



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, OCTOBER 4, 2023
5:30 PM

COUNCIL CHAMBERS CONFERENCE ROOM & ZOOM MEETING

UTILITY ADVISORY COMMITTEE

OCTOBER 4, 2023

COUNCIL CHAMBERS CONFERENCE ROOM & ZOOM MEETING
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WA 98110

PLEASE CLICK LINK BELOW TO JOIN WEBINAR:

<https://bainbridgewa.zoom.us/j/85322271874>

TELEPHONE: 1 253 205 0468 — WEBINAR ID: 853 2227 1874

AGENDA

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE
5:30 PM
2. APPROVAL OF SEPTEMBER 6, 2023 MEETING MINUTES – 5 MIN
3. PUGET SOUND ENERGY PARTNERSHIP AGREEMENT REVIEW (2 ATTACHMENTS) – 20 MIN
4. SOLID WASTE MANAGEMENT REPORT (LINK) – 20 MIN

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PRODUCTION.S3.AMAZONAWS.COM/UPLOADS/ATTACHMENT/PDF/2063526/COBI SOLID WASTE EXPLORATORY EVALUATION
_FINAL REPORT_060723.PDF](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/2063526/COBI_SOLID_WASTE_EXPLORATORY_EVALUATION_FINAL_REPORT_060723.PDF)

5. COMPEHENSIVE PLAN UTILITIES ELEMENT REVIEW (LINK) – 15 MIN
[HTTPS://WWW.BAINBRIDGEWA.GOV/DOCUMENTCENTER/VIEW/7805/10-UTILITIES?BIDID=](https://www.bainbridgewa.gov/documentcenter/view/7805/10-UTILITIES?BIDID=)
6. WATER SYSTEM BUSINESS PLAN RFQ (1 ATTACHMENT) – 15 MIN
7. 2023 WORK PLAN REVIEW (1 ATTACHMENT) – 10 MIN
8. PUBLIC WORKS UPDATE – 5 MIN
9. NEXT MEETING AGENDA (NOVEMBER) – 5 MIN
 - A. DISCUSS MEETING TIME SHIFT BEGINNING 2024
 - I. FIRST THURSDAYS
 - II. DAYTIME MEETINGS?
10. ADJOURNMENT

UTILITY ADVISORY COMMITTEE MINUTES
September 6, 2023

Call to Order

Meeting called to order 5:30 pm.

Members Present: Andy Maron, Ted Jones, Charlie Averill, Svend Brandt-Erichsen, Sheina Hughes, Martin Pastucha, Wanda Schulze (via Zoom)

Also Present: Chris Wierzbicki (Public Works Director); Jon Quitslund (Council liaison), Susan Hughes (former UAC member, present as member of the public)

Disclosure of Conflict of Interest: Wanda Schulze disclosed that she will be a participant in the Ferncliff extension. No action related to the Ferncliff extension is currently pending before the Committee.

Introduction of New Member

Wanda Schulze provided a summary of her background, including her experience with Seattle City Light. The other members of the committee introduced themselves for Wanda's benefit.

Power Line Undergrounding

The UAC engaged in an informational discussion on undergrounding of power lines as a means of improving reliability of electric service on the Island.

The Committee has previously discussed City franchise negotiations with Puget Sound Energy (PSE). A work group of UAC members and Climate Change Advisory Committee (CCAC) members developed a set of recommendations to be addressed with PSE in the context of the franchise negotiations – possibly in the form of a MOA or partnership agreement.

Based on discussions of these recommendations at franchise meetings, partnership topics are not likely to be included in the franchise agreement. However, PSE has indicated willingness to discuss an MOA approach.

One of the topics highlighted by the UAC/CCAC work group recommendations is reliability of service, particularly for the south end of Bainbridge Island. One of the recommendations was a request that PSE develop a long-term plan for undergrounding the distribution system on the Island.

Two issues were discussed related to undergrounding: the need for more granular data that would indicate what areas of the Island may benefit from undergrounding, and a general discussion of alternatives for paying the cost of undergrounding.

