

Agenda Item # 8

## **Executive Summary**

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TO: Mayor Blad and Pocatello City Council

CC: Tom Kirkman, Public Works Director

FROM: Justin Armstrong, Water Superintendent

DATE: October 6, 2025

SUBJECT: Professional Service Agreement – Water System Facility Plan Update

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### **Recommendation:**

Staff recommends that the City Council approve and authorize the Mayor to execute the Agreement for Professional Services for a Water System Facility Plan Update with Keller Associates in the amount of 432,900.00, subject to Legal Department review.

Project funding has been established in the Water Department FY26 budget fund line: 031.3001.443.40-99.

### **Discussion:**

City staff has gone through the rigorous process to select a highly qualified consultant to provide professional engineering services to update and complete a Water System Facility Plan to conform to IDAPA rules and regulations associated with public drinking water systems.

In July 2025, staff advertised a Request for Proposals (RFP) to regional engineering firms to update the Water Facility Planning Study and hydraulic water distribution model. A total of four (4) regional firms responded to our formal request and submitted a proposal. After evaluation of their proposal submissions, the selection committee identified Keller Associates as the qualified firm to perform the necessary professional services on this particular project.

The City of Pocatello prepared a prior Water System Facility Plan in 2016, which was approved by the Idaho Department of Environmental Quality (IDEQ). The facility planning document outlines system characteristics and operations, evaluates water sources and capacity, identifies system deficiencies, and provides both short-term and long-term options to support future growth. The City utilizes this document as a planning tool to aid in future development and provide capital planning to address any deficient areas identified within the water system.

Standard utility practices suggest updating facility planning studies every 5-10 years to keep up with new drinking water regulations and plan for regional growth. Based on population growth and the completion of many short- and mid-term projects, staff recommends updating the facility planning document to help address future drinking water supply and delivery needs.

To: City Council and Mayor  
From: Matt Kerbs, Deputy City Attorney *MK*  
Date: October 29, 2025  
Re: Agreement for Professional Services – Water System Facility Plan Update

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I have reviewed the above referenced Agreement, and have no legal concerns with the Council awarding the RFP to Keller Associates and authorizing the Mayor to sign the Agreement.

## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement between the **City of Pocatello** ("Owner") and **Keller Associates, Inc.** ("Consultant") is effective as of the date of the last signature to the Agreement (Effective Date).

Owner's Project, of which Consultant's services under this Agreement are a part, is generally identified as follows: **Water System Facility Plan Update** ("Project").

The Owner and the Consultant agree to the following Project scope, schedule, and compensation:

**SCOPE:** Consultant's services under this Agreement are generally identified as shown in Attachment A.

**SCHEDULE:** The schedule shall commence on the Effective Date of the Agreement. Consultant anticipates completing its services as shown in Attachment A.

**COMPENSATION:**

*Basic Services.* As compensation for services to be performed by Consultant, the Owner will pay Consultant a total amount of **\$422,900 (Four Hundred Twenty-Two Thousand Nine Hundred Dollars)** as described in Attachment A.

*Additional Services.* As compensation for performing Additional Services, the Owner will pay Consultant up to the amount of **\$10,000 (Ten Thousand Dollars)** as described in the attached Scope of Work. If additional services beyond this budget amount are required, then an amendment to this Agreement will be provided.

In Witness Whereof, the parties hereto have executed this Agreement as of the date of the last signature below. The Terms and Conditions attached are included and incorporated in this agreement by this reference. Owner and Consultant further acknowledge that they have reviewed and accepted the attached Terms and Conditions.

**OWNER: CITY OF POCATELLO**

**CONSULTANT: KELLER ASSOCIATES, INC.**

Signature: \_\_\_\_\_  
Name: Brian Blad  
Title: Mayor  
Address: 911 N. 7<sup>th</sup> Avenue  
Pocatello, ID 83201  
Telephone: (208) 234-6163  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: James Bledsoe  
Title: Vice President  
Address: 100 East Bower Street, Suite 110  
Meridian, ID 83642  
Telephone: (208) 288-1992  
Date: \_\_\_\_\_

## TERMS AND CONDITIONS

1. **CONTRACT** – This document constitutes the full and complete Agreement between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. The Agreement may be amended only if both parties specifically agree in writing to such amendment of the Agreement.
2. **INVOICES AND PAYMENT** – Owner will make payment within 30 calendar days of the invoice date. Consultant shall keep accurate records of expenses. If Owner contests an invoice, Owner shall advise the Consultant within 15 days of receipt of invoice of the specific basis for doing so, may withhold only that portion so contested, and shall pay the undisputed portion.

