



<b>Subject:</b> Wastewater Treatment Plant Project: A Special Procurement for Carollo Engineers, Inc. to Provide Technical Advisory Services, Outreach, and Oversight of the Deliverables from the Preliminary Services Agreement (PSA) with EPCOR Foothills Water Partners	
<b>Meeting Date:</b> July 20, 2021	<b>Staff Member:</b> Anthony Hooper, Deputy City Manager <b>Department:</b> City Manager's Office
<b>Action Required</b> <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable <b>Comments:</b>
<b>Staff Recommendation:</b> Approve Resolution 21-20 to authorize a special procurement for Carollo Engineers, Inc. for technical advisory services, outreach, and oversight of the deliverables produced by EPCOR Foothills Water Partners during the Preliminary Services Agreement (PSA) to build, design, finance, operate, and maintain (DBFOM) a new wastewater treatment plant in the Foothills area and authorize the City Manager to sign the contract.	
<b>Recommended Language for Motion:</b> Move to adopt Resolution 21-20.	
<b>Project / Issue Relates To:</b> <input checked="" type="checkbox"/> Council Goals/Priorities <input type="checkbox"/> Adopted Master Plan(s) <input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL

The issue is whether to approve a special procurement via Resolution 21-20 to retain Carollo Engineers, Inc. (Carollo) to provide technical advisory services, outreach, and oversight of the deliverables by EPCOR Foothills Water Services over the next 13 months. If not approved, an open, competitive Request for Proposal solicitation would take two or three months.

### BACKGROUND

On May 4, 2021, the City Council authorized EPCOR to begin the first phase of work to Design, Build, Finance, Operate, and Maintain (DBFOM) a new Wastewater Treatment Plant. During the next 13 months of work, EPCOR will produce a multitude of deliverables, such as completing 60% design and engineering plans, advancing Department of Environmental Quality (DEQ) permitting,

and submitting to the City a definitive pricing package. This work is critical in order to move the project forward enough for the Council to make a decision as to whether to proceed into the preliminary construction phase in the summer of 2022. In order to ensure that EPCOR's work meets the needs of Lake Oswego and Portland, it is necessary to have a third-party consultant that can provide quality control, facilitate public outreach, and act as a technical advisor to the project team as work products are reviewed and modified.

## DISCUSSION

### *Why is a Consultant Firm Needed?*

As the City does not currently own or operate a Wastewater Treatment Plant, we do not have staff with the capacity or expertise to provide targeted and technical input on design and engineering products provided by EPCOR. In addition, there is an estimate of about 3,600 hours of work that is needed to provide adequate technical oversight of the work products that EPCOR will deliver to the City over the next year. Carollo is offering expertise from 14 different people who have the following areas of expertise:

- 2 Wastewater Process Experts/Leads
- Permitting Technical Advisor
- Collection System Modeling Expert
- Architectural Lead
- Civil Lead
- Cost Estimating Specialist
- Electrical, Instrumentation, & Control Systems Engineer
- Operations Specialist
- Solids Treatment Expert
- Building and Mechanical Engineer
- Structural Lead
- Construction Specialist
- Project Management

In addition, Carollo has augmented their team by adding the Public Relations Firm, Barney & Worth (B&W), as a sub-consultant so as to give them the communication experts necessary to translate technical work items into material that is communicated clearly and effectively. In partnership with the City and Carollo, B&W will provide about 440 hours of work that includes helping the City create a public involvement and communications plan, and develop a portfolio of information materials. In addition, B&W will facilitate one or two visioning workshops that will focus on sustainability and good neighbor design in late summer/early fall and up to three additional public meetings between August 2021 and October 2022.

The total not to exceed for the contract with Carollo for technical advisory services, outreach and oversight is about \$933,000, which equates to about \$71,800 per month over the next 13 months.

### *Why is a Special Procurement Process Needed?*

The City retained Carollo Engineers on April 8, 2019, under a personal services contract to provide technical support in creating the Request for Proposal and Preliminary Services Agreement documents for the proposers to have the technical information necessary to be able to submit proposals. Carollo brought experience to the project as they were already familiar with the City's wastewater infrastructure and flow modeling as they had completed Lake Oswego's 2013

Wastewater Master Plan, and because they were working on the secondary process expansion for the Tryon Creek Wastewater Plant with Portland's Bureau of Environmental Services.

Since 2019, Carollo has developed a substantial body of technical work to develop the specifications used in the procurement process to select EPCOR as the Project Company. Any other firm, solicited through an RFP, would need to invest substantial time (and money) to be able to become knowledgeable in the current status and parameters of the Project. Knowing that Carollo would be a likely competitive proposer, staff believes it is unlikely that similar qualified consultants submit a competitive proposal because of both the investment of time and effort required to become familiar enough with the Project to submit a quality proposal and, if selected, the additional time and effort (and cost) to become intimately familiar with the current status and parameters of the Project. Additionally, the RFP solicitation timeline would impact the City's schedule by needing to delay approving technical EPCOR work products until a technical advisor can be hired.

Staff finds that the criteria are met to allow for a special procurement process under the City's Public Contracting Rules and Oregon's Administrative Procurement Rules:

- The special procurement is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- The special procurement is reasonably expected to result in substantial cost savings to the contracting agency.