PSE has indicated a willingness to share data on service interruptions. This information, once obtained, could identify areas that would benefit. The challenge remains determining how to pay for such projects, with each alternative has its challenges.

There also was discussion of whether reliability of electrical service could be addressed in revisions to the City's Comprehensive Plan. As the UAC participates in that update process, this will be a potential topic to consider.

Susan Hughes provided the UAC with an update on what the Wing Point community has learned in investigating the possible undergrounding of approximately 2/3 of a mile of distribution line in its area. She has been leading work on this issue for the Wing Point community association. PSE has provided them with some data and has identified some funding alternatives, including the potential availability of a subsidy to reduce the cost of undergrounding to the affected PSE customers.

Action Items

Chris Wierzbicki was asked to distribute the documents previously generated related to a possible PSE partnership agreement, as well as the Utility portion of the Comprehensive Plan to the UAC members. (Documents were distributed on September 8).

A progress report on PSE franchise discussions is anticipated for next month's UAC meeting.

Public Works Update

Water Tank Replacement Project

- 100 percent design plans have been completed for the new tank.
- Will go to bid with two alternative designs: composite or hydropillar (all steel).
- There will be a separate bid package for off-site components.
- Hoping to be able make award by November.

Well Rehab Projects

- The Taylor well was successfully rehabbed last year.
- Rehab of Sands 1 & 2 is nearing completion.
- Head of the Bay – Public Works is starting contracting.

Treatment Plant: Capacity upgrades and UV system replacement expected to go to bid in the spring of 2024. Some parts expected to have a long lead time.

Outfall Replacement: Also going out to bid shortly, with Council approval sought in September.

Ferncliff Water Main: Awaiting Dept. of Health plan review, then expected to go out for bid for next spring. It will be funded through a rate surcharge.

Solid Waste

There was a brief informational discussion of solid waste collection services on the Island. Service levels on Bainbridge Island are tied to the Kitsap County Solid Waste Management Plan. A resolution will be put before the City Council regarding entering into negotiations with Bainbridge Disposal concerning solid waste services on the Island.

Groundwater Management Plan

Melanie Keenan of the Groundwater ETAC joined UIC for an update on the development of the Bainbridge Island Groundwater Management Plan.

- The City hired a hydrogeologist on staff to take the lead in development of the Plan
- That employee left after working on initial stages of the Plan
- The City has retained a consultant to complete work on the Plan
- Phase I (existing conditions) is completed
- Phase II (Analysis phase) is ongoing. Aspect built a groundwater model that is being used to support the analysis. The consultants are working with this model.

The Council has had a study session on results to date. Concern was expressed about trying to derive recommendations for actions before the analysis phase is completed. Decisions also remain to be made regarding timing and context of community engagement.

Several areas that may warrant additional consideration:

- Revisiting existing “early warning levels” for City wells
- Potential impacts on stream recharge
- South end analysis – potential impacts on City water supply if called to serve demand from the south end of the Island
- Potential for seawater intrusion

No action items for UAC from this discussion.

Anticipated Topics for Next Month

- PSE Franchise
- Water System Business Plan
- Timing and Sequence for Comprehensive Plan Update

Meeting Adjourned



Partnership Agreement

DRAFT October 2021

Executive Summary

In connection with the City's franchise agreement, the City of Bainbridge Island is seeking a partnership with PSE to advance the following:

- Planning for regular meetings between PSE and City staff that will encourage open and frequent communication on overlapping areas of interest;
 - Sharing of PSE-related data and metrics that will assist the City in advancing the City's Climate Action Plan and improving/understanding energy reliability and resiliency;
 - City involvement in PSE's Distributed Energy Resources effort;
 - Consideration of expanding the community solar program on Bainbridge Island; and,
 - Assisting the City with prioritizing power undergrounding.
-

Purpose

The purpose of this document is to outline the framework of a Partnership Agreement between the City of Bainbridge Island and Puget Sound Energy (PSE) for the time period between 2021 and 2023. The Partnership Agreement is linked to the City's Franchise Agreement, which was updated and approved by both parties on XX DATE.

