

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
SPECIAL MEETING & EXECUTIVE SESSION
June 27, 2017
AGENDA
6:00 pm to 8:00 pm



EXECUTIVE SESSION- @ 6pm

1. Discuss information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2) (f) and 192.502 (9)
2. Consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed pursuant to ORS 192.660 (2) (h)

Special Meeting – Immediately following the Executive Session

Call to Order

- a. Approval of the Agenda
1. **Consider Approval of the Carver Bridge Settlement Agreement Terms - Todd Heidgerken, General Manager**
2. **Consider Approval of Contract with Kennedy/Jenks Consultants for Water System Pump Station Design Services – Adam Bjornstedt, Principal Engineer**
3. **Consider Approval of Contract with Carollo Engineers, Inc. for the Water System Master Plan – Bob George, Chief Engineer**
4. **General Manager Update – Todd Heidgerken, General Manager**
5. **Board Positions 3, 4 and 5 Oath of Office – CRW Board/Notary**

Public Comment

Adjourn Special Meeting

EXECUTIVE SESSION begins immediately following the Special Meeting if needed

1. Discuss information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2) (f) and 192.502 (9)
2. Review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing (2) (i)
3. Conduct deliberations with persons designated by the governing body to carry on labor negotiations (2) (d)

CLACKAMAS RIVER WATER

SPECIAL BOARD MEETING

June 27, 2017

SUBJECT Consideration of Carver Bridge Settlement Agreement Terms

DRAFT MOTION	Move to approve the terms of the Carver Bridge Settlement Agreement and authorize the Clackamas River Water Board President to approve the final agreement pending legal review.
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EFFECTIVE DATE	June 28, 2017
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PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED Consideration and approval of terms included in the Carver Bridge Settlement Agreement and authorize the CRW Board President to approve the final agreement pending legal review.

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND Representatives of Clackamas River Water, Clackamas County and Wildish Standard Paving, Inc. have negotiated terms of a settlement agreement to resolve issues surrounding the construction of a water line on Carver Bridge.

STAFF RECOMMENDATION Approve the terms of the Carver Bridge Settlement Agreement and authorize the CRW Board President to sign the final agreement on behalf of CRW.

CLACKAMAS RIVER WATER

SPECIAL BOARD MEETING

June 27, 2017

SUBJECT Consider Award to Kennedy/Jenks Consultants for a Professional Services Contract for Pump Station Engineering Design Services

DRAFT MOTION I move to award the Professional Services Contract to Kennedy/Jenks Consultants for engineering services for the Hattan Road and Bradley Road Pump Station projects for the not-to-exceed amount of \$539,597, and authorize the General Manager to sign the contract.

EFFECTIVE DATE June 27, 2017

PRINCIPAL STAFF PERSON Adam Bjornstedt – Principal Engineer

BOARD ACTION REQUESTED The Board is requested to authorize a professional services contract for a NTE amount of \$539,597 for engineering services associated with the Hattan Road and Bradley Road Pump Station projects (CIP 14-5190 and 17-5213, respectively).

DOCUMENTS ATTACHED

- Exhibit A: “Invitation for Statements of Qualifications (SOQ)”, published April 5, 2017
- Exhibit B: “Design Services Selection Letter”, issued May 11, 2017

RELATED STATUTES/RULES CRW Local Contract Review Board Rules; ORS 279

Agenda Summary

BACKGROUND The Hattan Road Pump Station and Bradley Road Pump Station were approved under the Backbone Projects. Scope of these projects is as follows:

- Hattan Road Pump Station- Design and construction of a pump station to supply approximately 5.6 million gallons per day (MGD) to the south service area (Redland pressure zone) from the north service area; station to be located near the intersection of Hattan and Gronlund Roads.
- Bradley Road Pump Station- Design and construction of a pump station to supply approximately 0.93 MGD to the Holcomb pressure zone from the Redland pressure zone; station to be located near the intersection of Butterfield Lane and Potter Road (south of Bradley Road).

Initial estimates placed the overall project budgets at \$2.2 million for Hattan Road PS, and \$900,000 for Bradley Road PS, and the project will require separate public bidding processes for design and construction phases. CRW identified the need for hiring an experienced engineering firm proficient in the design and inspection of water distribution pump stations, utilizing the qualification based selection (QBS) process as required by ORS 279C. The QBS process requires an initial solicitation and selection of the most qualified firm, followed by negotiation of specific project scope and fee.

