



# City of Prineville

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## DEPARTMENT OF PUBLIC WORKS ENGINEERING DEPARTMENT

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**Date:** August 19, 2016

**To:** Prineville City Council

**From:** Eric Klann, City Engineer/Public Works Director

**Staff Report:** Intent to Award “Public Facilities Master Planning Services”

### Overview:

The City of Prineville recently requested proposals for Public Facilities Master Planning Services. A summary of the Request is given below.

### **CITY OF Prineville REQUEST FOR PROPOSALS Public Facilities Master Planning Services**

#### **I. PURPOSE OF RFP**

The City of Prineville (City) invites Proposals for Public Facilities Master Planning Services related to the water supply and distribution system and wastewater treatment and collection system, associated System Development Charges (SDCs) and utility rate analysis as well as review of existing design standards. The Master Plans shall conform to Oregon Administrative Rules (OAR) Chapter 660 – Public Facilities Planning requirements. The Master Plans will address infill infrastructure needs within the City Limits and within the City’s Urban Growth Boundary (UGB) based upon the adopted City of Prineville Comprehensive Plan Map. Existing SDC Methodology reports shall be updated and new SDCs will be adopted. Capital improvement plans will be developed and rate analyses shall be conducted to identify future rate requirements.

This document is intended to provide interested consultants with sufficient information to prepare and submit a proposal for consideration by the City of Prineville.

#### **II. Background**

The City has a current estimated population of 9,460 within the City limits. Not all citizens are served by the water and wastewater systems. There are approximately 541 homes not connected

to the City water system and 428 homes not connected to the wastewater collection system. The City would like the ability to serve these citizens in the future, as needs arise.

#### Wastewater System Description:

The existing wastewater system consists of approximately 60 miles of collection lines ranging in size from 4 inches to 48 inches, five pump stations, an Influent pump station and two partially aerated facultative lagoon treatment systems. The wastewater system currently serves 3,662 connections. The wastewater treatment system is operated under NPDES Permit No. 101433, File No. 72252, EPA No. OR002361-2. Current inflows vary from 0.9 million gallons per day (mgd) to 1.2 mgd. The treatment facilities produce a class "C" effluent that is then disposed of at one of four outfalls, as listed below.

1. Crooked River outfall located at R.M. 46.8
2. The City owned Meadow Lakes Golf Course.
3. City owned pasturelands.
4. The newly constructed Crooked River Wetland Facility
5. The soon to be constructed Industrial Water Reuse Facility

The current Wastewater Facilities Plan was updated by Anderson – Perry & Associates in 2010 and adopted by the City of Prineville Council on January 11, 2011 via Ordinance 1177. The Wastewater SDC Methodology report associated with the 2010 Wastewater Facility Plan was developed by City Staff and adopted via Resolution 1154 on January 11, 2011. Copies of these documents are available for review. The City currently uses an InfoSewer model to analyze impacts from proposed developments.

Historic information related to the wastewater system that should be reviewed and updated as needed include:

- City of Prineville Wastewater System Improvements Specifications and Designs, 2015, Anderson Perry & Assoc
- 2011 Wastewater System Development Charge Methodology Report, City of Prineville
- Preliminary Groundwater Assessment, 2010, George Chadwick Consulting
- Wastewater Facility Plan Update, 2010, Anderson Perry & Assoc
- Wastewater System Development Charge Methodology Report, 2007, GEL Oregon, Inc.
- Wastewater Master Plan Update, 2005, ACE Consultants, Inc.
- Wastewater Facility Plan Report Supplement, 2003, ACE Consultants, Inc.
- Wastewater Facility Plan, 2000, ACE Consultants, Inc

#### Water System Description:

The existing water distribution system consists of 70 miles of water distribution lines varying in size from 1" to 18" that serve 3,600 connections. Eleven wells provide water to six above

ground storage tanks that serve seven pressure zones. In 2015, the water system produced 559 million gallons of water and metered 537 million gallons of water to customers, resulting in an unaccounted for water loss of 4%. The City currently uses an InfoWater model to analyze impacts from proposed developments.