This is not a legal or binding governance structure, but rather provides a framework and process for how the City and PSE envision interacting together to successfully identify and implement Partnership Agreement projects.

Background

Scientific evidence has shown that Earth's changing climate is an immediate and existential threat to humanity. The cause is our civilization's overproduction of greenhouse gases (GHG) that trap the Earth's heat. The City of Bainbridge Island has committed to do its part to address this crisis by reducing our GHG emissions by 90 percent by 2045 compared to levels in 2014. The City's inventory of the sources of these emissions reveal that 53% percent are from the use of electricity.

Therefore, to achieve the goals of our Climate Action Plan (CAP), the City intends to work collaboratively with Puget Sound Energy (PSE). Such a partnership can help COBI meet its climate, energy, safety, reliability, and undergrounding goals and PSE to meet its mandated requirements under the Washington State Clean Energy and Transformation Act (CETA).

Vision

COBI and PSE will work collaboratively towards the following vision:

- Achieve each other's goals for the benefit of Bainbridge Island residents, businesses and the broader community;
- Make The City of Bainbridge Island a regional leader in addressing climate change;
- Reduce the Island's GHG emissions by working collaboratively to increase the supply of clean energy generated both on and off the Island and reducing energy demand on the Island;
- Identify solutions that are equitable for all residents of Bainbridge Island;
- Develop the infrastructure needed for electric vehicles and bicycles and where needed to ensure the smooth transition to the new hybrid ferries that service Bainbridge Island;
- Improve the safety and reliability of electricity on the Island for all people and locations and to complete undergrounding where appropriate;
- Work to minimize both external and internal barriers to the rapid implementation of the climate, energy, safety, reliability, and undergrounding goals.

Principles

The City and PSE's work together will be guided by the following five principles:

- **Public Health and Safety:** The City and PSE will create a Franchise and Partnership Agreements that protects the public health and safety of Bainbridge Island residents.
- **Collaboration:** The City and PSE will work collaboratively to achieve both organizations' goals with respect, transparency and innovative thinking, as well as establishing open and effective channels of communication.
- **Equity:** The City and PSE will create a Franchise and Partnership Agreements that considers and minimizes the potential for unintended and/or inequitable impacts, establishes partnerships with underserved communities and involves diverse community voices from the start of the negotiation.
- **Accountability:** The City and PSE will establish commitments to ensure the climate, energy, safety, reliability, and undergrounding goals in the Franchise and Partnership Agreements are achieved.
- **Scalability:** The City and PSE will create a Franchise and Partnership Agreements that are replicable, scalable, and available for other communities in Washington State.

Overarching Goals

The City and PSE will work to achieve the following overarching goals:

- Reduce emissions from PSE electric and gas operations and electric supply to net zero by 2030. Achieve 100% carbon-free electric supply by 2045.
- Increase data and information transparency and bring the City's duration and frequency of interruptions up to PSE's system averages.

Objective #1 – Collaboration and Transparency

Goal: The City and PSE increase their collaboration to achieve the vision, principles and overarching goals of the Partnership Agreement.

Implementation Plan:

- Regular (bi-monthly) City partners and PSE staff-level meetings on Partnership Agreement projects;
- At least one PSE update to the City Council annually on Partnership Agreement projects, and progress on CETA goals.

Measurement and/or what data may be needed: **Measurement and/or what data may be needed:** (see following objectives for additional metrics and data requests):

- City's System Average Interruption Duration Index (SAIDI) and System Average Interruption Frequency Index (SAIFI) numbers compared to system averages
- City-specific reliability metrics, and the necessary data for prioritizing reliability investments, including select undergrounding projects;
- Data to complete the City's GHG inventory, specifically data conversions for CO2 emission equivalents for each kila/mega watt hour of power generated/reduced (needed in June of each year);

Timeframe: Identify meeting schedule after Partnership Agreement signing.