**Interest.** If payment is not received by the Consultant within 30 calendar days of the invoice date, Owner shall pay interest at a rate of 1½% per month (or the maximum allowable by law, whichever is lower) of the past due amount. Payments will be credited first to interest and then to principal.

**Suspension.** If the Owner fails to make payments when due, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Owner. Owner agrees to indemnify and hold Consultant harmless from any claim or liability resulting from such suspension.
3. **DOCUMENTS** – All documents prepared or furnished by Consultant are instruments of service, and Consultant retains ownership and property interest (including the copyright and the right of reuse) in such documents. Owner shall have a limited license to use the documents in and for the Project subject to full payment for all services relating to preparation of the documents. The Owner agrees to obtain prior written agreement for any reuse or modifications of the instruments of service, and understands that any unauthorized use of the instruments of service shall be at the Owner's sole risk and without liability to the Consultant.
4. **STANDARD OF CARE** – The standard of care for all professional engineering and related services performed or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. The Consultant makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with the Consultant's services. Consultant shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws, rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.
5. **CHANGES OR DELAYS** – The proposed scope of services, compensation, schedule, and allocation of risks reflect Consultant's understanding of the Project at the date of this Agreement. Costs and schedule commitments shall be subject to renegotiation for changed conditions, unreasonable delays caused by the Owner's failure, independent government agencies, Force Majeure events (i.e. acts of God, riots, wars, sabotage, strikes, civil disturbances, pandemics, government declared emergencies, etc.), or causes beyond the reasonable control of Consultant. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment in compensation and schedule shall be made.
6. **TERMINATION OR REDUCTION OF SERVICES** – The Owner and Consultant may terminate this Agreement in whole or in part at any time by giving 30 days written notice thereof. The Owner shall promptly pay Consultant for all services rendered to the effective date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on the Owner's behalf. If Owner elects to terminate, modify, or reduce any portion of Consultant's services under this Agreement, Owner shall indemnify Consultant from any damages related to the services or activities Consultant did not provide.
7. **SUSPENSION OF SERVICES** – If the Owner suspends services of the Consultant for any reason for more than thirty days, the Consultant shall be reimbursed for expenses incurred due to suspension of services, including costs associated with rescheduling or reassigning personnel, and commitments made to others on Owner's behalf.
8. **INDEMNITY AND LIMITATION OF LIABILITY** – Owner and Consultant each agree to indemnify and hold the other (including their respective officers, directors, employees, agents, owners, shareholders, members, partners, sub-consultants, subcontractors, and representatives) harmless from and against liability for all claims, losses, damages and expenses, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Owner and Consultant, they shall be borne by each party in proportion to its negligence. Neither the Owner nor Consultant shall be liable for incidental, indirect or consequential damages. The Consultant's liability to the Owner and to all construction contractors and subcontractors on the Project, due to the Consultant's negligent acts, errors omissions, or breach of contractual obligations relating to or arising out of the Project shall not exceed the Consultant's total fee.

9. **OPINIONS OF COST** – Consultant’s opinions of probable cost represent Consultant’s judgment as an experienced and qualified design professional. Since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Owner’s and other contractor’s methods of determining prices, or over competitive bidding or market conditions, the Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable cost prepared by the Consultant.
10. **CONSTRUCTION PHASE SERVICES** – If Consultant performs any services during the construction phase of the Project, Consultant shall not supervise, direct, or have control over Owner’s contractor’s work. Consultant shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the contractor. Consultant does not guarantee the performance of the construction contract by the contractor and does not assume responsibility for the contractor’s failure to furnish and perform its work in accordance with the Contract Documents. Consultant will not direct or alter payment methodology between Owner and Contractor. Owner agrees to indemnify and hold harmless Consultant from any liability for fraudulent electronic transfers.
11. **MISCELLANEOUS**

**Right of Entry:** Unless otherwise noted in the scope of work, the Owner shall provide for Consultant’s right to enter the property owned by the Owner and others in order to fulfill the services to be performed hereunder.