As part of the QBS process, a request for Qualifications (RFQ) was advertised on April 5, 2017. Statements of Qualifications (SOQ) were received on April 27, 2017, and SOQs were evaluated and scored. Interviews of the firms with the top scores were conducted in May, and a final selection of the best qualified engineering firm was made.

PUBLIC INVOLVEMENT

Public RFQ/QBS process

ANALYSIS

Review and Evaluation of SOQs:

Five SOQs were received for the Pump Stations Design Services RFQ. The SOQs were evaluated and scored as follows:

- **Kennedy/Jenks Consultants**, Portland, OR
- **Murraysmith, Inc.**, Portland, OR
- **PACE Engineers**, Lake Oswego, OR
- **MWH/Stantec**, Portland, OR
- **West Yost Associates**, Lake Oswego, OR

After evaluation and scoring, Kennedy/Jenks was determined to be the most qualified and capable firm to meet CRW's requirements for pump station engineering and design services. After this determination, Staff commenced with negotiating a final scope of services and fee with Kennedy/Jenks. The negotiated scope includes designing two pump stations that are reliable, resilient, efficient, and meet CRW's operational and safety goals. The following major design services are included:

- Complete pump station designs for the Hattan Road and Bradley Road pump station projects.
- Geotechnical explorations, including site borings and evaluation, seismic hazard analysis, summary reports and design recommendations.
- Site design including landscaping, architecture, stormwater, and other jurisdictional requirements.
- Design of pump station piping including connections to existing transmission mains.
- Development of complete project drawings and specifications.
- Land use application services (assisting with conditional use process through Clackamas County).

- Assisting with acquisition of permits as required, including but not limited to building permits, environmental permits, and others.
- Assisting with easements and other property services, as required.
- Assisting with public outreach, as required.
- Assisting with bidding period services.
- Other design support activities including design review meetings, progress reporting, public meetings, and project updates at Board meetings.

Final Conclusions:

Staff conducted a detailed evaluation of all SOQs, held interviews of the top scoring firms, checked all references, and determined that Kennedy/Jenks is the most qualified firm to provide the required engineering services for this project. Negotiations of the final design services Scope and Fee were successful, and the total engineering fee for design services of \$539,597 is within the typical range for design services fees for similar projects (10-30%). Due to the fact that costs to design pump stations are relatively consistent regardless of pump station size/capacity, there is not always an “economy of scale”- the total design fee breaks down as \$283,797 for Hattan PS and \$255,800 for Bradley PS, or 13% and 28% of project budgets, respectively. Staff recommends awarding the professional services contract to Kennedy/Jenks for completion of design engineering services under projects 14-5190 and 17-5213.

Note- This professional services contract is for design engineering services only. Once design is near completion, CRW has the option to negotiate an additional scope of services with Kennedy/Jenks, as an amendment to the agreement, for construction phase engineering services. Such an amendment would be brought before the Board for approval.

OPTIONS

1. Award the professional services contract for pump station design engineering services to Kennedy/Jenks.
2. Do not award the contract to Kennedy/Jenks and begin negotiations with the next highest scoring firm.
3. Do not award the contract, reject all proposals, and provide further direction to Staff.

STAFF

RECOMMENDATION Approve Option 1.

LEGAL ADVERTISEMENT

Clackamas River Water REQUEST FOR QUALIFICATIONS -QUALIFICATIONS BASED SELECTION Professional Engineering Design Services for Water Distribution Pump Stations

Clackamas River Water ("CRW" or District") is seeking sealed Statements of Qualifications (SOQs) from qualified engineering firms to provide pump station engineering design services. The District is seeking qualified firm(s) with public water distribution system design experience specifically for the following key areas:

- Civil engineering pump station design services, including pump station siting, piping and layout
- Pump hydraulic sizing
- Hydraulic modeling services including distribution system transient analysis (in coordination with the District's existing hydraulic model)
- Pump station power requirements and service design coordination with power utility (PGE)
- Onsite emergency standby power
- Telemetry/SCADA system design (linking with existing system)
- Pump station site sub-discipline design services including structural, geotechnical, architectural, landscaping, drainage, and other specialty considerations
- Property services including easements and/or acquisition, as required
- Permitting services including land use application and other permitting, as required

Proposers are invited to submit an SOQ outlining their experience and qualifications in performing work directly related to the services required.