Staff has prepared detailed Findings attached to the Resolution to meet the applicable criteria.

### **FISCAL IMPACT**

The contract is for a not-to-exceed amount of \$932,800 as shown in the bottom right corner of the table on page 9 of Attachment 2. The scope of this work covers about 13 months and equates to about \$71,800 per month. If the Council votes to proceed to the preliminary construction phase in the summer of 2022, then this expense is included within the financed Project cost by user fees. As an aside, Portland's sewage usage is estimated to be somewhere in the vicinity of 30-35%. If the Project does not ultimately move forward, then Portland is responsible for reimbursing LO for half of this consultant's cost per our existing interim Intergovernmental Agreement.

### **RECOMMENDATION**

Approve Resolution 21-20 to authorize a special procurement for Carollo Engineers, Inc. for technical advisory services, outreach, and oversight of the deliverables produced by EPCOR Foothills Water Partners during the Preliminary Services Agreement (PSA) to build, design, finance, operate, and maintain (DBFOM) a new wastewater treatment plant in the Foothills area and authorize the City Manager to sign the contract.

### **ATTACHMENT**

1. Resolution 21-20, including Findings
2. Proposal from Carollo Engineers

**RESOLUTION 21-20****A RESOLUTION OF THE LAKE OSWEGO CITY COUNCIL, ACTING AS THE LAKE OSWEGO PUBLIC CONTRACTING REVIEW BOARD PURSUANT TO ORS 279A.060, MAKING CERTAIN FINDINGS AND APPROVING A SPECIAL PROCUREMENT FOR CAROLLO ENGINEERS, INC. FOR TECHNICAL ADVISORY SERVICES, OUTREACH, AND OVERSIGHT OF THE PRELIMINARY SERVICES PROVIDED BY THE PROJECT COMPANY FOR THE WASTEWATER TREATMENT PLANT PROJECT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT**

WHEREAS, the Lake Oswego Public Contract Rules (LOPCR) consist of the divisions of the Oregon Administrative Rules (OAR) Chapter 137 listed in LOPCR 46-099(2)(“Model Rules”), except as amended, supplemented, or deleted by LOPCR Rules; and

WHEREAS, LOPCR 47-0277(LO) generally requires the Public Contracting Officer to solicit at least three competitive proposals, based upon a Request for Proposals, when a personal services contract is in excess of \$100,000; and

WHEREAS, OAR 137-047-0285 permits the awarding authority to award a contract as a special procurement pursuant to the requirements of ORS 279B.085(4):

(4) The ... local contract review board, ... may approve a special procurement if the ... board, ... finds that a written request submitted under subsection (2) or (3) of this section demonstrates that the use of a special procurement as described in the request, or an alternative procedure prescribed by the ... board...:

(a) Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

(b) (A) Is reasonably expected to result in substantial cost savings to the contracting agency or to the public; or

(B) Otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

WHEREAS, the Deputy City Manager has submitted a request to consider approval of a special procurement, together with findings, to exempt technical advisory services, outreach, and oversight of the Preliminary Services provided by EPCOR Foothills Water Partners, the Project Company, for the Wastewater Treatment Plant Project, from the Request for Proposal requirement of LOPCR 47-0277; and

WHEREAS, a duly noticed public hearing was held before the City Council, acting as the Lake Oswego Public Contract Review Board, to provide interested persons an opportunity to appear and present comment upon the special procurement request; and

WHEREAS, the Lake Oswego City Council has fully considered the testimony and other evidence produced at the hearing;

Page 1 - A Resolution 21-20 Making Certain Findings and Approving a Special Procurement for a Contract with Carollo Engineers, Inc. for Technical Advisory Services, Outreach, and Oversight of the Preliminary Services provided by the Project Company for the Wastewater Treatment Plant Project; and Authorizing the City Manager to Execute the Contract

**BE IT RESOLVED** the Lake Oswego City Council, acting as the Lake Oswego Public Contracting Review Board, hereby adopts Findings and approves a Special Procurement as follows:

1. The attached findings of the Deputy City Manager in support of the request for approval of a special procurement for technical advisory services and oversight of the preliminary services by the Project Company of the Wastewater Treatment Plant Project are hereby adopted.
2. Based upon the foregoing findings of fact, that the attached contract with Carollo Engineers, Inc. for technical advisory services, outreach, and oversight of the preliminary services provided by the Project Company of the Wastewater Treatment Plant Project is hereby exempted from the competitive solicitation process pursuant to LOPCR 047-0277(4) and is approved as a special procurement pursuant to OAR 137-047-0285.
3. The City Manager is authorized to execute the attached contract fourteen days following public notice of the approval of the special procurement, pursuant to OAR 137-047-0285 and ORS 279B.400.

Considered and enacted at the regular meeting of the City Council of the City of Lake Oswego on this 20th day of July, 2021.

