



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: March 20, 2023		Subject: Resolution No. 3051 Authorizing the City Manager to Execute a Professional Services Agreement with Water Systems Consulting, Inc. to provide Capital Project Engineering Services assistance to the Wilsonville Engineering Division. Staff Member: Zach Weigel, P.E., City Engineer Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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 Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving a Professional Services Agreement (PSA) with Water Systems Consulting, Inc. (WSC) in the amount of \$503,275.00 for capital project engineering services assistance to the Wilsonville Engineering Division.

EXECUTIVE SUMMARY:

The Wilsonville Engineering Division is responsible for administering the City’s Capital Improvement Program (CIP), overseeing, or assisting with the planning, design, and construction of 64 public infrastructure projects, totaling \$81.2 million in Fiscal Year (FY) 2022-23. Over the last three months, the City has found itself in a very challenging job market and has not been able to fill the two open Civil Engineer positions within the Engineering Division. The Civil Engineer positions are responsible for management of Wilsonville CIP projects. Due to the continued vacancies, and with no real prospects, the Engineering Division has enlisted the assistance of a qualified professional engineering consulting firm, WSC, to help administer CIP projects as assigned. WSC will help keep the CIP on schedule until such time the City is able to fill the two Civil Engineer positions.

In response to the City’s Request for Proposals (RFP) for professional engineering services, two proposals were received by the January 17, 2023 due date. Staff evaluated the submitted proposals and determined that WSC is the most qualified to perform the capital project engineering services for the City.

EXPECTED RESULTS:

WSC will assist the Wilsonville Engineering Division in administration of CIP projects as assigned, advancing needed public infrastructure projects to serve anticipated growth and replacement of aging and deficient facilities on schedule.

TIMELINE:

The professional services agreement for capital project engineering services with WSC is through December 31, 2023 with the option to extend services as needed. As the vacant Civil Engineer positions are filled, the assistance provided by WSC will be reevaluated and adjusted as needed until such time the assistance no longer necessary.

CURRENT YEAR BUDGET IMPACTS:

The fee proposal by WSC assumes one full-time staff equivalent to provide capital project engineering services, estimated at \$503,275.00. Payment will be for actual work on a time and material basis performed by WSC on assigned CIP projects. The cost for capital project engineering services will be billed against each CIP project budget for which work was performed.

COMMUNITY INVOLVEMENT PROCESS:

The capital project engineering services includes public engagement tasks on each assigned CIP project.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The capital project engineering services to be provided by WSC will assist the Wilsonville Engineering Division in keeping the CIP on schedule. As a result, the Wilsonville community will benefit from public infrastructure improvements that meet the demands of growth and replacement of aging and deficient facilities, helping to ensure safe and reliable systems.

ALTERNATIVES:

Council can decide not to authorize a Professional Services Agreement with WSC and wait until the vacant Civil Engineer positions are filled to advance CIP projects. This action would result in delay of a number of CIP projects for an unknown period of time and is not recommended.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3051
 - A. Capital Projects Engineering Support Professional Services Agreement