Sealed SOQs will be received until 3:00 pm on April 27, 2017, at the Clackamas River Water Administrative offices, 16770 SE 82nd Drive, Clackamas OR 97015, Attention: Karin Holzgang, Contracts Coordinator. There will be no formal opening of SOQs. Facsimile or emailed SOQs will not be accepted. SOQs will not be accepted after the stated opening date and time. Late SOQs will be returned to the proposer unopened.

Solicitation packets may be downloaded from <http://www.crwater.com/contracting-opportunities/>

Proposers are required to certify non-discrimination in employment practices in accordance with ORS 279A.110 (4), and identify resident status as defined in ORS 279A.120 (1). Pre-qualification of proposer is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the District's Local Contract Review Board Rules.

The District reserves the right (1) to reject any or all SOQs not in compliance with public contracting procedures, (2) to postpone award of the contract for a period not to exceed ninety (90) days from date of SOQ opening, (3) to waive informalities in the SOQs, and (4) to select the SOQ which appears to be in the best interest of the District.

PUBLISHED: Daily Journal of Commerce
DATE: April 5th & 7th, 2017



DATE: Thursday May 11, 2017

TO: Kennedy/Jenks Consultants
Murray, Smith & Associates, Inc.
Pace Engineers, Inc.
Stantec
West Yost Associates

SUBJECT: Request for Qualifications for Water Distribution Pump Stations Consultant—Selection of firm for Services

The above-referenced Request for Qualifications (RFQ) was publicly advertised beginning April 5, 2017 and proposals were received on April 27, 2017. Five proposals were received. All five firms responded to the questions in a professional manner which highlighted their respective firm's capabilities and experience.

A panel of CRW Staff reviewed the Statements of Qualifications (SOQ) based on the criteria included in the RFQ. Upon review and scoring the SOQ's, the conclusion was reached that of the five firms, Kennedy/Jenks Consultants would be the most qualified and capable firm to perform design services for water distribution pump stations for CRW. The District will negotiate a final comprehensive scope of work, fee and project schedule with Kennedy/Jenks Consultants. As stated in the Request for Qualifications, if the parties cannot come to agreement on the final scope, fee and schedule; the District will terminate negotiations and contact the next highest ranked firm to begin negotiations and continue that process until a contract is successfully negotiated.

Final award of a professional services contract will be decided by the CRW Board of Commissioners, once the negotiated scope and fee are agreed upon by CRW and Kennedy/Jenks Consultants.

Sincerely,

Karin Holzgang
Contracts Coordinator, Clackamas River Water

cc. Adam Bjornstedt, Principal Engineer

CLACKAMAS RIVER WATER

SPECIAL BOARD MEETING

June 27, 2017

SUBJECT Consider Award to Carollo Engineers, Inc. for a Professional Services Contract to prepare a water system master plan that complies with Oregon Health Authority.

DRAFT MOTION I move to award the Professional Services Contract to Carollo Engineers, Inc. for engineering services to prepare CRW's Water System Master Plan project for the not-to-exceed amount of \$339,099 and authorize the General Manager to sign the completed contract.

EFFECTIVE DATE June 27, 2017

PRINCIPAL STAFF PERSON Bob George – Chief Engineer

BOARD ACTION REQUESTED The Board is requested to authorize a professional services contract for a Not to Exceed amount of \$339,099 for engineering services associated with the preparation of the CRW's Water System Master Plan (CIP 17-5207).

DOCUMENTS ATTACHED

- Exhibit A: "Engineering Services Selection Letter", issued 4/3/16
- Exhibit B: Legal Advertisement - "Invitation for Statements of Qualifications (SOQ)", published 2/20 & 22/2017

RELATED STATUTES/RULES CRW Local Contract Review Board Rules; ORS 279

Agenda Summary

BACKGROUND The purpose of a water master plan is to provide an analysis of the District's water system. The document estimates future water supply requirements, identifies deficiencies, recommends water facilities improvements and analyzes demand growth. It provides information for a capital improvement program which assist in evaluating the District's existing water rates and system development charges.

