

AGENDA

CITIZENS UTILITY ADVISORY BOARD

Wednesday, August 1, 2007
6:00 p.m.

JOHNSON CREEK FACILITY CONFERENCE ROOM
6101 SE JOHNSON CREEK BLVD.

- | | | |
|-------|--|--------------|
| I. | CALL TO ORDER | CUAB Chair |
| II. | INTRODUCTIONS | CUAB Chair |
| III. | CONSENT AGENDA | CUAB Board |
| | A. July 11, 2007, Minutes | |
| IV. | REPORTS | |
| | A. Service extension to unsewered areas adjacent to City | Gary Parkin |
| V. | DISCUSSION | |
| | A. Work plan review | Gary Parkin |
| | Waste Water Master Plan (RFP) - attached | |
| | Street Surface MP Update | |
| | Neighborhood Safety Program | |
| VI. | MATTERS FROM THE BOARD | CUAB Members |
| VII. | OTHER | |
| VIII. | INFORMATION SHARING | ALL |
| IX. | FUTURE MEETING DATE/AGENDA ITEMS | ALL |
| X. | ADJOURN | |

CUAB MEETING MINUTES
Wednesday, July 11, 2007
Johnson Creek Facility Conference Room
6101 SE Johnson Creek Blvd.

Members Present

Bob Hatz, Chair
Charles Bird, Vice Chair
Ed Miller

Members Absent

Betty Chandler

Staff Present

Gary Parkin, Engineering Director

I. CALL TO ORDER

Chair Hatz called the meeting to order at 6:00 p.m.

II. INTRODUCTIONS

III. CONSENT AGENDA

Minutes from the last meeting (4-04-07) were approved by Bob on June 20, 2007.

IV. REPORTS

A. Service extension to unsewered areas adjacent to City

Gary provided information regarding the County's proposal to sewer all the unsewered properties in the NCRA (including those in the Dual Interest Area "A"). Milwaukie responded that we would not support a change in the Dual Interest Area "A" agreement, we will provide sewer service to this area. Challenge is to determine funding mechanism, gain the confidence of residents we will be asking to annex, and managing the process.

V. DISCUSSION

A. Wastewater Master Plan Update

Gary went over the provisions of the scope of work we are looking at. The CUAB agreed with the elements in the scope and suggested no additional elements.

VI. MATTERS FROM THE BOARD

Chairman Hatz suggested that the board show their support for annexation of the UGMA. The following motion was developed:

Motion: Board supports master planning for entire UGMA and aggressively pursuing extension of waste water service to the Dual Interest Area "A"

Passed unanimously

VII. OTHER

Charles asked about gas tax, is it being collected?

School SDC?

Fluoridation

Street Lighting (need to evaluate lights in place)

Bob asked about Elk Rock Island

VIII. INFORMATION SHARING

None.

IX. FUTURE MEETING DATE/AGENDA ITEMS

Wednesday, August 1, 2007 (if needed)

Review Work Plan

X. ADJOURN

The meeting adjourned at 8:00 p.m.

Bob Hatz, Chair

Gary Parkin, Scribe



REQUEST FOR PROPOSAL

TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR CITY OF MILWAUKIE WASTEWATER MASTER PLAN UPDATE

The City of Milwaukie is requesting proposals from qualified consulting engineering firms for the update of the 1994 City of Milwaukie Wastewater Master Plan Report.

Project Description

Review past sewage plans and provide a new Wastewater Master Plan based on data collected from the 1994 report.

Scope of Work

Task 1. Review past sewage plans.

Objective

Review 1994 sewers facilities plan and the unfinished 2004 Wastewater Master Plan.

Task 2. Provide new 2007 Wastewater Master Plan.

Objective

Provide the City of Milwaukie with a new Wastewater Master Plan based on data collected from 2004 report as well as from new data collected by the Proposer.

Subtask 2.1: Study Treatment Plant

Summarize wastewater cost and capacity issues for the City of Milwaukie with respect to City of Milwaukie and Clackamas County Service District #1 plans. Investigate using Tri-Cities or Oak Lodge Treatment Plants.

Subtask 2.2: Study Collection System

Review modeling and revise as needed. Capitol Maintenance / Replacement (Asset Management Portion)

Product

Maps, Project lists

Subtask 2.3: Study System Expansion

UGMA, Lents Line transfer issues, and SDC information, Waverly Heights issues and/or plans

Product

Maps, Project lists

Subtask 2.4: Study Staffing Needs**Product**

Recommendation

Subtask 2.5: Study Rate Analysis

Rate analysis of Milwaukie, Portland, Oak Lodge, CCSD#1

Product

Recommendation or plan

Task 3. Cost of Service Study for Wastewater Management

Provide a review of the rates and cost of providing wastewater management services. The purpose of the study is to insure that the wastewater utility is fully recovering the cost of providing wastewater services. Professional services will include analysis of revenue requirements, collecting data, designing rate structure tables, and attending necessary city meetings regarding the work.

