



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: November 21, 2022</p>	<p>Subject: Resolution No. 3011 Authorizing the City Manager to Execute a Fifth Amendment to the Professional Services Agreement with Carollo Engineers for the Wastewater Treatment Plant Master Plan (CIP #2104)</p> <p>Staff Member: Mike Nacrelli, PE, Senior Civil Engineer</p> <p>Department: Community Development</p>	
<p>Action Required</p> <p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input checked="" type="checkbox"/> Consent Agenda</p>	<p>Advisory Board/Commission Recommendation</p> <p><input type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p>Comments: N/A</p>	
<p>Staff Recommendation: Staff recommends Council adopt the Consent Agenda.</p>		
<p>Recommended Language for Motion: I move to adopt the Consent Agenda.</p>		
<p>Project / Issue Relates To:</p>		
<p><input type="checkbox"/> Council Goals/Priorities:</p>	<p><input type="checkbox"/> Adopted Master Plan(s):</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving a Fifth Amendment to the Professional Services Agreement (PSA) with Carollo Engineers in the amount of \$34,445 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 waste water 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 assumed buildout service area for the Project has been the same as that used for the 2012 Water System Master Plan, the 2014 Wastewater Collection System Master Plan, and the 2017 Water Treatment Plant Master Plan. However, the 2018 Basalt Creek Concept Plan established a future boundary between Wilsonville and Tualatin that alters the buildout service area that would send flows to the Wilsonville WWTP. The purpose of this Amendment is to refine the buildout wastewater flows and loads in accordance with the Basalt Creek Concept Plan and to analyze the resulting impact on projected capacity needs at the WWTP.

EXPECTED RESULTS:

The updated flow and load projections will be evaluated for any associated changes to the recommended capital improvements at the WWTP, with respect to the estimated cost and schedule for completing the necessary upgrades.

TIMELINE:

A final WWTP Master Plan document will be submitted to the City and the Oregon Department of Environmental Quality for review by December 31, 2022. Findings of the WWTP Master Plan will be presented to Council in a January 2023 work session, followed by a Planning Commission Public Hearing in February 2023 and City Council Public Hearings in March 2023.

CURRENT YEAR BUDGET IMPACTS:

The amended budget for FY22/23 includes \$78,317 in Sewer Operating and Sewer System Development Charges (SDC) for CIP #2104. 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 will reach out to the 10 largest commercial and industrial wastewater customers to share the content of the 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 this additional analysis will result in less accurate forecasting of buildout wastewater flows and loads and the associated capital improvements required to provide the necessary wastewater treatment.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3011
 - A. Wastewater Treatment Plant Master Plan Fifth Amendment to Professional Services Agreement