Oregon Health Authority rules, OAR Chapter 333, for water systems with 300 or more connections shall maintain a current master plan that evaluates the needs of the system for a period of twenty years. CRW current approved master plan was developed in 1998 and is due for an update by 2018. Staff included a budget item for the water master plan in the 2017/2019 Biennial budget in an amount of \$300,000. While developing the scope of work for the master plan two additional items, seismic

resilience planning and extended period simulation hydraulic modeling, evaluated and included into the scoping plan. These two additional items while not required by the Oregon Health Authority, are highly recommend by Staff be included in the contract scope.

The results of adding these two item increased the proposed study by \$59,366 for a total of \$339,099 as outlined in the Analysis section presented below.

- seismic resilience planning (\$32,358)
- extended period simulation hydraulic modeling (\$27,008)

The funding issues were reviewed by the District General Manager and CFO, and determined with closely monitoring the budget for “goods and services” and utilizing a portion the water facilities plan study (\$200,000) funding that the additional two items for the master plan could be included.

CRW identified the need for hiring an experienced engineering firm proficient in the development of the CRW’s water system master plan utilizing the Qualification Based Selection (QBS) process as required by ORS 279C. The QBS process requires an initial solicitation and selection of the most qualified firm, followed by negotiation of specific project scope and fee.

As part of the QBS process, a Request for Qualifications (RFQ) was issued on February 20th. Statements of Qualifications (SOQ) were received on March 15th, and SOQs were evaluated and scored. The firm with the top score was selected in late April, and selected for the best qualified engineering firm.

PUBLIC INVOLVEMENT

Public RFQ/QBS process

ANALYSIS

Review and Evaluation of SOQs:

Three SOQs were received for the Water System Master Plan project. The SOQs were evaluated and scored as follows:

- **Carollo Engineers, Inc. (Carollo)**, Lake Oswego, OR
- **Murraysmith**, Portland, OR
- **West Yost Associates**, Eugene, OR

CRW staff reviewed and scored all SOQ’s in May, and Carollo Engineers, Inc. was determined to be the most qualified and capable firm to meet CRW’s requirements for engineering services to prepare CRW’s Water System Master Plan. After this determination, Staff commenced with negotiating a final scope of services and fee with Carollo. The negotiated scope includes the following major design services:

- Direct all activities as assigned by the District and maintain the project within the contracted scope, schedule, and budget. Duties includes project administration, monthly invoicing,
- Collect information relevant for the project and review that data.

- Provide an updated summary of all existing sources of supply, pumping facilities, storage facilities, distribution system components, the major service areas, pressure zones, and a hydraulic profile.
- Perform a demographic and demand analysis to predict current and future demands within the District's service area. The planning years to be evaluated are expected to be years 2018, 2028, and 2038
- Review and confirm CRW's Level of Service (LOS) Goals, and policies as well as performance criteria for water supplies, storage volumes, pipeline capacities, and water quality to meet the LOS goals.
- A water supply analysis task will evaluate the current and future water resources to identify potential deficiencies and proposed improvements. Evaluations will consider current water rights and coordinated regional water system plans
- Evaluate the distribution system using the District's calibrated InfoWater hydraulic model and the development of extended period simulation modeling. This type of Modeling will:
 - Identify deficiencies in fire flows and pressures, provide pump station and reservoir storage analysis as well as provide a system distribution analysis.
 - Determine water system improvement projects that address identified transmission/distribution deficiencies.
 - Identify supply, storage, pumping and piping improvements to be sized to meet buildout demands.
- Develop a basic Seismic Resilience Plan which summarize the recommended improvements for supply, pumping, storage, and the distribution system as identified in previous sections
- Capital Improvement Plan task will summarize the recommended improvements for supply, pumping, storage, and the distribution system as identified in previous sections. The CIP will also include other capital and asset management projects the District plans to implement within the 20-year planning period.
- The purpose of this task is to integrate all chapters and appendices into the full Plan for review and adoption by the District. This task includes review of all chapters for consistency with Oregon Health Authority's requirements for a comprehensive water system plan per OAR 333.

Final Conclusions:

Staff conducted a detailed evaluation of all SOQs, checked references, and determined that Carollo Engineers, Inc. is the most qualified firm to provide the required engineering services for this project. Negotiations of the final design services Scope and Fee were successful, and the engineering fee for master planning services of \$339,099 is within the typical range for fees for similar projects that include seismic planning and extended period simulation modeling. Staff recommends awarding the professional services contract to Carollo Engineers, Inc. for completion of CRW's Water System Master Plan CIP 17-5207.