Objective

Perform a cost of service study to match rate revenue to cost of future CIP plans and operating expenses. Evaluate cost of fees and services provided by the city to ensure cost recovery. Compare fees charged and not charged with other jurisdictions.

Subtask 3.1: Revenue Requirements Analysis: Complete an analysis of the sufficiency of waste rate revenue and fees charged to meet annual obligations:

Collect financial and capital planning information

Evaluate capital funding

Project future operating expenditure needs

Test cost recovery and customer impacts

Review policy considerations

Subtask 3.2: Rate Design: Working with City staff and leadership to determine those cost recovery goals that should be targeted through a utility pricing structure. Construct a schedule of rates that recovers the needed revenue to achieve full cost recovery. Subtask is described below:

Test cost recovery and customer impacts

Review policy considerations

Subtask 3.3: Citizen Involvement, Coordination and Documentation:

Coordinate meetings at key points in the process and develop materials that succinctly present and document the work of the study. Tasks to achieve this end are described below:

Review progress and findings with City staff every two weeks

Present findings to Citizen Utility Advisory Board (attend 2 CUAB meetings)

Present recommendations to City Council (attend 1 Council Work Session and 1 Council Regular Session)

Prepare documentation

Proposal Requirements

Consultants are encouraged to provide clear, concise proposals that contain only information required responding to the engineering needs of this project. The proposal shall be limited to 15 single-sided pages. Use Arial font, at least 12 point. Excluded from this count are the resumes and the copy of a recent similar project. At a minimum, each proposal shall include the following:

1. General Information – The consultant shall provide general information describing the firm size, office locations, and relevant firm capabilities.
2. Project Schedule – The consultant shall submit a proposed project schedule identifying key tasks and milestone dates and their associated duration. The City desires to complete the Wastewater Master Plan on or before February 29, 2007.
3. Project Team – The consultant shall identify the team to be assigned to the project by name: this includes project manager, and other key team members. Resumes for team member shall be provided.
4. Experience/Qualifications – The consultant shall submit a copy of one recent similar project that reflects the quality of their work. They shall also provide information on recent projects similar in nature to the proposed project to document the consultant's expertise, experience, and ability to complete the proposed project in a timely manner. A list of three project references with name, address, phone number, and contact person(s) shall also be provided.
5. Project Approach – The proposal shall identify in sufficient detail the consultants approach to and understanding of the project for each distinct phase of the work. The proposal should also address approach to quality control and quality assurance, methods for managing cost and time to ensure product delivery on time and at budget and techniques for dealing with unanticipated changes during the project.
6. Project Cost – The consultant shall provide a breakdown outlining the projected hours to be spent on the project by each team member for the serves described in the Scope of Work. A professional service rate shall be provided for each team member. A not-to-exceed amount for full project completion, based upon the Scope of Work, shall be provided.

Sealed proposals for Consulting Engineering Services [three (3) copies of each proposal] will be received at the City of Milwaukie Public Service Facility until 2:00 PM (PST), on Tuesday, August 21, 2007 and shall be addressed to:

Zach Weigel, Civil Engineer
Wastewater Master Plan Update 2007
City of Milwaukie
6101 SE Johnson Creek Blvd.
Milwaukie, OR 97206

Zach Weigel, Civil Engineer, is the City's Project Manager for this work. Please contact Zach at (503)786-7610 with any inquires regarding this Wastewater Master Plan Update.

Evaluation of Proposals

The City selection panel will evaluate proposals based on the following criteria:

- | | | |
|----|---|-----------|
| 1. | Recent firm experience on similar projects. The City is interested in the experience of the firm's office proposing to provide professional engineering services. Copy of recent similar project. | 25 Points |
| 2. | Key team members' qualifications and recent experience on similar projects. | 25 Points |
| 3. | Proposed project schedule. | 15 Points |
| 4. | Project understanding and approach. | 25 Points |
| 5. | Professional service rate schedule and not-to-exceed amount for completion of the project based upon the scope of work described above. | 10 Points |

Protest Procedures

Protests regarding this RFP must be presented in writing ten calendar days prior to the RFP due date and shall be addressed to Zach Weigel, Civil Engineer, City of Milwaukie, 6101 SE Johnson Creek Blvd., Milwaukie, OR 97206. Protests shall include the reasons for protest and any proposed changes to RFP requirements. No protest shall be considered after the deadline established for submitting such protest.

Other Instructions

Any amendments to the RFP will be furnished by written addendum to all those holding RFP documents. Any RFP received after the exact time specified for receipt will not be considered and will be returned unopened. The City will furnish no material, labor, or facilities unless specified in the contract.

Attachments: A. Proposal Form
B. Professional Services Agreement
C. Milwaukie Wastewater System GIS Map*

*The most recent Milwaukie GIS waste system coverages will be e-mailed as.e00 files to those holding RFP documents.