



**URBAN RENEWAL AGENCY MEETING
STAFF REPORT**

Meeting Date: June 15, 2026		Subject: URA Resolution No. 360 Authorizing the City Manager to Execute a Professional Services Agreement with Century West Engineering to Provide Engineering Consulting Services for the Coffee Creek – Day Road Sewer Extension Project (Capital Improvement Project No. 2115) Staff Member: Amy Maag, PE, Development Engineering Manager Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Board 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 the Urban Renewal Agency (URA) 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): Coffee Creek Master Plan – Project CIP-31 Coffee Creek Urban Renewal Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE AGENCY:

An Urban Renewal Agency (URA) Resolution approving a Professional Services Agreement (PSA) with Century West Engineering in the amount of four hundred eighty-nine thousand eight dollars and thirty-five cents (\$489,008.35) for engineering consulting services for the Coffee Creek – Day Road Sewer Extension Project (Capital Improvement Project No. 2115).

EXECUTIVE SUMMARY:

The Coffee Creek industrial area is approximately 258 gross acres south of Day Road, planned to be used for Regionally Significant Industrial purposes. In 2016, the City adopted the Coffee Creek Urban Renewal Plan to build utility infrastructure to accommodate growth in the area. The Coffee Creek – Day Road Sewer Extension Project (“Project”) was identified and included in the Urban Renewal Plan to extend sanitary sewer to serve properties south of Day Road in the Coffee Creek industrial area and properties to the north of Day Road in Basalt Creek industrial area.

The Project is identified in the 2014 Sanitary Sewer Collection System Master Plan and the 2017 Basalt Creek Utility Infrastructure Concept Plan. A preferred pipeline alignment and was selected by the City in 2019. The preferred alignment extends a 15” sanitary sewer main on Day Road from Garden Acres Road to Boones Ferry Road. The location of the planned improvements are depicted in Attachment 1 – Vicinity Map.

A Request for Proposals (RFP) for engineering consulting services was issued on April 24, 2026. A total of five (5) proposals were submitted by the May 28, 2026, deadline, and were subsequently evaluated by the City’s selection review committee. Century West Engineering was identified as the successful proposer in accordance with City and State procurement requirements for professional services over \$100,000.

Century West Engineering will be responsible for delivering engineering design plans and construction documents which will be used to request bids from qualified contractors for the construction phase of the Project. The negotiated contract amount includes preliminary design, final design, public engagement, and utility coordination as detailed in Exhibit A to URA Resolution No. 360. A contract amendment with Century West Engineering to add construction engineering services will be defined and costs negotiated, following completion of the engineering design work.

EXPECTED RESULTS:

Installation of approximately 3,200 linear feet of new sanitary sewer main on Day Road from the existing location in Garden Acres Road to the intersections of Day Road and Boones Ferry Road.

TIMELINE:

Upon execution of the professional services agreement, engineering design work is expected to begin and continue through the end of June 2027. Construction is anticipated to begin in the third quarter of 2027 and be completed by the end of 2028.

CURRENT YEAR BUDGET IMPACTS:

The adopted budget for Fiscal Year (FY 26/27) includes funding for engineering design and overhead for the Project as summarized below.

CIP No.	Project Name	Funding Source	Adopted FY 26/27 Budget	Contract Amount
2115	Coffee Creek – Day Road Sewer Extension	Coffee Creek URA Fund /SILL Forgivable Loan	\$980,000	\$489,008.35

The engineering design work is within the budgeted amount. This project is included in the City’s five-year capital improvement plan (CIP) and will carry into the next fiscal year.

COMMUNITY INVOLVEMENT PROCESS:

The Coffee Creek – Day Road Sewer Extension project is identified in the 2014 Sanitary Sewer Collection System Master Plan, and included in the Coffee Creek Urban Renewal Plan, and the 2017 Basalt Creek Utility Infrastructure Concept Plan, which included an extensive community involvement process. Public engagement related to the project and traffic impacts will occur through Let’s Talk Wilsonville!, the Boones Ferry Messenger, project website, mailers and door hangers.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Project includes installation of a new sanitary sewer main needed to serve future industrial development in the Coffee Creek and Basalt Creek planning areas, providing for a strong job center and strengthening the tax base and the City’s general fund.

ALTERNATIVES:

As part of the Basalt Creek and Coffee Creek Sanitary Sewer Concept Plan (Dated May 1, 2019) an alternatives analysis was performed, and a preferred alignment and profile was selected by the City that provided the most economical sewer extension to service the future industrial lands.

The Urban Renewal Agency could direct staff to modify the scope of work and renegotiate the fee with Century West Engineering or elect to reject the professional services agreement and cancel the project outright. Either alternative is not recommended as it will delay extension of the sewer service needed to support industrial development within the Coffee Creek and Basalt Creek employment areas. Project delay could also jeopardize the City’s forgivable Semiconductor Industrial Lands Loan (SILL) loan through Business Oregon potentially increasing future project costs.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Vicinity Map
2. URA Resolution No. 360
 - A. Coffee Creek – Day Road Sewer Extension Project Professional Services Agreement