OPTIONS

1. Award the professional services contract for engineering services for the preparation of CRW's 2017 Water Master Plan to Carollo.
2. Do not award the contract to Carollo and begin negotiations with the next highest scoring firm.
3. Do not award the contract, reject all proposals, and provide further direction to Staff.

STAFF

RECOMMENDATION Approve Option 1.



Clackamas River Water

EXHIBIT A

DATE: Monday April 3, 2017

TO: Carollo Engineers
Murray, Smith & Associates, Inc.
West Yost

SUBJECT: Request for Qualifications for Water Master Plan Consultant—Selection of firm for Services

The above-referenced Request for Qualifications (RFQ) was publicly advertised beginning February 20, 2017 and proposals were received on March 15, 2017. Three proposals were received. All three firms responded to the questions in a professional manner which highlighted their respective firm's capabilities and experience.

A panel of CRW Staff reviewed the Statements of Qualifications (SOQ) based on the criteria included in the RFQ. Upon review and scoring the SOQ's, the conclusion was reached that of the three firms, Carollo Engineers would be the most qualified and capable firm to develop a Water System Master Plan for CRW. The District will negotiate a final comprehensive scope of work, fee and project schedule with Carollo. As stated in the Request for Qualifications, if the parties cannot come to agreement on the final scope, fee and schedule; the District will terminate negotiations and contact the next highest ranked firm to begin negotiations and continue that process until a contract is successfully negotiated.

Final award of a professional services contract will be decided by the CRW Board of Commissioners, once the negotiated scope and fee are agreed upon by CRW and Carollo.

Sincerely,

Karin Holzgang
Contracts Coordinator, Clackamas River Water

cc. Bob George, Chief Engineer

LEGAL ADVERTISEMENT

**Clackamas River Water
REQUEST FOR QUALIFICATIONS
QUALIFICATIONS BASED SELECTION
Professional Engineering Services for Water System Master Plan**

Clackamas River Water ("CRW" or District") is seeking sealed Statement of Qualifications (SOQ) from qualified engineering firms, teams, or consultants to provide engineering services relating to CRW's water system master plan. This project will perform a comprehensive evaluation of the District's water distribution and supply system, in compliance with Oregon Health Authority OAR 333, to identify system deficiencies, to determine future water distribution and supply requirements, and to recommend water system facility improvements that correct existing deficiencies and that provide for future system expansion. The master plan is to include a comprehensive renewal and replacement program for a period of 20 years by assessing the existing distribution system and projecting renewal and replacement needs into that time period. Proposers are invited to submit an SOQ outlining their experience and qualifications in performing work directly related to the services required.

Sealed SOQs will be received until 3:00 pm on March 15, 2017, at the Clackamas River Water Administrative offices, 16770 SE 82nd Drive, Clackamas OR 97015, Attention: Karin Holzgang, Contracts Coordinator. There will be no formal opening of SOQs. Facsimile or emailed SOQs will not be accepted. SOQs will not be accepted after the stated opening date and time. Late SOQs will be returned to the proposer unopened.

Solicitation packets may be downloaded from <http://www.crwater.com/contracting-opportunities/>

RFQ

Proposers are required to certify non-discrimination in employment practices in accordance with ORS 279A.110 (4), and identify resident status as defined in ORS 279A.120 (1). Pre-qualification of proposer is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the District's Local Contract Review Board Rules.

The District reserves the right (1) to reject any or all SOQ not in compliance with public bidding procedures, 2) to postpone award of the contract for a period not to exceed ninety (90) days from date of SOQ opening, (3) to waive informalities in the SOQs, and (4) to select the SOQ which appears to be in the best interest of the District.

PUBLISHED: Daily Journal of Commerce
DATE: February 20 & 22, 2017

**CLACKAMAS RIVER WATER
SPECIAL BOARD MEETING**

June 27, 2017

SUBJECT	General Manager Update
PRINCIPAL STAFF PERSON	Todd Heidgerken, General Manager
DOCUMENTS ATTACHED	None

Agenda Summary

BACKGROUND

Update and inform the Board on topics since the June Regular Board Meeting