The City is located within the Deschutes Groundwater Mitigation Area and is therefore under the jurisdiction of HB 3623. Mitigation for groundwater pumping must come from the Crooked River zone of impact, which has been difficult to develop in the past. With passage of H.R. 2640 on December 11, 2014 by the United States Congress, the City of Prineville has been authorized to make use of 5,100 acre-feet of water from Prineville Reservoir. The development of mitigation credits associated with this water is currently in process.

Historic information related to the water system that should be reviewed and updated as needed include:

- Airport Aquifer Groundwater Monitoring Program, June 2016, GSI Water Solutions Inc
- Hydrostratigraphy of the Prineville Municipal Airport Well Field, 2015, Erin Dunbar and Dr. Robert Perkins, Portland State University
- Hydrogeologic Assessment of Prineville Airport Area, 2011, GSI Water Solutions, Inc and Newton Consultants, Inc
- Hydrogeologic Assessment Revision, 2013, Newton Consultants, Inc
- Water System Master Plan Update, 2006, ACE Consultants, Inc.
- Water Facility Plan, 2000, ACE Consultants, Inc

### **III. Scope of Work**

The project shall include, but not be limited to the following elements:

The Consultant shall provide the following reports, in separate form:

- Water Master Plan
- Water Capital Improvement Plan
- Water rate analysis
- Water SDC methodology report
- Wastewater Master Plan
- Wastewater Capital Improvement Plan
- Wastewater rate analysis
- Wastewater SDC methodology report

#### Wastewater/Water Master Plans:

Plans shall conform to OAR Chapter 660 – Public Facilities Planning Requirements.

- Develop system descriptions.

- Review and update population and demand projections using Portland State University Population Research Center forecasting numbers.
  - 20 year projected population and demands.
  - UGB projected population and demands.
  - 50 year projected population and demands.
- Update demand patterns in existing infrastructure models. Both models were recently updated utilizing GPS for location, known line sizes and years of installation. Demand patterns need to be input into the system. Calibrate models with existing systems.
- Operations and Maintenance
  - Benchmark to other utilities based upon
    - Size of system
    - Number of staff
    - Dollars spent annually on maintenance
    - Capital budget
    - Rates
    - Etc.
  - Develop documentation of Operations and Maintenance procedures.
- Review design standards.
  - Review existing City Standards and Specifications for development and provide suggested improvements.
- System analysis:
  - Review of regulatory requirements
  - Evaluation of current and future infrastructure needs
    - Examples include:
      - Water system source, transmission and storage needs
      - Wastewater collection and treatment needs
      - Service to unserved areas
      - Review and analysis of water rights
      - Review and analysis of water source options
      - Evaluation of model flows and pressures under peak demands for
        - Existing conditions
        - Future conditions
- Development of Capital Improvement Plans:
  - 0-5 year improvements.
  - 5-10 year
  - 10-20 year
  - Beyond

Financial Evaluation:

- Analyze and develop rate studies for water and wastewater systems.
  - Review current rate structure as compared with other communities.
  - Project rate structure based upon
    - Existing debt service
    - Asset replacement
    - Suggested Operations and Maintenance budgets

- Develop new SDC methodology reports.
- Codification:
  - Review existing ordinances
  - Update ordinances for new rate structure and SDCs.

#### **IV. Products**

The Consultant shall provide the following products:

- Bi-monthly progress reports with updates to the project schedule as needed
- Monthly invoices
- Six copies of the draft master plans, capital improvement plans, methodology reports and rate analyses
- Up to five copies for distribution to stakeholders and regulators
- Ten final copies of all documents
- Six digital copies of the finalized documents in Adobe Acrobat format on read-only CDs or DVDs

#### **V. Meetings**

The Consultant shall be required to attend, as a minimum, a study kickoff meeting, monthly progress meetings, and a City Council meeting. Additional meetings may be required, as needed, for collaboration and information sharing between Consultant and City and/or to resolve unforeseen issues or to discuss problematic study obstacles that arise. All meetings shall be presented and/or facilitated by the Consultant.

