



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date: June 19, 2023</b>		<b>Subject: Resolution No. 3074</b> Authorizing the City Manager to Execute a Seventh Amendment to the Professional Services Agreement with Carollo Engineers for the Wastewater Treatment Plant Master Plan (CIP #2104)  <b>Staff Member:</b> Mike Nacrelli, PE, Senior Civil 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 Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Improve the City's Emergency Preparedness	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A City of Wilsonville Resolution approving a seventh amendment to the Professional Services Agreement (PSA) with Carollo Engineers in the amount of \$41,823 for the Wastewater Treatment Plant Master Plan (CIP #2104) project (Project).

**EXECUTIVE SUMMARY:**

Completed in 2014, the Wilsonville Wastewater Treatment Plant (WWTP) was rebuilt and expanded to include modern wastewater treatment technology, new odor control systems, and increased capacity of 4 million gallons a day to accommodate Wilsonville's projected growth. As part of the WWTP expansion project, the existing 2004 Wastewater Facility Plan was updated with a series of technical memoranda, but no formal WWTP master plan was adopted.

As part of a sewer rate analysis in 2018, staff identified a need to update the WWTP master plan and revise the flow and load projections based on current population growth, comply with current and anticipated regulatory requirements and create a new WWTP capital improvements plan, including a construction schedule and cost estimates.

Staff issued a Request for Proposals (RFP) in December 2019 for professional engineering services for the WWTP Master Plan project. Three proposals were received by the January 16, 2020 due date. Staff evaluated the submitted proposals and determined that Carollo Engineers was qualified to perform engineering consulting services for the Project. On May 4, 2020, Council adopted Resolution No. 2798 authorizing the execution of a Professional Services Agreement with Carollo Engineers to complete the Project.

The analyses completed to date have identified potential seismic vulnerabilities and hydraulic capacity limitations that warrant more detailed evaluations. The additional WWTP seismic analysis is needed to meet the Council 2023-2025 goal:

*"Improve the City's Emergency Preparedness: Strategy 1 – Develop an infrastructure resiliency plan and reprioritize and fund recommended projects."*

The purpose of this amendment is to incorporate these additional seismic and hydraulic evaluations into the WWTP Master Plan, along with any resulting modifications to the recommended capital improvements.

**EXPECTED RESULTS:**

The results of the updated seismic and hydraulic analyses will be evaluated for any associated changes to the recommended WWTP capital improvements. The WWTP Master Plan will be adjusted accordingly to ensure the City is providing sufficient wastewater treatment capacity to accommodate projected growth, ensure infrastructure is resilient, and comply with anticipated regulatory requirements.

**TIMELINE:**

Findings of the WWTP Master Plan will be presented to Council in an August 2023 work session, followed by a Planning Commission Public Hearing in September 2023 and City Council Public Hearings in October 2023.

**CURRENT YEAR BUDGET IMPACTS:**

A supplemental budget adjustment will be required to add Sewer Operating and SDC funds to the project. In review of the sewer fund account balance, additional funds are available to support the increased cost of the Project.

**COMMUNITY INVOLVEMENT PROCESS:**

Previous public involvement efforts have included a *Let's Talk Wilsonville* page summarizing the project and soliciting public comments and virtual public open house held on September 28, 2022. In addition, City staff has reached out to the 10 largest commercial and industrial wastewater customers to share the content of the draft document and seek input. The Planning Commission and City Council public hearings will include additional public notifications.

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

The project will benefit the community by providing an updated capital improvement plan for the WWTP to serve a growing population and meet environmental regulations.

**ALTERNATIVES:**

Not proceeding with these additional analyses could result in less accurate planning and budgeting of capital improvements required to provide the necessary wastewater treatment capacity with seismically resilient infrastructure.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 3074
  - A. Seventh Amendment to Wastewater Treatment Plant Master Plan Professional Services Agreement