AYES:

NOES:

ABSTAIN:

EXCUSED:

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Joseph M. Buck  
Mayor

ATTEST:

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Kari Linder  
City Recorder

APPROVED AS TO FORM:

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Jason Loos  
City Attorney

**FINDINGS FOR A SPECIAL PROCUREMENT OF CAROLLO ENGINEERS, INC. FOR TECHNICAL ADVISORY SERVICES, OUTREACH, AND OVERSIGHT OF THE PRELIMINARY SERVICES PROVIDED BY THE PROJECT COMPANY OF THE WASTEWATER TREATMENT PLANT PROJECT**

Prepared by: Anthony Hooper, Deputy City Manager

Date: July 9, 2021

WHEREAS, Lake Oswego Public Contract Rule 047-0277(4) generally requires the Public Contracting Officer to solicit at least three competitive proposals, based upon a Request for Proposals, when a personal services contract is in excess of \$100,000; and

WHEREAS, OAR 137-047-0285 permits the awarding authority to award a contract (or contract amendment) as a special procurement pursuant to the requirements of ORS 279B.085; and

WHEREAS, the special procurement must demonstrate that granting a special procurement:

- (a) Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- (b) (A) Is reasonably expected to result in substantial cost savings to the contracting agency or to the public; or  
(B) Otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

NOW, THEREFORE, IN SUPPORT OF A SPECIAL PROCUREMENT FOR TECHNICAL ADVISORY SERVICES, OUTREACH, AND OVERSIGHT OF THE PRELIMINARY SERVICES PROVIDED BY EPCOR FOOTHILLS WATER PARTNERS, THE DEPUTY CITY MANAGER OF THE CITY OF LAKE OSWEGO PRESENTS THE FOLLOWING FINDINGS IN SUPPORT OF A SPECIAL PROCUREMENT AS FOLLOWS:

A. *Criterion: "Granting the special procurement is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts."*

1. On April 8, 2019, the City of Lake Oswego awarded a personal services contract to Carollo Engineers, Inc. (Carollo) to provide technical support in the procurement process in selecting a Public-Private Partner to enter into a Preliminary Services Agreement to design, build, finance, operate, and maintain (DBFOM) a new Wastewater Treatment Plant. Carollo was selected from the Qualification Based Selection (QBS) shortlist of Owner Representative Services because Carollo had detailed knowledge of the wastewater system since they completed the 2013 Wastewater Master Plan and because of the design experience that they had as they were working on a secondary process expansion for the Tryon Creek Wastewater Plant with the Bureau of Environmental Services at Portland.

The City completed the procurement process and entered into a Preliminary Services Agreement with EPCOR Foothills Water Partners, the Project Company, on May 5, 2021.

This special procurement with Carollo is needed to provide technical oversight of the design work and cost development, and other deliverables to be completed by EPCOR as described in the Preliminary Services Agreement as well as to provide support on the outreach to the community on these deliverables.

2. It is unlikely that award of this special procurement will diminish competition because:
  - a. The scope of work for this contract amendment builds upon the knowledge gathered by the prior work. Although, it is *possible* for a proposer to devote the necessary time to acquaint itself with all of the prior and current engineering work performed to date in order to prepare the proposal and preliminary services agreement, it is unlikely for the reasons set forth in the following subsections.
  - b. The internal costs that another proposer would incur to develop an equivalent understanding of the wastewater system, flow modeling, technical specifications, public-private procurement activities to-date, and interworking of the public-private partnership would be considerable and would likely exceed \$100,000 and require at least two to three months of additional time.
  - c. Carollo has executed all of its required tasks that are necessary to have crafted detailed specifications that were critical to the development of the Preliminary Services Agreement and provided support in the successful procurement of a qualified public-private partner. Proposers would recognize that Carollo would also be submitting a proposal and would enjoy a competitive advantage over its competitors for the reasons described in b. above.
  - d. Another competitive proposal process would require firms to demonstrate equal or better knowledge, skills, and capability than Carollo to provide the technical services needed by the City to provide oversight regarding the preliminary services to be delivered by EPCOR. Other firms are unlikely to submit proposals in part due to Carollo's body of knowledge and understanding of the City's wastewater system, flow modeling, and interworking of the public-private partnership.
  - e. The scope of this work under the requested special procurement comprises technical advice, review and oversight of the Project Company's scope of work as described in the Preliminary Services Agreement, including:
    - i. project management activities,
    - ii. oversight of schedule and risk management activities,
    - iii. design review from basis of design through 60% design,
    - iv. review of numerous deliverables including the residuals management alternatives study to the operations and maintenance conceptual approach,
    - v. permitting assistance, and
    - vi. cost estimating.

Based on the preceding reasons, it is unlikely that the open solicitation seeking two additional

proposers, as required by LOPCR 47-0277, would result in a new field of qualified, interested submittals.