Parties involved: This objective is the responsibility of all parties (leadership, executive, staff, committees, etc.) involved in executing the work of the Partnership Agreement.

Objective #2 – Demand Reduction

Goal: Reduce trends in total and peak customer demands.

Implementation Plan: Joint participation between the City and PSE on the upcoming Distributed Energy Resources (DER) contract that will evaluate how a

combination of actions (insulation, efficient appliances, increasing solar, etc.) can reduce static and peak loads. Results of this evaluation could have impacts on peak load battery size, and substation timeline. Additionally, the City and PSE agree that battery storage, vehicle-to-grid systems, and other non-wired solutions should be included in the evaluation.

Measurement and/or what data may be needed:

- The DER contract will identify the types of actions, and the associated energy reductions that are achievable on Bainbridge Island. The City and PSE agree to develop a series of metrics based on the results of this work and identify how City participation and efforts could assist in meeting the desired targets for energy reduction;
- Data needed from PSE may include the types of DER under consideration; the energy reductions associated with DER options; costs of DER options;

Timeframe: The City and PSE anticipate beginning this work mid-year 2021.

Parties involved: City climate and public works staff and PSE staff; City Committees (Climate Change Advisory Committee (CCAC))

Objective #3 – Local Generation

Goal: Establish at least one community solar site on Bainbridge Island by 2024 and identify at least 2 “pipeline” sites.

Implementation Plan: The PSE Community Solar program will be evaluating the City’s Vincent Road site for solar generation in early 2022. Additionally, the City is interested in identifying and evaluating additional sites for PSE consideration.

Metrics and/or what data may be needed:

- The Vincent Road site evaluation will likely include metrics related primary to cost/benefit analysis;
- The evaluation of alternative sites could require additional data from PSE including the amount of general per installation; the costs of installation by type.

Timeframe: The City anticipates identifying and evaluating additional sites for PSE consideration in 2022. The City and PSE will work together on evaluating the Vincent Road site in 2022.

Parties involved: City climate and public works staff and PSE staff; City Committees (Climate Change Advisory Committee (CCAC))

Objective #4 – Green Energy/Building Program

Goal: Explore establishing a Green Energy/Building program, particularly for low-income residents, affordable and senior housing sites.

Implementation Plan:

- PSE currently has five (5) green energy programs in place (Green Direct, Green Power, Solar Choice, Customer Connected Solar, Incentives and rebates). Additionally, the City is working towards the development of a Green Building Code;
- Implementation of this objective (2022-23) could be centered on the City's desire to contribute funding, potentially through an increase in the utility tax or via General Fund transfer, to support City-specific expansion of the above-mentioned PSE green energy programs. Additionally, the City is interested in participating in the next available Green Direct program.
- Additionally, the City is interested in learning how the existing PSE green energy programs, and potentially outcomes from Objective 2 could inform or enhance the development of the Green Building Code (2022).

Metrics and/or what data may be needed: Any expansion of green energy programs will require data from PSE related to the costs/benefits of the programs.

Parties involved: City climate, finance and planning staff and PSE staff; City Committees (Climate Change Advisory Committee (CCAC))

Objective #5 – Electrification of the Transportation System

Goal: Explore options for expanding electric vehicle charging stations (vehicles and bicycles), and any community benefits that could come from the infrastructure being planned and implemented for charging electric buses and ferries.

Implementation Plan:

- PSE currently has two electric vehicle charging programs (Up and Go, and Up and Go EV Hosting);
- Implementation of this objective (2022-23) could be centered on the City's desire to contribute funding, potentially through an increase in the utility tax or General Fund transfer, to support City-specific expansion of the above-mentioned PSE electric vehicle charging programs – or other alternatives;
- Additionally, the City is interested in participating in future meetings/conversations with PSE, Kitsap Transit and Washington State Ferries regarding the infrastructure plans for electrifying on-Island buses and ferries (2022).

