



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 18, 2026		<b>Subject: Resolution No. 3267</b> Authorizing the City Manager to execute a Professional Services Agreement with Jacobs Engineering Group Inc. for the Wastewater Treatment Plant Aeration Basin Expansion Project (Capital Improvement Project No. 2113)  <b>Staff Member:</b> Zach Weigel, PE, City Engineer  <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): 2023 Wastewater Treatment Plant Master Plan – Project #3	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A City of Wilsonville Resolution approving a Professional Services Agreement (PSA) with Jacobs Engineering Group Inc. in the amount of \$298,871 for the Wastewater Treatment Plant (WWTP) Aeration Basin Expansion (Project), Capital Improvement Project (CIP) No. 2113.

**EXECUTIVE SUMMARY:**

The 2023 Wastewater Treatment Plant (WWTP) Master Plan identified the need to expand the Aeration Basin (AB) facility treatment capacity in order to accommodate anticipated growth within the City, while continuing to protect public health and the environment. The AB facility is the heart of the secondary wastewater treatment process, where organic wastes are broken down and harmful contaminants are removed.

The existing AB facility consists of three basins and six blowers to provide the necessary secondary wastewater treatment. To expand the AB capacity, the WWTP Master Plan identified a project to add a fourth basin and a seventh blower to the AB facility. In addition, geotechnical foundation mitigation to improve the seismic resilience of the AB facility is included as part of the expansion work.

Prior to proceeding with AB expansion design, the project team will evaluate alternatives for increasing AB capacity through various process intensification technologies. The AB expansion alternative that best meets the long-term treatment capacity needs at the most economical cost will be carried forward to final design and construction.

Staff issued a Request for Proposals (RFP) in October 2025 for professional engineering services for the Project, including alternatives evaluation, design, construction document preparation, bidding assistance, and construction administration and inspection. Four proposals were received by the October 29, 2025 due date. Staff evaluated the submitted proposals and determined that Jacobs Engineering Group Inc. (Jacobs) was qualified to perform engineering consulting services for the Project.

Resolution No. 3267 authorizes Phase I Project work, consisting of an AB expansion alternatives evaluation. Once a preferred AB expansion alternative is identified, subsequent PSA amendments will be defined and fee negotiated with Jacobs for the following phases of work:

- Phase II – Engineering Design and Construction Document Preparation
- Phase III – Construction Engineering Services

**EXPECTED RESULTS:**

The Project will provide capacity expansion for the secondary treatment process at the Wilsonville WWTP, meeting applicable discharge permit requirements for treatment of existing and future wastewater flows anticipated through the year 2038.

**TIMELINE:**

The alternatives evaluation phase of the Project, scheduled to be completed by December 2026, will determine the preferred approach to providing increased secondary treatment capacity. Once the preferred alternative is selected, the design phase will begin and is expected to be completed in the spring of 2028. Construction is anticipated for completion by the end of 2029.

**CURRENT YEAR BUDGET IMPACTS:**

The Fiscal Year 2025-26 (FY26) budget for Capital Improvement Project (CIP) No. 2113 includes \$2,745,600 in funding through an Oregon Department of Environmental Quality (DEQ) – Clean Water State Revolving Fund loan, sufficient for the \$298,871 contract amount. The Project is included in the City’s five-year capital improvement plan and will carry into subsequent fiscal years.

**COMMUNITY INVOLVEMENT PROCESS:**

The Aeration Basin Expansion Project was identified as a high priority project through the 2023 WWTP Master Plan, which included an extensive community involvement through public open house events, City-wide mailings, and Planning Commission and City Council work sessions and a public hearing.

Staff will provide regular Project updates on the City website as the project progresses. After completion of the initial alternatives evaluation, interested community members will be engaged during the design phase through planned open house meetings and a “Let’s Talk, Wilsonville!” webpage. Project information will be communicated to surrounding property owners, residents, and businesses through articles in the Boones Ferry Messenger, social media, mailers, and door hangers.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Treated wastewater effluent is essential to protecting public health and the environment in accordance with state and federal requirements. This Project will ensure adequate secondary wastewater treatment capacity through the year 2038.

**ALTERNATIVES:**

The project team will analyze several alternatives for expanding secondary treatment capacity at the WWTP as part of the Project to determine the best approach to meeting the City’s current and future wastewater treatment needs.

Council could direct staff to modify the proposed PSA scope of work and renegotiate the fee or reject the contract and cancel the project altogether. These alternatives are not recommended due to the increased risk of exceeding available secondary wastewater treatment capacity as the City continues to grow. Project delay could also jeopardize the City’s project funding through Oregon DEQ.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Location Map
2. Resolution No. 3267
  - A. WWTP Aeration Basin Expansion Professional Services Agreement