*B(1). Criterion: "Granting the special procurement is reasonably expected to result in substantial cost savings to the contracting agency or to the public; or*

1. Substantial staff time and cost is expended to prepare Request for Qualifications and Request for Proposals solicitation documents, associated public notices, administer solicitation period activities, select proposal evaluation team members, evaluate responses to competitive solicitations, conduct interviews, conduct reference checks to confirm proposal responsibility and qualifications, prepare council reports for contract award, and prepare contracts once the council award is made. A two-step, competitive proposal procurement in lieu of authorizing this special procurement would take 3-4 months to conduct, and would incur staff labor and material costs ranging from \$15,000 to \$25,000.
2. As noted in part A, above, a substantial body of technical work has been developed by Carollo as it has performed owner's representative services and technical specification development for the Request for Proposal and Preliminary Services Agreement documents. In order to develop this body of work, many experts within Carollo have been utilized to conduct specialized elements of the work necessary to provide the technical information necessary for the public-private partners to submit proposals and enter into a preliminary services agreement. Any other consultant selected pursuant to a competitive proposal process to provide owner's representative services in lieu of this special procurement, would necessarily have to procure all e-mails, documents, flow modeling, and other work of Carollo and evaluate such work that has completed to date of whatever nature in order to develop a thorough understanding of the technical and management aspects of this project. A conservative estimate of the time it would take for any consultant other than Carollo to develop a project understanding as comprehensive as that of Carollo is six months. As a result, this would likely lead to a project delay that would impact the schedule and delivery of preliminary services by EPCOR and lead to paying out money to EPCOR to compensate for project delays.
3. The additional owner's representative services, consisting of technical advisory services and oversight of portions of the preliminary services by the Project Company required are a continuation of tasks and analyses already conducted to date. In addition, the experts needed to provide the additional services are already employed by Carollo.
4. Due to the past work by Carollo on the Wastewater Treatment Plant Project, the firm is knowledgeable and able to immediately dedicate sufficient resources and commence the owner's representative work necessary to thoroughly and supportably oversee EPCOR's delivery of the scope of work stipulated in the Preliminary Services Agreement.
5. Failure to immediately procure these additional owner's representative services and dedicate additional staff to the project creates a high degree of risk for delay of the execution of the Preliminary Services Agreement with EPCOR, which would have financial ramifications for the City not meeting review deadlines.

6. The hourly billing rates of Carollo staff are within the range of billing rates charged by other similar sized consulting firms with the Portland Metropolitan region, as are the administrative costs associated with reimbursable expenses. All such costs are commensurate with the Scope of Work and reflect the Project's complexity and risk.

*B(2). Criterion: "Granting the special procurement otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.*

1. The request for proposals requirement for "major personal services" is not based on state law solicitation methods (ORS 279B.055, 279B.060, 279B.065 or 279B.070), but rather by LOPCR 047-0277(4); personal service contract rules are not subject to the state law provisions cited. Therefore, it is not technically possible to comply with these cited provisions, and accordingly, it is not technically possible to "otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with requirements" of cited state law. However, these findings look to the public interest sought to be served by the request for proposal requirement, and the spirit of solicitation of competitive proposals under ORS 279B.060.
2. The Deputy City Manager believes that there is a significant likelihood that there would not be any additional proposers to a Request for Proposals because all potential proposers except Carollo would have to undertake extensive review of the Public-Private Partnership arrangement and the technical specifications that have been developed to date, in a short period of time, to submit a proposal.



July 8, 2021

Mr. Anthony Hooper  
City of Lake Oswego, Deputy City Manger  
17601 Pilkington Road  
Lake Oswego, OR 970354

Subject: Lake Oswego Wastewater Treatment Facility P3 Project Scope of Work - Preliminary Services Oversight Version 2

Dear Mr. Hooper:

Carollo Engineers, Inc. (Carollo) is currently providing owner's advisory services to the City of Lake Oswego (City) as the City pursues the development of a public-private partnership (P3) for the design, construction, and long-term operation of a new wastewater treatment facility (Project). To-date, Carollo's role has included providing technical guidance to the City and its other owner's advisory consultants in the development of the Request for Proposals (RFP), and the evaluation of Proposals submitted by the P3 proposers.

### Approach

Under the Scope of Work described below, Carollo will provide technical owner's advisory services to the City during the Preliminary Services phase of the project. In this next phase of the Project, following negotiation and execution of the Preliminary Service Agreement (PSA), the successful P3 proposer (Project Company) will implement the Scope of Basic Services described in Appendix 1 of the executed PSA. This scope consists of tasks necessary for the Project Company to develop and advance the Project to the point where a guaranteed pricing commitment can be provided to the City.

Carollo's Scope of Work provides technical assistance to support the City's oversight of the Project Company's efforts as it executes the PSA's Scope of Basic Services, and is comprised of tasks that 1) facilitate the collaborative process required by the progressive design-build delivery approach, and 2) provide technical support and oversight during the Project Company's development of the Project design, construction, and operations approaches. The Preliminary Service Agreement duration and this scope is based on a 13-month period.

### Scope of Work

We propose the following scope of work:

#### Task 100. Project Management And Administration

##### Subtask 101 – Project Management Activities

Carollo will provide regular (no less frequently than monthly) reporting throughout the duration of the project on project activities, milestone completions, schedule status, budget status, and other reporting metrics as requested by the City.

## **Task 200. Project Meetings And Conference Calls**

### **Subtask 201 – Project Status Meetings and Conference Calls**

Carollo will facilitate and attend regular project meetings, conference calls, and other activities as needed throughout the duration of the Preliminary Services to coordinate all project activities with City staff, City owner’s advisor team, the Project Company, permitting agencies, and other project stakeholders. Effort is based on preliminary service period of 13 months and an allocation of two hours a week for Carollo staff.