Metrics and/or what data may be needed:

- Metrics include a goal for establishing a certain number of vehicle and bicycle charging stations on the Island by a date certain;

- Additional data and information from PSE may include the costs of implementing charging stations, as well as the plans for electrification infrastructure.

Parties involved: City climate and public works staff and PSE staff; City Committees (Climate Change Advisory Committee (CCAC))

Objective #6 – Reliability and Undergrounding

Goal: Increase transparency on reliability reporting and develop a work plan for meeting a reasonable target timeframe for bringing the City's SAIDI and SAIFI numbers up to PSE's system averages. Advance undergrounding of distribution lines as part of the work plan.

Implementation Plan:

- The City and PSE develop a target metric for improving reliability over a determine timeframe, including a work plan for implementation (2022-23);
- The City and PSE develop a 15-20 year plan for undergrounding overhead distribution lines that prioritize reliability and safety. Implementation of this objective (2022-23) could be centered on the City's desire to contribute funding.

Metrics and/or what data may be needed:

- Metrics include a reasonable target timeframe for bringing the City's SAIDI and SAIFI numbers up to system averages;
- Additional data an information from PSE may include current City-specific reliability metrics, and the necessary data for prioritizing reliability investments, including select undergrounding projects.

Parties involved: City climate and public works staff and PSE staff; City Committees (Climate Change Advisory Committee (CCAC))

Objective #7 – Infrastructure Investments

Goal: Maximize state and federal infrastructure funding opportunities related to electric/energy investments that would benefit the City.

Implementation Plan: Maintain transparent communication regarding federal funding opportunities related to the objectives in this agreement as they arise.

Metrics and/or what data may be needed: N/A

Parties involved: City climate, public works and planning staff and PSE staff; City Committees (Climate Change Advisory Committee (CCAC))

Execution of the Partnership Agreement

Planning and Deliverables: The Parties will develop a plan to advance the Partnership Agreement, typically on a biennial basis (the “Work Plan”). The Work Plan for each time period will detail the deliverables to be presented and will follow the guiding principles outlined in this Partnership Agreement. The Parties will use their best efforts to achieve such deliverables. An overview of the work performed and the results achieved will be prepared by the Parties on an annual basis. In prioritizing the items to be performed in a specific Work Plan, the Parties will consider the shared vision as well as regulatory requirements in Washington State.

Meetings and Staffing: The City and PSE staff will meet at least bi-monthly. The Parties will provide staff and resources appropriate to support the work. A working structure within the City will be established as part of the Work Plan.

Regulatory Considerations: The Parties recognize that future action taken by PSE to support the City may be subject to state regulatory utility requirements under Washington State law. If the Parties agree on certain actions in support of the Partnership Agreement that require state regulatory approval, they agree to cooperatively work together to facilitate such regulatory approvals. Partnership Agreement program costs and incentives for City of Bainbridge Island customers, above and beyond what is then offered by PSE to all of its customers will be the responsibility of the City or another party that has accepted responsibility.

Legal Applicability and Waiver: The Parties agree that this Memorandum is to memorialize the intent of the Parties regarding the Partnership Agreement, but does not create a legal agreement between the Parties. It is agreed by the Parties that nothing in this Agreement will be deemed or construed as creating a joint venture, trust, partnership, or any other legal relationship between the Parties. This Memorandum is for the benefit of the Parties and does not create third party rights. Nothing in this Memorandum constitutes a waiver of the City’s ordinances, regulatory jurisdiction or Washington State’s utility regulatory jurisdiction.

No Fiscal Obligation. PSE understands that this Memorandum is not a funding mechanism, that the City has not encumbered funds for activities contemplated in this Memorandum, and that the City cannot and does not create any fiscal obligation by executing this Agreement.

No Impact on Franchise Agreement: The City and PSE are parties to a Franchise Agreement, effective as of XX and adopted as ordinance XX (“Franchise Agreement”). This Memorandum has no impact on, nor does it alter or modify, the Franchise Agreement.