**Dispute Resolution:** Owner or its Contractor agree to notify Consultant of any claims against the Consultant within 10 days of discovery of any allegations, errors or omissions. Should a dispute arise, Owner and Consultant agree to negotiate disputes between them in good faith for a period of 30 calendar days from the date the dispute is raised in writing by either the Owner or Consultant. If the parties fail to resolve the dispute through negotiation, then the dispute shall be decided through non-binding mediation or other mutually agreed alternative dispute resolution technique. Fees and expenses for mediation shall be split equally between the parties. The Owner and Consultant agree non-binding mediation or other mutually acceptable dispute resolution technique shall precede litigation. This Agreement shall be governed by the laws of the State where the Project is located.

**Hazardous Environmental Conditions:** The scope of Consultant’s services does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead or other hazardous materials, as defined by Federal, State, and local laws or regulations. Consultant is not required to become an arranger, operator, generator, or transporter of hazardous substances, and shall have no responsibility for the discovery, handling, removal, disposal or exposure of persons to hazardous substances of any form.

**Subsurface Investigations:** In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These conditions and cost/execution effects are not the responsibility of Consultant.

**Consultant Reliance:** Owner shall make available to Consultant all relevant information pertinent to the Project. Consultant shall be entitled to rely, without liability or the need for independent verification, on the accuracy and completeness of any and all information provided by Owner, Owner’s consultants and contractors, information from public records, and information ordinarily or customarily furnished by others, including, but not limited to specialty contractors, manufacturers, suppliers, and publishers of technical standards.

**Certifications:** Consultant shall not be required to sign any documents that result in Consultant having to certify, warrant, or guarantee the existence of conditions whose existence Consultant cannot ascertain within its services for the Project.

**Third Parties:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Consultant. Consultant’s services hereunder are being performed solely for the benefit of the Owner, and no other entity shall have any claim against Consultant because of this Agreement or Consultant’s performance of services hereunder.

**Severability and Waiver:** In the event any of these contract provisions are found to be illegal or otherwise unenforceable, the unenforceable contract provisions will be stricken, and those remaining contract provisions shall continue in full force and effect. The failure of either party of this Agreement to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this Agreement, shall not be construed as a waiver of such term, covenant or right.

**Joint Drafting:** The Parties expressly agree that this Agreement was jointly drafted, and that they both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this Agreement shall be construed neither against nor in favor of either Party, but shall be construed in a neutral manner.

Attachment A

**CITY OF POCATELLO**  
**WATER SYSTEM FACILITY PLAN UPDATE**  
**SCOPE OF WORK**

**PROJECT DESCRIPTION**

**City of Pocatello** (“Owner”) has contracted with **Keller Associates, Inc.** (“Consultant”) to provide an update to their Water System Facility Plan. The Consultant’s scope of work has been developed based on the following project description. As the project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of work.

The City operates and maintains over 290 miles of waterline, nearly 50 pressure zones, 21 groundwater wells, 12 booster stations, and 15 water storage tanks. The system supplies over 4.5 billion gallons of potable water per year to the system users. The plan will update the 2016 study and document known conditions, identify deficiencies, and provide a plan to guide the Owner in completing improvements to the drinking water system.

Consultant’s services are limited to those services outlined in the following scope of work.

**SCOPE OF WORK**

**TASK 1: PROJECT MANAGEMENT**

*Consultant Responsibilities*

- 1.1 Project Management. Provide general project administration services including contract administration, project accounting, monthly progress reports, scheduling, and internal project administration.
- 1.2 Kickoff Meeting. Prepare for and attend a project kickoff meeting with the Owner. The purpose of this meeting will be to review Owner design criteria, establish communication channels, review the overall project schedule including major milestones and meetings, review objectives of the study, discuss available data and published materials that will be made available by the Owner, and review process for deliverables including process for Owner review and approval. Planning criteria will also be reviewed during the Kickoff Meeting.

