

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a new contract with **Carollo Engineers, Inc.** for engineering services to complete **EWEB's 2025 Water System Master Plan Update (WSMP)**.

Board Meeting Date:	November 7, 2023	
Project Name/Contract #:	Water System Master Plan Update / 23-157-Q	
Manager:	Mike Masters	Ext. 7549
Executive Officer:	Karen Kelley/Rod Price	Ext. 7153/7122

### **Contract Amount:**

Original Contract Amount:	\$952,000
Additional \$ Previously Approved:	\$0
Spend over last approval:	\$0
Amount this Request:	\$952,000
% Increase over last approval:	NA
Resulting Cumulative Total:	<b>\$952,000</b>

### **Contracting Method:**

Method of Solicitation:	Formal Request for Proposals – QBS Process
If applicable, basis for exemption:	NA
Term of Agreement:	Completion by December 31, 2024
Option to Renew?	No
Approval for purchases "as needed":	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Proposals/Bids Received (Range):	2 (\$590,727 - \$695,813 - does not include optional items added)
Selection Basis:	Highest Ranked Proposer

Narrative:

#### Operational Requirement and Alignment with Strategic Plan

The EWEB water utility completes/updates a Water System Master Plan (WSMP) approximately once every ten years to serve as the basis for its Capital Improvement Plan. The last WSMP was completed in 2015, and recently a request for proposal was issued for consulting services to complete EWEB's 2025 WSMP update. EWEB's 2025 WSMP update will be completed in accordance with the Oregon Administrative Rule (OAR) 333-061-0060(5), which generally includes updating system demand projections, reviewing existing design criteria and regulations, evaluating the condition of EWEB's supply and distribution system, preparing a system resiliency plan, and developing a new 20-year Capital Improvement Plan.

In addition, the 2025 WSMP update will include public and Board of Commissioners engagement early in the process. This will allow stakeholder consensus where the public is aware of recommended improvement projects before project-specific planning begins.

#### Contracted Goods or Services

The consultant will complete EWEB's 2025 WSMP update to meet the objectives presented in the Request for Proposal and OAR requirements. The Consultant will work collaboratively with EWEB to complete the Update.

The 2015 WSMP focused on resiliency and optimization. Similarly, the 2025 WSMP update will focus on refining the existing WSMP objectives with an emphasis on system operation, optimization, and water quality.

The 2025 WSMP, however, will include a much more in-depth optimization study covering both the EWEB Base and Upper Levels. This study will utilize EWEB’s existing hydraulic model within optimization software (Optimizer). EWEB, Carollo, and their sub-consultant WCS will develop a range of scenarios and inputs to be evaluated by Optimizer for both the Base and Upper Levels. The final results will help EWEB identify projects and develop a robust Capital Improvement Programs, considering not just capital costs but also O&M expenditures, water quality, electrical use, and greenhouse gas emissions.

Purchasing Process

Purchasing staff issued a formal request for proposals (RFP) in August 2023. The RFP was advertised in the State of Oregon’s procurement website, OregonBuys, and the Portland Business Tribune. Two (2) proposals were received and deemed to be responsive and responsible. The proposals were evaluated by an EWEB committee using a three-step approach. Evaluation criteria and possible points were as follows:

- Step One: Evaluated the proposer’s responses to minimum requirements (Pass or No pass)
- Step Two: Evaluated written responses for the following evaluation criteria: Project Approach (40 points), Project Experience (20 points), Project Team Experience/Qualifications (20 points)
- Step Three: Evaluated pricing proposals (20 points)

After evaluations, Carollo Engineers, Inc. earned the highest overall score and an Intent to Award was issued.

As with most qualifications-based (QBS) RFPs, the RFP for this project included a statement encouraging the proposing consultants to expand on the listed scope of work to include items that would benefit the project based on their experience and expertise. Staff reviewed the items suggested by Carollo Engineers in their proposal then negotiated with them to add desirable and optional items proposed but not included in the total amount originally proposed. The most significant item was a much more in-depth optimization analysis (discussed above) of the EWEB base and upper-level systems.

Proposals Received

Vendor Name	City, State	Offered Price	Ranking (for RFPs)
Carollo Engineers, Inc.	Portland, OR	\$590,727	1
West Yost & Associates, Inc.	Lake Oswego, OR	\$695,813	2

Competitive Fair Price (If less than 3 responses received)

The RFP was advertised on the State of Oregon’s procurement website, OregonBuys, and in the Portland Business Tribune. Two proposals were received, and pricing received is at current market value compared to other engineering firms we have contracted with recently.

Prior Contract Activities

EWEB Contract	Project Name (Description)	Board Approved	Project Duration (Start to Close)	Original Amount	Approved/Amended Amount to Date (Total)	Reason Code
20-122	Water System Emergency Response Plan	NA	6/15/20-5/1/21	\$128,160	\$122,975	
18-2685	Willamette Water Treatment Plant – Revisioning	NA	7/25/18-TBD	\$32,165	\$10,931	

Reason Code: AM = Additional Materials, AW = Additional Work, EW= Emergency Work, SD = Staff Directed, UC = Unforeseen Conditions, Other

**ACTION REQUESTED:**

Management requests the Board approve a contract with Carollo Engineers, Inc. for engineering services to complete EWEB's 2025 WSMP update. The work is anticipated to be completed in Q3 of 2023 and throughout 2024 and the Water Engineering Q3-2023/2024 O&M combined budgets have over \$950,000 available for this work. Variances will be managed within the budget process and Board policy.