Duration: The Partnership Agreement is a new endeavor and therefore the Parties want to provide adequate time to develop the partnership and successfully implement its goals and Work Plans. It is anticipated that the initial duration will be for 2022 and 2023, with both parties agreeing to evaluate an extension at the end of 2023.

The parties have executed this Agreement as of the later of the signature dates included below.

PUGET SOUND ENERGY

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

DRAFT

Chris Wierzbicki

From: Swayne, Andy <andy.swayne@pse.com>
Sent: Monday, March 14, 2022 4:26 PM
To: Chris Wierzbicki
Cc: Phifer, Kierra
Subject: RE: Partnership Agreement

Hello Chris –

In response to your request, PSE is providing our initial thoughts on the draft Bainbridge Island Partnership Agreement. While the form of the agreement needs discussion, we can be supportive of many of the elements contained in the proposed draft with the understanding that anything and all that we may agree to will need to function within our tariff structure. As a general statement, PSE is not able provide or create offerings or programs specifically tailored to any single community we serve. We would need to see an additional agreement element of City support for PSE system improvement projects we are currently working on to improve system resiliency and service reliability on Bainbridge Island, including land use regulatory changes and permitting reviews that will facilitate these and other system improvements on the Island.

I have organized our thoughts by the Objectives laid out draft agreement document and have kept them high level for the moment with an intent to characterize how in general we can work together on topics of mutual interest.

O1 Collaboration and Transparency

We can commit to regular meetings with the City to discuss and coordinate on issues of interest to the City and PSE, likely not more often than quarterly. In conjunction/collaboration with City staff, we can commit to provide an annual update of what we are working on for City Council. We can commit to provide data in support of the City's GHG Inventory efforts (such as Island wide power consumption).

O2 Demand Reduction

We can commit to keeping the City apprised of our DER/DR offerings and participation data on the Island. We can work with the City to inform the Island Community of DER/DR programs availability. We can commit to keeping the City apprised of system improvements on the island, including capacity and reliability/resiliency improvements.

O3 Local Generation

We are commencing review of a proposed Community Solar project at the Vincent Road former land fill site and can discuss with the City what we have learned from our program related to practical/successful CS sites. We can keep the City apprised of future opportunities for Community Solar participation (we currently anticipate a next RFI for the program in the summer 2022 timeframe), including potential grant opportunities.

O4 Green Energy/Building Program

We can commit to discussing with the City how PSE programs, including rebate opportunities, can support customer adoption of energy efficiency choices in new and retrofitted buildings. We can commit to discussing with the City aggregated power usage trends (data) on the Island.

O5 Electrification of Transportation

We can commit to explore vehicle electrification support options including future programs as they evolve. We welcome City involvement in the planning for and implementation of transportation electrification efforts including fleet vehicles, transit and ferries, and City input towards program equity design along with other island stakeholders. To date PSE electric vehicle charging facilities have been installed on the Island at three multi-family residential developments, two work place locations and 12 single family residential customers on the Island under our pilot programs.

O6 Reliability and Undergrounding

We can commit to providing basic Island-wide annual reliability information concerning performance and outages. We can explore with the City underground conversion of existing overhead distribution lines on the Island, including a possible long term programmatic approach to distribution system undergrounding and prioritization considering service reliability.

O7 Infrastructure Investments

PSE infrastructure investments are largely driven on system performance needs throughout our service territory reflecting resource availability. As new resources may come available, we can explore potential opportunities for investments in Island system improvements.

One final thought ... PSE strongly believes that any form of a partnership agreement should not be linked to the Franchise Agreement. The elements proposed to be addressed in a partnership agreement framework have nothing to do with use of the ROW (other than facilities which may be undergrounded are often located in ROW). We aren't opposed to the two agreements being considered at the same time, but neither should be linked to nor reference the other.

I will look forward to your thoughts about our thoughts.