*Owner Responsibilities:*

- Provide meeting space for project meetings. Provide advertising as needed.
- Project will be completely funded by the Owner

*Assumptions:*

- Project management budget assumes a project schedule of up to 16 months.
- Unless otherwise noted, meetings/workshops may include a combination of in person or virtual attendees. This assumption applies to this task as well as subsequent tasks.

*Deliverables:*

- Monthly progress reports.
- Kickoff meeting agendas and meeting notes.

## TASK 2: DATA ACQUISITION & FACILITY TOURS

### *Consultant Responsibilities*

- 2.1 Request for Information. A request for information will be prepared by the Consultant describing the information needed including, but not limited to, the following items:
- a. Daily water supply production data (previous 5 years) in spreadsheet format.
  - b. Water meter consumption data (previous 2 years) to be supplied in spreadsheet format. Identify major water users within the service area with private water supplies.
  - c. 24-hour SCADA data for pumping rates, pressures, pump speed (Hz), well drawdown (ft), and reservoir levels for peak demand periods to be identified by Consultant – at locations where they are available. It is anticipated that one booster station, nearly half of the wells, and a couple of tanks are not on SCADA.
  - d. Water quality monitoring data.
  - e. Record drawings for major pumping and storage facilities.
  - f. Previous water model in InfoWater Pro format.
  - g. Base mapping, including roadways, parcel lines, political boundaries, land use, topographic contours, current aerial imagery, water facility locations, hydrants, valves, and pipelines (along with material and size attributes) to be provided in GIS format.
  - h. Population growth projections, land use, anticipated development densities, and anticipated growth areas. Consultant and Owner will work together on growth projections areas and likely use information from Census, TAZ, and the comprehensive plan.
  - i. Reported well/booster production rates, pump curves, and well drawdown information.
  - j. Available water rights information.
  - k. Summary of existing system controls (i.e., pump on/off settings and control valve pressure settings).
  - l. Storage tank inspection reports – including any reports when City crews have completed the inspections.
  - m. Most recent Sanitary Water Survey.
  - n. List of known problems/issues.
  - o. Previous 2016 planning study, current rate study, and any other relevant water system studies or amendments.
  - p. Maps of the existing SCADA network, including gateways, routers, and other interfaces that may impact operations.
- 2.2 Site Tours. Consultant will complete a site tour with Owner's operation staff of the existing wells, booster stations and storage tank exteriors, to assess general conditions, interview Owner staff, and note known and observed problems. These site tours will occur over a one-to-two-week period. It is anticipated that the Consultant's electrical and structural staff will review photos taken onsite and assist in identifying potential issues.
- 2.3 Hydrant Testing. Develop a hydrant testing plan to collect data to be used in water model calibration. Complete one to two days of hydrant flow testing. Provide hydrant meter and pressure gages and coordinate with Owner staff who will assist in gathering data. Note system boundary conditions (i.e., supply flow rates and pressures, and tank levels) during time of testing. For planning purposes it is anticipated that the team will hydrant test 10 locations including the Johnny Creek and Highland Areas where there have been significant hydraulic changes over the past decade.

- 2.4 Data Collection and Review. Collection and processing of furnished data, mapping, and reports. Provide a follow-up Request for Information for supplemental data.

*Owner Responsibilities*

- Provide requested data within two weeks of request.
- Complete field work and provide sampling/testing, if required.
- Conduct site tour with Consultant; provide access to facilities and records.
- Provide two to three staff for hydrant testing. Be responsible for public notices, traffic control (if required), and controlling and observing system operations during hydrant testing.

*Assumptions*

- Site tour is limited to visual observations and is not intended to be a comprehensive inspection. Consultant will not enter confined spaces. Onsite licensed structural and electrical engineering reviews are not planned. A total of 3 Consultant staff members onsite for 3 days with Owner staff is assumed for budgeting purposes.
- Consultant shall be entitled to rely on the accuracy and completeness of the information provided by Owner, Owner's consultants and Contractors, information from public records, and information ordinarily or customarily furnished by others, including, but not limited to specialty Contractors, manufacturers, suppliers, and publishers of technical standards. This assumption applies to this task and subsequent tasks.
- It is anticipated that the model provided will be a working model that includes the past 10 years of system improvements integrated into the model.
- No radio path surveys are anticipated. Data transfer to focus on cellular transmission moving forward.