### **Subtask 202 – PDB/P3 Expert Meeting Travel Allocation**

A travel budget allowance of up to \$15,000 for meetings is included.

### **Subtask 203 – Stakeholder / Council Meeting Allowance**

Carollo will participate on an as needed/requested basis in stakeholder or City Council meetings during the preliminary services period.

## **Task 300. Project Company General Management Oversight (Task 0 – Preliminary Services)**

### **Subtask 301 – Schedule Management**

Carollo will review the draft baseline Project Schedule submitted by the Project Company at the Project Kick-Off Meeting and provide comments concerning schedule start/finish dates, task durations, major milestones, and other schedule aspects for the Preliminary Services phase. Carollo will also review the Project Services (final design, construction, operation) summary portion of the Project Schedule, and provide written comments to the City for the overall Project Schedule.

Carollo will review updates to the baseline Project Schedule provided by the Project Company’s monthly and provide comments to the City as necessary.

### **Subtask 302 – Risk Management**

Carollo will review the risk register prepared by the Project Company and provide comments to the City.

Carollo will review the Project Company’s monthly updates of the risk register for the duration of the Preliminary Services phase and provide comments to the City as necessary.

### **Subtask 303 – Work Management System**

Carollo will oversee the Project Company’s development of the Work Management System structure and components (e.g. the Project Management Information System [PMIS]) that will be used to maintain and coordinate all electronic work products and confirm that the system meets the requirements of the Project and the PSA.

Carollo will monitor the Project Company’s management and use of the Work Management System for the duration of the Preliminary Services phase and provide comments to the City as necessary.

## **Task 400. Initial Development And Basis of Design Report (BODR) Oversight (Task 1 – Preliminary Services)**

### **Subtask 401 – Project Management Plan**

Carollo will review the draft Project Management Plan (PMP) prepared by the Project Company that summarizes the Preliminary Services objectives; approach; organization requirements defining resources/staffing, roles/responsibilities, contacts, and communication plan; quality assurance/quality control (QA/QC) plan; Project budget, schedule and work breakdown structure; financial tracking procedures; decision/outstanding items log; identification of each deliverable associated with each Task and subtask; and scope change management process. Carollo will participate in a 4-hour in-person project kickoff meeting and will provide comments on the draft PMP to the City following the meeting.

### **Subtask 402 – Project Requirements**

Carollo will participate in a 1/2 day in-person workshop to review the most current Project requirements, goals, objectives, and constraints, and discuss, confirm and refine as necessary the Project's technical requirements with respect to treatment, process(es), permitting considerations, reliability and redundancy, operations and maintenance, repair and replacement, and other applicable Project elements. Carollo will review information prepared by the Project Company that documents the process and results of the workshop.

### **Subtask 403 – Site Investigations**

Carollo will monitor the process, review the deliverables and provide comments associated with the Project Company's execution of the Scope of Basic Services (Task 1.3 of Appendix 1 of the PSA) which includes evaluation of the facility site, existing outfall investigation, hazardous waste investigation, geotechnical investigation, and site survey.

### **Subtask 404 – Permitting Assistance**

Carollo will monitor and support the City with respect to the Project Company's delivery of tasks related to permitting. Carollo's assistance under this Subtask will include review of the Project Company's draft Permitting Plan, attendance at permitting-related meetings with local/state/federal regulatory bodies (e.g. Oregon Department of Environmental Quality), and coordination between the City and Project Company to facilitate the transfer of information necessary for permitting application efforts (e.g. National Pollution Discharge Elimination System permit.) Four two-hour virtual meetings are included for permitting support in addition to a 1/2 day in-person workshop.

### **Subtask 405 – Residuals Management Alternatives Study**

Carollo will support the Project Company's development of and review the draft Residuals Management Alternatives Study prepared by the Project Company in accordance with the requirements of Task 1.5 of Appendix 1 of the PSA and provide comments to the City. Two two-hour virtual meetings are included for providing input / assistance towards Project Company's effort to develop the study.

#### Subtask 406 – Basis of Design Report

Carollo will support the City in the Project Company's development of the Basis of Design Report (BODR). Carollo will participate in the "30 day" in-person conceptual design kick-off meeting to discuss with the City and Project Company the conceptual-level design provided by the Project Company in its proposal and confirm the approach for advancement of the design to the BODR level of completion.

Carollo will collaboratively provide input as the Project Company develops the BODR under the progressive design-build approach, monitoring and confirming compliance with Task 1.6 of Appendix 1 of the PSA and the Project's Minimum Design and Construction Requirements. Two two-hour in person design coordination meetings are assumed. Carollo will review the draft BODR document, attend a 1/2 day in person workshop to review the BODR and provide comments to the City.

#### Subtask 407 – Technical Deliverable Material Review

Carollo will review the Technical Deliverable Material containing the drawings, specifications, subcontractor and supplier procurement documents, and supplemental reports developed for preparation of the BODR. Carollo will provide review comments to the City. An allowance of 54 hours is included for these reviews.

#### Subtask 408 – Cost Estimating

Carollo will review the initial cost estimates prepared by the Project Company for the Design-Build Work and the Operation Services. Carollo will also review the cost estimates associated with the Residuals Management Alternatives Study. Carollo will provide comments regarding each of these cost estimate elements to the City.