Best Regards. Andy

Andy Swayne

Senior Municipal Liaison Manager, Puget Sound Energy

Office: 425-462-3852 Cell: 206-604-5943

Mail: PO Box 97034, Bellevue, WA 98009-9734

From: Swayne, Andy

Sent: Monday, February 28, 2022 2:50 PM

To: Chris Wierzbicki <cwierzbicki@bainbridgewa.gov>

Cc: Kierra Phifer (kierra.phifer@pse.com) <kierra.phifer@pse.com>

Subject: RE: Partnership Agreement

Chris –

Getting thoughts back to you by the 16th sounds doable. I will circle round internally and let you know if I hear something different.

Appreciate the franchise review update.

Best. Andy

Andy Swayne

Senior Municipal Liaison Manager, Puget Sound Energy

Office: 425-462-3852 Cell: 206-604-5943

Mail: PO Box 97034, Bellevue, WA 98009-9734

From: Chris Wierzbicki <cwierzbicki@bainbridgewa.gov>

Sent: Monday, February 28, 2022 10:16 AM

To: Swayne, Andy <andy.swayne@pse.com>

Subject: Partnership Agreement

Hi Andy,

We've been having some internal discussion about next steps related to the tasks outlined in our proposed PSE Partnership Agreement. Would it be possible for your team to have us some initial feedback on that agreement by 3/16? Let me know if you'd like to chat about it.

Also, we're in the process of working through PSE's feedback on the franchise. We'll be pursuing a formal extension of the existing franchise, as we don't think we'll be able to wrap up the process by the time the current agreement expires.

Thanks,
Chris



Christopher Wierzbicki, P.E.

Director of Public Works

he | him | his

www.bainbridgewa.gov

206.780.3718 (office/remote)

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City of Bainbridge Island Water System Business Plan

The City of Bainbridge Island is soliciting qualifications from utility planning and engineering firms to support the development of the City's Water System Business Plan. The goal of the plan is to ensure that the City's Water Utility is prepared to address planned and unplanned system expansion needs. To meet that goal, the Water System Business Plan will include the development of a forecast, strategy and planning steps for the following:

- Serving new customers within and in close proximity to the City's water utility retail service area boundary;
- Serving areas that are not currently assigned a water service provider, or are assigned to the City but are not adjacent to the City's water infrastructure; and,
- Coordinating resources and infrastructure with other service providers in the City.

The Business Plan will complement the data and information contained in existing planning documents (such as the Water System Plan, the recently completed Water Utility Rate Study, and the ongoing Groundwater Management Plan) by incorporating the following:

- A 20-year evaluation of the potential system expansion needs within, and adjacent to, the current retail service areas;
- Evaluation of adjacent water provider infrastructure and future service needs, including the potential costs and benefits of coordinating system inter-ties, expansions or other shared resource opportunities. This evaluation should also consider a risk analysis of the sustainability of water systems currently outside of the City's control;
- Input from the other water providers in the City; and,
- Input and feedback from the City's Utility Advisory Committee, and other committees as necessary.

Ultimately, the Water System Business Plan will provide the City with a roadmap for ensuring the efficient, sustainable and cost-effective delivery of water service both within and outside of the City's water retail service area.

Requirements for Qualifications Responses (as applicable)

Identify the person or persons proposed to be involved with the project, including any technical partners and describe their respective roles, including:

- a. Information regarding each member's experience and qualifications;
- b. Resume of key team members;
- c. Description of how the team will be organized and led; and,
- d. Description of the consultant's relevant experience with similar projects.

Evaluation Criteria

Evaluation of RFQ responses will be based upon the following:

- Success in implementing similar projects;
- Qualifications and availability of project team members, including references; and,
- Demonstrated understanding of the project and client needs.

General Provisions and Conditions

The City reserves the right to:

- Reject any and all responses;
- Waive minor irregularities in a response;
- Cancel, revise, or extend this solicitation;
- Request additional information on any response beyond that required by this RFQ;
- Have the final decision on the selection; and,
- Modify the timeline and issue addenda to this document.