*Deliverables*

- Requests for Information.

**TASK 3: PROJECT PLANNING**

*Consultant Responsibilities*

- 3.1 Location. Provide a brief description of project location.
- 3.2 Study Area. Assist Owner in identifying the study area. It is anticipated that the existing City Impact Area will be used for this study area.
- 3.3 Growth Trends. Review historical residential growth projections and summarize. Review TAZ growth projections and document the TAZ growth rate 20-year planning period population, and spatial allocation for the 20-year population growth..
- 3.4 Water Quality Requirements. Document drinking water standards and monitoring requirements.
- 3.5 Water Demand Projections.
- a. Review Historical Data. Review water production data supplied by the Owner. Evaluate seasonal variations in water demand. Develop average day, maximum day, and peak hour design demands. Summarize demands per equivalent dwelling unit.
  - b. Evaluate Water Loss. Water production data will be compared to water consumption data for a two-year period to estimate the amount of unaccounted for water.
  - c. Demand Projections. Work with the Owner to develop the 5,10, and 20-year planning period projected water demands.



- d. Fire Flow Demands. Summarize desired fire flow requirements per local fire authority requirements and Idaho Surveying and Rating Bureau (ISRB).
- 3.6 Additional Planning Criteria Considerations. Summarize additional regulatory and industry standard planning criteria for water supply redundancy, storage requirements (operational, peaking, emergency, and fire storage components), mechanical redundancy, minimum and maximum operating pressures, and potential consolidating/interconnecting of pressure zones now and in the future.
- 3.7 Draft Plan Section. Prepare draft section writeup. Final document to have Owner's comments incorporated.
- 3.8 Idaho DEQ Meeting. Discuss facility plan goals with Idaho DEQ in the initial planning stage.
- 3.9 Planning Workshop Meeting. Set the project meeting agenda and provide minutes. This meeting will be a workshop to review final planning criteria.

#### *Owner Responsibilities*

- Provide input and approval on growth projections and planning criteria.
- Assist in coordinating with local fire authority and fire flow requirements.
- Provide review and written comments of draft write-up.

#### *Assumptions*

- Planning criteria will not be changed once established. Changing planning criteria may result in rework which can be completed as an additional service.
- Scope excludes environmental work. If required, environmental permitting and field work (i.e., wetland delineations/investigations, biological assessments, and cultural resource surveys) will be provided as an additional service.
- Environmental resources writeup will not be completed as part of this study.

#### *Deliverables*

- Draft Project Planning write-up.
- Project meeting agenda and minutes.

### **TASK 4: EXISTING FACILITIES EVALUATION**

#### *Consultant Responsibilities*

- 4.1 Base Maps. Update the existing system base map and hydraulic figures, showing location of key facilities and pipelines and pressure zone boundaries.
- 4.2 History. Provide brief history of existing system using information provided by Owner.
- 4.3 Water System Management Classification, Operators and License. Provide a brief writeup of system required licensing and current operator license information.
- 4.4 Conditions Assessment. Based on the facility tour, information from Owner's staff, and available information, document existing physical conditions and deficiencies of the well houses, booster stations, and tank exteriors. This also includes a general review of existing electrical and SCADA control systems. Distribution pipe information will be summarized by pipe material and age where it is available. An Excel spreadsheet will be created by the Consultant allowing for a condition trigger tool to be used by Owner Staff. Depending on modules and options in the City's CentralSquare Lucity asset management software, this information may be able to be uploaded into the software by the Owner.