#### Subtask 409 – Operations and Maintenance Plan Conceptual Approach

Carollo will participate in a 1/2 day workshop to discuss the conceptual operation and maintenance plan provided by the Project Company in its Proposal. The workshop will address operation and maintenance / repair and replacement considerations and serve as the basis for development and advancement of the Operations and Maintenance Plan during future Project phases. A Carollo operations specialist will attend workshop via teleconference.

#### Subtask 410 – Financial Plan Review and Support

An allowance of 16 hours of Carollo PDB/P3 expert time is included for as needed support/input.

#### Subtask 411 – Collection System Modeling Support

An allowance of 80 hours to assist with necessary collection system model updates is included. Anticipated activities include pre-modeling planning meetings, model set up based on City provided input, GIS support of meetings/findings, modeling of one 2055 25-year event with current configuration and up to two other 2055 25-year event conditions, summarizing model results in table format and prep for and participation in up to two results review meetings.

## **Task 500. 30 Percent Submittal Oversight (Task 2 – Preliminary Services)**

### **Subtask 501 – 30 Percent Design Development**

Carollo will support the City in the Project Company's development of the 30 percent design for the Project facilities. The 30 percent design will, as appropriate, contain supplemental site investigations; determination of the number and sequencing of construction packages; Project layout and features; preliminary design of Project features and facilities; design calculations; preparation of documents to support permitting; preparation of preliminary plans and specifications outline; and quality management reviews.

Carollo will collaboratively provide input from all necessary technical disciplines as the Project Company advances the BODR and Technical Deliverable Material to the 30 percent design level under the progressive design-build approach, monitoring and confirming compliance with Task 2.1 of Appendix 1 of the PSA.

Carollo will also provide value engineering and constructability review input as part of this Subtask.

An allowance for three 1/2 day in-person meetings is included and an additional 132 hours are included for various design disciplines to support design development process.

### **Subtask 502 – 30 Percent Technical Deliverable Material Review**

Carollo will review each Technical Deliverable Material submittal prepared by the Project Company in development of the 30 percent design and provide comments to the City. An allowance of 198 hours are included for multiple design disciplines to provide technical deliverable review support as needed.

### **Subtask 503 – Permitting Plan Update**

Carollo will review the Project Company's update to the Permitting Plan and provide comments to the City. An allowance of 82 hours is included for review of a Facility Plan support and review.

### **Subtask 504 – Operations and Maintenance**

Carollo will provide support to the Project Company's development of the draft Operations and Maintenance / Repair and Replacement Plan, confirming alignment with Subtask 3.9 and Task 2.6 of Appendix 1 of the PSA. An allowance for one 8-hour in-person meeting attended by two Carollo team members for review of plan content is included as is review and comment on the proposed draft plan.

### **Subtask 505 – Cost Estimate Update**

Carollo will conduct an independent review of the updated cost estimates prepared by the Project Company for the Design-Build Work and the Operation Services and provide comments regarding each of these cost estimate elements to the City.

## **Task 600. 60 Percent Submittal Oversight (Task 3 – Preliminary Services)**

### **Subtask 601 – 60 Percent Design Development**

Carollo will support the City in the Project Company's development of the 60 percent design for the Project facilities. The 60 percent design will, as appropriate, contain final site investigations; final Project layout and features; detailed design of Project features; detailed drawings and specifications; design calculations (civil, electrical, mechanical, structural); and quality management reviews.

Carollo will collaboratively provide input from all necessary technical disciplines as the Project Company advances the 30 percent design and Technical Deliverable Material to the 60 percent design level under the progressive design-build approach, monitoring and confirming compliance with Task 3.1 of Appendix 1 of the PSA.

Carollo will also provide value engineering and constructability review oversight as part of this Subtask. An allowance for 3 1/2 day in-person meetings is included and an additional 132 hours are included for various design disciplines to support design development process.

#### [Subtask 602 – Division Owner Requirements](#)

Carollo will assist the City in modifying and/or preparing the Division Owner Requirements (ORs) for the Project, documenting the City general requirements, such as field support facilities, training, performance testing, quality control, etc.

#### [Subtask 603 – 60 Percent Technical Deliverable Material](#)

Carollo will review each Technical Deliverable Material submittal prepared by the Project Company in development of the 60 percent design and provide comments to the City.

#### [Subtask 604 – Project Commissioning, Start-Up, and Transition Services](#)

Carollo will support the Project Company's development of the draft Project Commissioning Plan that describes the process that will be implemented and the deliverables that will be provided to commission, test, and start up the Project. The Project Commissioning Plan shall also describe the process the Project Company will implement to transition the operations of the Tryon Creek Wastewater Treatment Plant (TCWTP) operated by the City of Portland to the Project, and to decommission the TCWTP.

Carollo will review the draft Project Commissioning Plan and provide comments to the City.

#### [Subtask 605 – Demolition and Remediation Plan Review](#)

Carollo will review the draft Demolition and Remediation Plan prepared by the Project Company and provide comments to the City.