**RFP Process:**

The City of Prineville held a pre-proposal meeting on June 7, 2016 that was attended by 11 consultants representing nine firms. The City of Prineville indicated that “Teams” of consultants would be the preferred method of development, as this process will allow for more peer review and a better quality product.

The City received two excellent proposals on June 30, 2016 from the following consultant teams.

- Newton Consultants Inc.
  - Parametrix Engineering
  - Galardi Rothstien Group
  - Richwine Environmental
  - Vision Engineering
  - Jerry Brummer
- Anderson Perry & Associates, Inc.
  - Dowl Engineering
  - G.E.L. Financial
  - Groundwater Solutions Inc.

The proposals were ranked with the below results.

Vendors Name ▶	Newton Consultants Inc.						
Submittal Evaluation Criterion	#1	#2	#3	#4	#5	#6	SCORE SUMMARY
Cover Letter (Pass/Fail)	Pass	Pass	Pass	Pass	Pass	Pass	0.0
Project Understanding and Approach - (35)	25.0	30.0	30.0	35.0	30.00	30.0	180.0
Team Qualifications and Experience - (20)	10.0	15.0	20.0	15.0	17.00	20.0	97.0
Level of Effort - (20)	20.0	15.0	18.0	15.0	15.00	20.0	103.0
Other Factors - (25)	20.0	20.0	25.0	25.0	20.00	25.0	135.0
							<b>515.0</b>
Vendors Name ▶	Anderson Perry & Associates						
Submittal Evaluation Criterion	#1	#2	#3	#4	#5	#6	SCORE SUMMARY
Cover Letter (Pass/Fail)	Pass	Pass	Pass	Pass	Pass	Pass	0.0
Project Understanding and Approach - (35)	35.0	30.0	35.0	35.0	33.00	35.0	203.0
Team Qualifications and Experience - (20)	20.0	20.0	20.0	20.0	18.00	20.0	118.0
Level of Effort - (20)	20.0	20.0	20.0	20.0	17.00	20.0	117.0
Other Factors - (25)	25.0	20.0	25.0	25.0	22.00	25.0	142.0
							<b>580.0</b>

As shown above, all six reviewers of the proposals ranked the Anderson Perry & Associates, Inc. team the highest.

**Cost:**

As the request for proposal was for professional services, State law does not allow the selection process to consider cost. However, once the top proposer is selected, contract negotiations can commence with costs being considered. As mentioned previously, the selected consultant will develop the following studies.

- Water Master Plan
- Water Capital Improvement Plan
- Water rate analysis
- Water SDC methodology report
- Wastewater Master Plan
- Wastewater Capital Improvement Plan
- Wastewater rate analysis
- Wastewater SDC methodology report

If these studies were done individually for a community this size, the following costs would be expected.

• Water Master Plan	\$100,000 to \$150,000
• Water Capital Improvement Plan	\$30,000 to \$50,000
• Water rate analysis	\$20,000 to \$30,000
• Water SDC methodology report	\$30,000 to \$50,000
• Wastewater Master Plan	\$100,000 to \$150,000
• Wastewater Capital Improvement Plan	\$30,000 to \$50,000
• Wastewater rate analysis	\$20,000 to \$30,000
• Wastewater SDC methodology report	\$30,000 to \$50,000
• Total:	\$360,000 to \$560,000

This is a huge potential cost. In addition, when done individually, these plans deliver the City a lower quality product. Decisions made in the master plan process impact rates and SDCs. In addition, decisions made in the SDC methodology will influence future rates. By updating these plans concurrently, a more complete funding path to the future will be developed.

By funding and developing all of these documents concurrently, a cost savings is gained. Staff has negotiated with the Anderson Perry and Associates team to complete all of the above planning efforts for a not to exceed cost of \$300,000.

**Staff Recommendation:**

After reviewing all proposals, staff recommends Council approve an Intent to Award a contract to Anderson Perry & Associates to provide Master Planning Services for an amount not to exceed \$300,000.