- 4.5 Water Supply and Delivery Evaluation. Compare available water rights to existing and projected water demands and identify potential water right deficiencies. Compare existing water supply to the existing and future projected water demands on a system wide basis and for each major pressure zone. Summarize existing and future water supply deficiencies. Compare max day plus fire and peak hour demands to firm delivery capacity for each pressure zone. Summarize existing and future water delivery deficiencies.
- 4.6 Water Storage Evaluation. Estimate existing and future operational, peaking, emergency, and fire storage needs based on planning criteria. Consider delivery capacities of pumping facilities and control valves in identifying potential storage and delivery deficiencies within individual pressure zones.
- 4.7 System Resiliency Evaluation. Evaluate emergency generators at well and booster station sites and provide recommendations for possible additional emergency standby generators. Evaluate areas or zones that only have a single supply source for overall system resiliency.
- 4.8 Water Distribution System Evaluation.
- a. Water Model Development and Calibration. Using the Owner provided extended period simulation (EPS) water model, review existing base mapping, record drawings, water demand information, pump curves, and Owner provided data to update the existing water model. Using hydrant testing field collected data, calibrate the existing water model. Consultant will plan to check existing demands for larger users (10+ gpm) in the system based on water meter data and add new demands to new development areas based on typical demands per acre for planned zoning. This task includes a modeling software fee of \$2,000.
  - b. Existing System Evaluation. Exercise computer model to check system pressures and impacts and denote areas below 40 PSI and above 100 PSI. Evaluate system against fire flow planning criteria and report available fire flows and fire flow deficiencies. Evaluate system headlosses and pipe velocities to identify potential transmission bottlenecks. The existing extended period simulation model will be updated.
  - c. Future System Evaluation. Expand model to include additional pipe network requirements associated with servicing new growth areas. Add demands from new growth. Exercise the model to identify potential system deficiencies attributed to new growth.
- 4.9 Water Quality. Existing water quality data will be reviewed for the sources and at distribution system sampling data locations, if available. Identify if treatment beyond chlorination is required.
- 4.10 Financial Status of Existing Facilities. Discuss and summarize historical fees and rate structures. Budget and capital improvements will be addressed under a separate task.
- 4.11 Model Calibration Review Meeting Workshop. Lead a workshop meeting with the Owner to review preliminary findings.
- 4.12 Future Conditions Review Meeting Workshop. Lead a workshop meeting with the Owner to review preliminary findings.
- 4.13 Draft Plan Section. Prepare draft section writeup. Final document to have Owner's comments incorporated.

#### *Owner Responsibilities*

- Review and comment on draft documents.
- Participate and provide meeting location for workshop meeting.

### *Assumptions*

- The condition rating method for the facility condition assessment will include a weighted table with an importance factor to be able to compare the conditions of the well houses and booster station relative to one another to determinate a priority ranking.
- This scope assumes that evaluating of treatment options beyond chlorination will not be required.
- Scope excludes water rights research, permitting support services, and hydrogeologic investigations.
- If model does not readily calibrate to existing conditions, and additional field work is recommended to troubleshoot the Owner's water system, these services can be completed as an additional service.
- Energy efficiency evaluations will not be completed.
- InfoWater Pro modeling software will be used for hydraulic modeling.
- Asset Management software purchase and incorporation into the Owner's existing Asset Management software is not included.

### *Deliverables*

- Physical conditions assessment draft and final technical memorandum.
- Meeting agendas and minutes.
- Draft existing facilities evaluation write-up.

## **TASK 5: PROPOSED PROJECTS**

### *Consultant Responsibilities*

- 5.1 Identify Needed Improvements. Work with Owner Staff in evaluating and identifying improvements needed to address system deficiencies.
- 5.2 Capital Improvement Plan.
  - a. Summarize recommended improvements.
  - b. Prepare planning level cost estimates for recommended improvements. Unit costs for pipelines, wells, booster stations, and storage tanks in particular will be developed.
- 5.3 Preliminary Project Schedule. Summarize costs for 5-year, 10-year, and 20-year needs. Will base this schedule on trigger targets instead of strictly on year based on population growth projections.
- 5.4 Site Plan/Schematics. Develop a master plan concept map and/or figures showing the selected alternatives.
- 5.5 Annual Budget Considerations. Will focus on Capital Expenditures over various time periods with triggers incorporated.
- 5.6 Review Meeting Workshop. Lead a workshop meeting with the Owner to review an overall summary of the plan, selected improvements, and budget implications.
- 5.7 Draft Plan Section. Prepare draft section writeup. Final document to have Owner's comments incorporated.

### *Owner Responsibilities*

- Provide input on the proposed projects.
- Participate and provide facilities for workshop meeting. Provide public notices, if required. Provide input on land /easement costs.
- Provide review and written comments on the plan.