#### [Subtask 606 – Equity, Inclusion, and Diversity Subcontracting Plan](#)

Carollo will review the draft Equity, Inclusion and Diversity Plan prepared by the Project Company and provide comments to the City.

#### [Subtask 607 – Permitting Plan Update](#)

Carollo will review the Project Company's update to the Permitting Plan and provide comments to the City.

#### [Subtask 608 – Operations and Maintenance / Repair and Replacement Plan Update](#)

Carollo will review the Project Company's draft Operations and Maintenance / Repair and Replacement Plan and provide comments to the City.

#### Subtask 609 – Cost Estimating Update

Carollo will review the updated cost estimates prepared by the Project Company for the Design-Build Work and the Operation Services and provide comments regarding each of these cost estimate elements to the City.

#### **Task 700. Definitive Project Submittal (Task 4 – Preliminary Services)**

##### Subtask 701 – Technical Submittal Review

Carollo will review technical submittal portion of the Definitive Project Submittal as described until Task 4.1.2 of Appendix 1 of the PSA and provide comments to the City. An allowance of 100 hours is included for this review.

##### Subtask 702 – Definitive Project Submittal Review

As requested by the City, Carollo will review other components of the Definitive Project Submittal and provide comments to the City. An allowance of 66 hours is included.

#### **Task 800. Public Involvement and Communications Support Services (Barney and Worth Subconsultant)**

Barney and Worth (B&W) tasks are captured below. Additionally, their full proposed scope including rates, assumptions and direct expense information is included as Attachment A to this letter proposal.

##### Subtask 801 – Project Management (August 2021-October 2022)

B&W will work closely with the City and Carollo throughout the project, including up to 14 monthly communications team meetings to review and discuss progress on outreach activities. Up to 4 of these monthly meetings will be held in-person. B&W will also prepare a monthly invoice and progress reports.

##### Subtask 802 – Public Involvement and Communications Plan (August 2021)

A Public Involvement and Communications Plan will be developed by B&W with input from the City and engineering team. The plan will detail outreach goals, methods and tools, target audiences, key messaging, schedule, and assignments.

##### Subtask 803 – Design and Develop a Portfolio of Information Materials (August 2021-October 2022)

B&W will deploy the key messaging through communications materials including one original and 3 updated: FAQs, Animoto videos. B&W will also provide monthly website content updates, four Hello LO articles, design/develop four graphics as needed for the website or Hello LO.

- Initial Development and BODR Submittal Package (August-September 2021).
- 30 Percent Design Submittal Package (October-January 2022).

- 60 Percent Design Submittal Package (January-May 2022).
- Definitive Project Submittal (June-October 2022).

#### Subtask 804 – Facilitate Visioning Workshops (August-September 2021)

B&W will prepare two meeting plans, organize three preparation meetings with City staff and technical expert(s), develop materials and meeting notices, and set up and facilitate two 3-hour Visioning Workshops that focus on sustainability and good neighbor design. Technical expertise support will be provided by the City's selected design build engineering team. The results be summarized in a Visioning Workshops memo and will be used to develop a community survey to collect feedback and prioritize workshop results.

#### Subtask 805 – Public Meetings (August 2021-October 2022)

B&W will develop and facilitate three community meetings, including developing supporting materials:

- At 30 percent design B&W will develop an outline and content for an online open house, build the webpage and publish. Content will include information about the project and the community survey developed from the earlier charette/workshops. The open house will be developed on B&W's *Online Voice* platform. (December-January 2022). A summary of the online open house, including the survey will be developed.
- After land use pre-app meeting (near 60 percent design): B&W will prepare a meeting plan, meeting notices, and facilitate a 2-hour neighborhood meeting. A meeting summary will be provided (April-May 2022).

After 60 percent design: B&W will prepare a meeting plan, meeting notices, and facilitate a 2-hour information session/open house to share 60 percent or final design of the project. The online open house will also be updated. (July-August 2022) A summary of the information session/open house and update online open house will be provided.

#### Subtask 806 – Direct Expenses

Direct expenses not covered by labor costs are captured in Subtask 806. These costs include printing, photocopies, telecommunications, postage, meeting expenses, travel and insurance costs. These costs assume the client will be responsible for website maintenance, mass printing and distribution of printed materials, public notice, room rental and refreshments for public meetings.

Mr. Anthony Hooper  
City of Lake Oswego, Deputy City Manger  
July 8, 2021

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### Cost

A project budget is included as an attachment to this proposal letter, and we look forward to assisting the City on this strategic project. Please contact me if you have any question concerning this proposal or suggested activities.

Sincerely,

CAROLLO ENGINEERS, INC.



