Ivins City Staff Report
City Council Meeting 9/4/2025

Agenda Item: Approval of expenditure for engineering services to prepare Water Master Plan (Culinary and Secondary Systems), Impact Fee Facilities Plan, and Impact Fee Analysis

Submitted by: Charles R Gillette, P.E., Public Works Director/City Engineer

Recommended City Council Action:
Approve expenditure of $120,700 for engineering services to prepare Water Master Plans (Culinary and Secondary Systems), Impact Fee Facilities Plan, and Impact Fee Analysis

BACKGROUND:
Ivins City last updated the Master Plan, the Impact Fee Facilities Plan, and the Impact Fee Analysis for the Culinary and Secondary Water system in 2019. Since then the Washington County Water Conservancy District has come up with the new 20-year plan and has identified a capital facilities plan that involves scaling back the secondary water system and boosting the importance of the culinary water system especially on the west side by building a water treatment plant somewhere on the west side of Ivins City.

Because of this shift in philosophy, Ivins City must update its master planning documents to reflect the new direction. Although the culinary and secondary water systems are separate, the City maintains a single impact fee covering both. Accordingly, staff recommends preparing one comprehensive Water Master Plan addressing both systems.

Bowen Collins & Associates has prepared our last culinary and secondary water master plans and they have offered a scope of work and fee estimate that is in line with our budget. They have also prepared our last wastewater and storm drain master plans.

FINDINGS AND ANALYSIS:

Staff recommends contracting with Bowen Collins & Associates (BCA) as a sole source provider under the City's purchasing policy, based on the following justifications:

1. Proven Expertise – BCA has consistently demonstrated thoroughness, expertise, and sound judgment in preparing the City's master plans.
2. Alignment with District Plans – As the consultant that prepared the Water Conservancy District's 20-year plan and capital facilities plan, BCA is uniquely positioned to optimize Ivins City's planning documents in coordination with the District's strategy.
3. Competitive Pricing – BCA has historically provided competitive proposals when the City issued RFPs. Their efficiency is partly due to maintaining Ivins City's existing water models, allowing them to update prior work rather than start from scratch.
4. Past RFP Results – In 2022, when the City issued RFPs for the Sewer and Storm Drain Master Plans, BCA was the only firm to submit proposals. No other engineering firms responded, reinforcing BCA's role as the most practical option.

SUPPORT MATERIALS:

- Bowen Collins & Associates Scope and Fee Proposal

FINANCIAL IMPACT:

The expense is impact fee eligible and impact fees will be used to pay for the study.
GL 51-42-876: $120,700

Respectfully Submitted: _____

Charles R. Gillette, P.E., Public Works Director/City Engineer