### *Assumptions*

- An evaluation of operation and maintenance budgets (including staffing levels) is not included as part of this study but can be provided as an additional service.
- For future distribution system projects anticipated to be developer driven and developer funded, summarize only pipeline upsize costs.
- Scope excludes a user rate analysis, including evaluation of individual rate structures, cost-of-service evaluations, and connection fee studies. These services will be provided by another Consultant at a future date.
- Will not provide a full list of small fire flow improvements on waterlines less than 12-inches within the Capital Improvements Plan.

### *Deliverables*

- Draft writeup of capital improvement plan.

## **TASK 6: FACILITY PLAN DOCUMENTATION & PUBLIC MEETING**

### *Consultant Responsibilities*

- 6.1 Draft Report. Prepare and combine draft documents for a complete facility plan. Add executive summary and assemble appendix materials. Draft documents to be updated to address Owner comments. Submit final draft report for Owner review.
- 6.2 Work Session Meeting. Prepare materials with the Owner and present summary findings in a public meeting at a City Council Work Session.
- 6.3 Final Comments. Address final Owner comments and submit for agency review.
- 6.4 Agency Comments. Address agency comments and finalize document.

### *Owner Responsibilities*

- Review and comment on final draft plan in a timely manner.
- Participate and provide facilities for public meeting. Provide public notice as required (typically no less than 14 days in a newspaper of community-wide circulation). Assist in addressing public comments.

### *Deliverables*

- City Work Session presentation materials.
- Two (2) paper copies of the final plan and one electronic copy in PDF format.
- A working extended period simulation (EPS) model with existing and future water demands for Owner Staff use.

## **TASK 7: SCADA MASTER PLAN**

The Owner has expressed interest for the following features of an improved SCADA system:

1. Full SCADA Coverage. Currently around half of the City's wells are not equipped with SCADA and it is one of the City's top priorities to get all of their water facilities onto the SCADA system.
2. Communication Transition. Historically, a majority of the SCADA facilities have communicated via a radio system, but due to connectivity issues and extended downtimes, the City is looking to switch to cellular communication.
3. Security. Due to the sensitive nature of systems being controlled, security is a concern moving forward.

4. Remote access. Water personnel need to have remote access to the SCADA system. Depending on their individual security clearance, they can monitor or control components in the system.
5. Historic data. Access for Owner to historical and trending data is needed for each facility.
6. Alarming. Alarming is to be maintained and improved with new system.
7. Expandability. The system must be expandable and configurable as the City and technology changes.
8. Technical support. The system should be technically supportable both locally and remotely. A system integrator will be determined by the City in the future.

#### *Consultant Responsibilities*

##### **7.1 Existing Hardware, Software, and Communication Assessment.**

- a. Existing Onsite Hardware. Provide an assessment of the existing control hardware located onsite at each location. This shall include assessment of program logic controllers (PLCs), network equipment, communication equipment, and other control components used at the location.
- b. Software. The software requirements for existing hardware will be assessed. This will generally include software for Programmable Logic Controllers (PLC) and Operator Interface Terminals (OIT).
- c. Existing Communication Connection. Provide an assessment of the current communication system and connectivity at each location. Evaluate potential cellular signal communication at each site.
- d. Workshop Meeting. Participate in a workshop meeting to review existing assessment findings and to preliminary screen improvement alternatives to be considered.

##### **7.2 Create SCADA Master Plan.**

- a. Hardware. Evaluate up to two alternatives and provide recommended control hardware located onsite at each location, including the City Water Shop, and for remote access.
- b. Software. Evaluate Ignition software requirements for compatibility with existing and new hardware.
- c. Connection. Provide an evaluation of the connectivity conditions at each water facility site and provide a plan for connecting each evaluated site to the City SCADA system using a cellular network.
- d. Security. Develop a framework and guidance for security provisions.
- e. Cost Estimate. Provide an opinion of probable cost for proposed improvements. Organize improvements and costs by priority. Costs will be planning level estimates and include equipment and integration services.

##### **7.3 Implementation Plan.**

- a. Water System. Create an implementation plan for migrating the water system to the new cellular communication system.
- b. Future Expansion. Provide breakdown of tasks, costs and critical paths for expected expansion events.