Dan Laffitte, P.E.  
Associate Vice President

DEL:mm

Enclosures: Project Budget  
Attachment A // Barney and Worth Proposed Scope and Budget

cc: Mr. Kyle Rhorer



# Attachment A

## BARNEY & WORTH, INC.

[www.barneyandworth.com](http://www.barneyandworth.com)

121 SW MORRISON ST, STE 820  
PORTLAND, OR 97204  
503/222-0146 phone

701 NW ARIZONA AVE, STE 200  
BEND, OR 97703  
503/949-9047 phone



### City of Lake Oswego Wastewater Treatment Plant Project Public Involvement and Communications Support Services Scope of Work & Budget

Date:	July 7, 2021
Client:	Carollo
Contact:	Dan Laffitte <a href="mailto:dlaffitte@carollo.com">dlaffitte@carollo.com</a>
Scope of Services:	<p><u>Task 1 – Project Management (August 2021-October 2022)</u></p> <p>B&amp;W will work closely with the City and Carollo throughout the project, including up to 14 monthly communications team meetings to review and discuss progress on outreach activities. Up to 4 of these monthly meetings will be held in-person. B&amp;W will also prepare a monthly invoice and progress report.</p> <p><u>Task 2 – Public Involvement and Communications Plan (August 2021)</u></p> <p>A Public Involvement and Communications Plan will be developed by B&amp;W with input from the City and engineering team. The plan will detail outreach goals, methods and tools, target audiences, key messaging, schedule, and assignments.</p> <p><u>Task 3 – Design and Develop a Portfolio of Information Materials (August 2021-October 2022)</u></p> <p>B&amp;W will deploy the key messaging through communications materials including one original and 3 updated: FAQs, Animoto videos. B&amp;W will also provide monthly website content updates, four Hello LO articles, design/develop four graphics as needed for the website or Hello LO.</p> <ul style="list-style-type: none"><li>• Initial Development and BODR Submittal Package (August-September 2021)</li><li>• 30% Design Submittal Package (October-January 2022)</li><li>• 60% Design Submittal Package (January-May 2022)</li><li>• Definitive Project Submittal (June-October 2022)</li></ul> <p><u>Task 4 – Facilitate Visioning Workshops (August-September 2021)</u></p> <p>B&amp;W will prepare two meeting plans, organize three preparation meetings with City staff and technical expert(s), develop materials and meeting notices, and set up and facilitate two 3-hour Visioning Workshops that focus on sustainability and good neighbor design. Technical expertise support will be provided by the City's selected design build engineering team. The results be summarized in a Visioning Workshops memo and will be used to develop a community survey to collect feedback and prioritize workshop results.</p>

	<p><b>Task 5 – Public Meetings (August 2021-October 2022)</b></p> <p>B&amp;W will develop and facilitate three community meetings, including developing supporting materials:</p> <ul style="list-style-type: none"> <li>• At 30% design B&amp;W will develop an outline and content for an <u>online open house, build the webpage and publish</u>. Content will include information about the project and the community survey developed from the earlier charette/workshops. The open house will be developed on B&amp;W's <i>Online Voice</i> platform. (December-January 2022). A summary of the online open house, including the survey will be developed.</li> <li>• After land use pre-app meeting (near 60% design): B&amp;W will prepare a meeting plan, meeting notices, and facilitate a 2-hour <u>neighborhood meeting</u>. A meeting summary will be provided. (April-May 2022)</li> <li>• After 60% design: B&amp;W will prepare a meeting plan, meeting notices, and facilitate a 2-hour <u>information session/open house</u> to share 60% or final design of the project. The <u>online open house</u> will also be updated. (July-August 2022) A summary of the information session/open house and update online open house will be provided.</li> </ul>
Assumption:	City is leading public engagement. B&W's role is to support the specific tasks detailed in the scope of services.
Schedule	14 months: August 2021-October 2022

### Budget

Consultant services will be compensated based on standard hourly rates. Expenses will be reimbursed at actual cost plus 15% for administration. Professional services or expenses exceeding the budgeted amount will be approved by the client in advance. The NTE \$78,855 budget estimate includes professional services and expenses.

### Budget Detail — Tasks & Hours

Tasks	Estimated Hours			
	Principal	Project Assistant	Research Associate	Total Hours
Task 1 – Project Management	28		28	56
Task 2 – Public Involvement & Communications Plan	12			12
Task 3 – Design and Develop a Portfolios of Information Materials	60	120		180
Task 4 – Facilitate Charettes/Workshops	48	20		68
Task 5 – Public Meetings	60	68		120
<b>Hours</b>	<b>208</b>	<b>208</b>	<b>28</b>	<b>436</b>
Hourly rate	<b>\$240</b>	<b>\$110</b>	<b>\$130</b>	
Professional services	<b>\$49,920</b>	<b>\$22,880</b>	<b>\$3,640</b>	<b>\$76,440</b>

**Professional Services****\$76,440****Direct Expenses\***

Printing & Photocopies	\$800
Telecommunications	200
Postage & Delivery	200
Meeting Expenses	400
Travel	400
Insurance	100
Administration and Handling (@15%)	315
	<u>\$2,415</u>

Total Direct Expenses

**Overall Total****\$78,855**

\*Assumes client will be responsible for website maintenance, mass printing and distribution of printed materials, public notice, room rental and refreshments for public meetings.

**Hourly Rates for Professional Services**

<b>Job Title</b>	<b>Hourly Rate</b>
Principal	\$240
Senior Managing Associate	\$240
Senior Associate	\$210
Managing Associate	\$190
Associate II	\$170
Associate I	\$150
Research Associate	\$130
Project Assistant	\$110
Graphic/Web Designer	\$100
Clerical/Support II	\$ 90
Clerical/Support I	\$ 80

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