Schedule

This project is scheduled to start in January 2024 and be completed by December 2024.

Qualifications Due	Friday, October 13, 2023
Interviews (if needed)	Week of October 16, 2023
Consultant Selected	Week of October 23, 2023
Contract Executed	November 28, 2023

If you are interested in pursuing this project, we invite you to submit a letter of qualifications.

Budget

The anticipated budget for this project is between \$75,000 and \$100,000.

Submission Requirements

Interested consultants must submit an electronic copy of their response to the RFQ. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFQ. All consultants must demonstrate compliance with the City's insurance requirements at the time of contract approval and obtain a City Business License.

The deadline for this RFQ is **4:00 PM, October 13, 2023** Pacific Standard Time. **Only emailed submissions will be accepted.** Qualification packages are limited to 10 pages.

Contact Information

Christopher Wierzbicki, PE
206.780.3718
cwierzbicki@bainbridgewa.gov

City of Bainbridge Island
Public Works Director
208 Madison Ave N
Bainbridge Island, WA 98110

Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made available in an alternate format by emailing cityclerk@bainbridgewa.gov or by calling collect 206.842.2545.

Title VI Notice: The City of Bainbridge Island in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

MEMORANDUM

To: COBI City Council

From: COBI Utility Advisory Committee

Date: Feb 8, 2023

Subj: REPORT OF 2022 UAC ACTIVITIES AND PROPOSED 2023 WORK PLAN

Summary of 2022 Activities

A. Larger work

1. Winslow water tank replacement – design options and cost estimates
2. Ferncliff/Casey water line extension
3. Sewer replacement projects at Sunday Cove, Lower Lovell, Wood, and Wing Point
4. Utilities Capital Improvement Plan (CIP) review
5. Sewer and Water Rate Study – usage rates and System Participation Fee (SPF)

B. Other discussions (ordered chronologically)

1. Wastewater Treatment Plan (WWTP)
 - a) Capacity and Capability upgrades
 - b) Reliability upgrades
2. Wastewater Beneficial Reuse Study
3. Stormwater System Plan
4. Little Manzanita Watershed Assessment
5. South Island Sewer Capacity and Sewer District Seven
6. Waste Management Study (current Bainbridge Disposal operation)
7. Electrical Utility (Puget Sound Energy)
 - a) Substation rezones
 - b) Code amendments for critical corridors
 - c) “Winslow Tap” upgrade project
 - d) “Missing Link” transmission line project between Murden Cove and Winslow substations
 - e) COBI-PSE Franchise and Agreements
8. COBI Ground Water Management Plan (GWMP)

C. Actions

1. Conducted tour of COBI water, sewer and stormwater facilities for new Council members, City Manager, and other staff

2023 Proposed Work Plan

A. Recurring / Continuing Efforts

1. Water System
 - a) Rate study (concluding first quarter)
 - b) Winslow water tank and fire flow improvements
 - c) Ferncliff line extension
 - d) Coordination with Winslow Subarea Plan
 - e) Water System Business Plan
2. Sewer System
 - a) Utility Rate study
 - b) WWTP upgrade
 - c) Sewer District 7 Interlocal Agreement (ILA)
 - d) Wastewater Beneficial Reuse
 - e) Fat, Grease and Oil (FOG) ordinance
 - f) Coordination with Winslow Subarea Plan
3. Storm Water System
 - a) Storm Water System Plan
 - b) Ground Water Management Plan
4. Utility CIP review
5. Begin work on update of Utilities Element of Comprehensive Plan
6. Continue subcommittee consultations with other COBI committees
 - a) ETAC and CCAC on Ground Water Management Plan
 - b) CCAC on PSE franchise

B. Emergent Issues

1. Respond to inquiries and requests from citizens, COBI staff and Council

Approved by UAC on 8 February 2023

Andy Maron
Susan Hume
Svend Brant-Erichsen
Charles Averill, Co-Chair
Sheina Hughes
Martin Pastucha
Ted Jones, Co-Chair