



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 20, 2026		Subject: Resolution No. 3275 Authorizing The City Manager To Execute A Personal Services Agreement With Carollo Engineers, Inc. For Owners' Representative Services For The Water Treatment Plant Operations And Maintenance Contract. Staff Member: Delora Kerber, Public Works Director Department: Public Works	
Action Required		Advisory Board/Commission Recommendation	
☒ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☒ Resolution ☐ Information or Direction ☐ Information Only ☐ Council Direction ☒ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
☐ Council Goals/Priorities:	☐ Adopted Master Plan(s):	☒ Not Applicable	

ISSUE BEFORE COUNCIL:

City of Wilsonville Resolution to approve the selection process, and award a personal services agreement to Carollo Engineers, Inc. in the amount of \$650,000 for services as an Owners' Representative for the Water Treatment Plant Operations and Maintenance contract.

EXECUTIVE SUMMARY:

The Willamette River Water Treatment Plant provides drinking water to the Cities of Wilsonville and Sherwood. The plant began operations in 2002 and is co-owned by the City of Wilsonville and Tualatin Valley Water District. Veolia Water North America – West, LLC currently provides operations and maintenance (O&M) of the plant on behalf of the owners', and their O&M contract expires on June 30, 2028.

The City will be rebidding the O&M contract for the treatment plant and based on the complexity, technical expertise and critical attention to detail needed to deliver this multi-layered project, staff are pursuing the use of Owners' Representative (OREp) services.

Acting as a technical and strategic advisor, the ORep will assess the owners' needs, develop procurement documents and guide a fair, transparent and regulatory-compliant competitive selection process. The ORep will facilitate the evaluation of vendor proposals, support interviews and contract negotiations and oversee the transition to the selected operator.

Solicitation for sealed competitive proposals for Owner's Representative Services occurred in the Daily Journal of Commerce and the City's website on April 1, 2026. On April 29, 2026, the City received three proposals in response to the City's solicitation.

The Selection Review Committee reviewed and evaluated the proposals and Carollo Engineers was selected to provide Owner's Representative Services for this project. A detailed scope of work was prepared, and the fee for the scope was negotiated and found to be acceptable and appropriate for the services to be provided

EXPECTED RESULTS:

This contract will provide for the needed day-to-day project management, coordination and technical expertise needed for a project of this complexity.

TIMELINE:

This project will conclude June 30, 2028.

CURRENT YEAR BUDGET IMPACTS:

Funding for Owner's Representative Services for the Operations and Maintenance Contract solicitation is included in fiscal year 2026-27budget.

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Using an Owners' Representative for the rebidding of the Operations and Maintenance contract will help ensure the best value is obtained for the O&M services for the water plant.

ALTERNATIVES:

Council could direct staff to proceed with solicitation of Operations and Maintenance services for the water treatment plant without an Owner's Representative which would delay the delivery of this project.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3275
 - A. Personal Services Agreement for services for Owners' Representative - Water Treatment Plant O&M Contract.