##### **7.4 Final Workshop Meeting.** Participate in a workshop meeting to review the recommendations and discuss implementation strategies.

##### **7.5 Standard Control Panel Drawings.** Prepare two PDF sets of standard drawings for control panel design with standardized instrumentation. One set of drawings will be for a typical well house while the other will be for a typical water booster pump station.

#### *Owner Responsibilities*

- Review and comment on draft documents.

- Participate and provide meeting location for workshop meeting. This meeting can be provided using remote video conferencing links such as Microsoft Teams. Provide all personnel relevant to the existing and planned SCADA, including technical and IT personnel, for the Review Meeting Workshop.

#### *Assumptions*

- This scope does not include a detailed review of the existing radio communication system, since it is currently planned to be replaced by cellular communication.
- This scope assumes that all personnel relevant to the existing and planned SCADA, including technical and IT personnel, will be available for the Review Meeting Workshop.
- This SCADA Master Plan scope is limited to the existing 21 well houses and 12 booster stations and assumes tank SCADA will still be routed through the adjacent booster stations.
- This Plan does not include any SCADA being considered at PRV stations.

#### *Deliverables*

- Meeting agenda and minutes
- Evaluation of existing system
- Draft and final plan report

### **TASK 8: OPTIONAL SERVICES (*Not Included*)**

- 8.1 Field work, including survey check, material testing, additional flow monitoring, etc.
- 8.2 Hydrant coverage evaluation and mapping.
- 8.3 Complete list of fire flow improvements – including small ones with lines under 12-inches.
- 8.4 Evaluation of various alternatives for proposed improvements.
- 8.5 Unidirectional flushing program support.
- 8.6 User Rate or Connection Fee Study.
- 8.7 Environmental Planning Services.
- 8.8 Additional meetings, public outreach, or stakeholder support.
- 8.9 Funding application and administrative support.
- 8.10 Staffing, operations and maintenance evaluation and recommendations beyond what is listed in the scope of work.
- 8.11 Energy efficiency evaluations.
- 8.12 Water management and conservation planning.
- 8.13 Water system resiliency evaluation, vulnerability assessment, and emergency response planning.
- 8.14 Environmental information documents, studies, field investigations, and permitting support

### **MANAGEMENT RESERVE**

From time to time the Owner may have additional tasks related to the project, or additional tasks may be encountered that are not identified in this scope of work or that may be dependent on decisions not yet made (“Additional Services”). This task establishes a management reserve for Additional Services. Consultant shall not perform any Additional Services unless authorized in writing by Owner staff (Water Superintendent). Compensation for Additional Services may be based on Consultant’s time and material or a lump sum amount as agreed by Owner and Consultant.

### **SCHEDULE**

Consultant intends to provide a final master plan document for Owner review within 15 months of receiving the requested information from the Owner. The schedule assumes that requested information is provided by the Owner within the timeframes indicated in the scope of work, and that Owner reviews are generally completed within one week. It is anticipated that the City Council presentation will occur in January or February 2027.

### **COMPENSATION**

As compensation for services to be performed by Consultant, the Owner will pay Consultant as described in the following table. The total authorized budget amount shall not be exceeded without written authorization from the Owner.

| <b>Task</b>                                              | <b>Type</b> | <b>Amount</b>    |
|----------------------------------------------------------|-------------|------------------|
| Task 1 – Project Management                              | LS          | \$ 12,640        |
| Task 2 – Data Acquisition & Facility Tours               | LS          | \$ 40,135        |
| Task 3 – Project Planning                                | LS          | \$ 38,130        |
| Task 4 – Existing Facilities Evaluation                  | LS          | \$ 142,280       |
| Task 5 – Proposed Projects                               | LS          | \$ 74,940        |
| Task 6 – Facilities Plan Documentations & Public Meeting | LS          | \$ 34,770        |
| Task 7 – SCADA Master Plan                               | LS          | \$ 80,005        |
| <b>TOTAL SUM</b>                                         |             | <b>\$422,900</b> |
| Management Reserve                                       | LS or T&M   | \$ 10,000        |
| <b>TOTAL COST with Management Reserve</b>                |             | <b>\$432,900</b> |

LS = Lump Sum      T&M = Time and Materials