the highest return on their taxes and fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.

- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Public Works Department Staff. This project will identify major needs & improvements to the water system which has some operational issues such as undersized pipes and poor delivery pressures, and has many assets beyond their serviceable lifespan. Staff spends significant time fixing leaks and fighting with system inefficiencies.
- Management Team. Comprised of five department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.
- Oregon OHA. The Oregon Health Authority reviews & approves local water master plans.

Issues and Financial Impacts:

The project is currently \$62,802.12 spent. \$30,000 was carried into the current budget year for this project based on projections during budget planning, however the projections were not met so the carried budget is no longer sufficient to complete the project. Staff will re-allocate necessary funds from the EZ Valve Installation line item (\$35k available) and/or ARPA funds remaining from the 9th Ave small diameter project (approx. \$300k available). There are adequate funds available for the requested amendment.

Elements of a Stable Solution:

Providing an accurate and cost-effective master plan that reasonably forecasts the City's future water system needs.

Options:

1. Move to authorize staff to execute Task Order 10 Amendment 1.
2. Do nothing. Not recommended.
3. Request more information or give staff other direction.

Recommendation:

Staff recommends Option 1, Move to authorize staff to execute Task Order 10 Amendment 1.