



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 4, 2025		Subject: Resolution No. 3208 Authorizing the City Manager to Execute a Professional Services Agreement with Water Systems Consultants, Inc. to Provide Engineering Consulting Services for the Water Distribution System Master Plan Project (CIP No. 1154) Staff Member: Mike Nacrelli, PE, Senior Civil 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 checked="" type="checkbox"/> Adopted Master Plan(s): 2012 Water System Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving a Professional Services Agreement (PSA) for engineering consulting services with Water Systems Consultants, Inc. (WSC) in the amount of \$498,837 for the Water Distribution System Master Plan Project (CIP) No. 1154.

EXECUTIVE SUMMARY:

The City of Wilsonville owns and operates a water distribution system, which is made up of public infrastructure (i.e. pipes, pump stations, reservoirs, meters, fire hydrants) that distribute potable drinking water from the Willamette River Water Treatment Plant to Wilsonville residents, businesses, and fire protection systems. The City last completed a Water Distribution System Master Plan in 2012. Since then, the City has grown with the addition of the Frog Pond neighborhood and Basalt Creek industrial area, water usage patterns have changed, regulatory requirements have been modified, and the City's existing water system continues to age.

After 13 years, the City is due for an updated 20-year assessment of the current and future needs to operate the distribution system, replace outdated and worn-out infrastructure, expand and extend water distribution facilities to serve anticipated growth, and comply with new and changing regulatory requirements.

Staff issued a Request for Proposals (RFP) in October 2024 for professional engineering services for the Project. Four proposals were received by the December 10, 2024, due date. Staff evaluated the submitted proposals and determined that WSC was qualified to perform engineering consulting services for the Project in February 2025.

EXPECTED RESULTS:

The Project will provide a 20-year capital improvement project and priority program, system management and maintenance programmatic recommendations and costs, summary fact sheets and maps, operation and maintenance plans, funding needs/strategies, and plan for compliance with applicable local, state, and federal laws. It will also include a seismic resilience evaluation of critical water distribution infrastructure and an analysis of emergency backup water supply alternatives.

TIMELINE:

The project is scheduled to be completed by December 31, 2027.

CURRENT YEAR BUDGET IMPACTS:

The adopted budget for Fiscal Year (FY) 2025-2026 includes \$244,250 in Water Operating funds and System Development Charges (SDCs) for CIP #1154. An additional \$400,000 from CIP #1154 in the amended FY 2025 budget remains unspent and will be rolled over in the FY 2026 budget as part of an upcoming supplemental budget adjustment. The contract amount with WSC is \$498,837, within the total budgeted amount. This project is included in the City's five-year capital improvement plan and will carry into the next fiscal year.

COMMUNITY INVOLVEMENT PROCESS:

The consultant team will prepare a public engagement plan for outreach to interested members of the community and businesses potentially affected by the updated plan. The Public Engagement Plan will incorporate the City's existing public engagement tools, including *Let's Talk Wilsonville!* and the Boones Ferry Messenger. Individual stakeholder meetings (up to

10) and an open house will be held to present project information and solicit feedback from the public related to the project scope and activities.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The project will benefit the community by providing an updated 20-year capital improvement plan for the water distribution system to serve a growing population, replace and rehabilitate aging infrastructure, and meet updated and anticipated environmental regulations, as well as making recommendations to improve seismic resilience and emergency backup water supply.

ALTERNATIVES:

Alternatives to proceeding with the proposed contract include modifying the scope of work and renegotiating the fee accordingly or rejecting the contract and canceling the project altogether. Reducing the scope of work would delay the Project and provide less reliable information to the City in planning and preparing for continued growth, improving seismic resilience, and responding to changing regulatory requirements. Canceling the Project would leave the City with no new information to adapt to changes in development patterns or regulatory requirements that have occurred since the previous Master Plan was completed in 2012.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3208
 - A. Water Distribution System Master Plan Professional Services Agreement