

**Metropolitan Domestic Water Improvement District
Board of Directors Meeting**

February 10, 2020

**Approval of Consultant Selection and Authorizing the General Manager
to Negotiate a Contract for Final Design Services for Shared Portions of the
Northwest Recharge, Recovery and Delivery System**

Synopsis

The Board of Directors is requested to authorize the General Manager to negotiate and enter into a contract for final design of the transmission main and forebay facility, both included in the shared portions of the Northwest Recharge, Recovery and Delivery System (NWRRDS).

Background

The NWRRDS Committee has determined the solicitation of qualified consultants for final design services is in the best interest in the project. Services will include final design for the transmission main (Package 3) and the forebay (Package 5). Deliverables will include final plans and related specifications, estimate of probable costs, and bid documents necessary to advance construction of the shared transmission main and forebay facility.

The solicitation of a professional consultant to provide such services is typically done through a Request for Qualifications (RFQ). This allows the project owner to evaluate prospective firms based on their capability and capacity to perform, their team qualifications, input from references, firm background and financial standing, and other relevant factors as determined by the owner. This process enables the owner to select the firm they feel is most qualified prior to developing the final scope of services and negotiating the associated fees. This is especially important for a complex project that will span multiple years such as NWRRDS. The NWRRDS Committee desires to complete final design of the transmission main and forebay facility by December 31, 2020.

Rates for final design services will be negotiated through a separate process with the highest ranking firm. If a satisfactory contract cannot be negotiated with the highest qualified firm, negotiations will be formally terminated with that firm and the process will repeat with the next most qualified firm until an agreement is reached (or until a determination is made to reject both firms). Design fees are estimated at \$1,630,000 for the transmission main and \$440,000 for the forebay facility. Actual fees will be based on negotiation with the selected consultant and will be authorized as an amendment to Memorandum of Agreement (MOA) 19009.

Issues

The District solicited Statements of Qualifications (SOQ) in the Daily Territorial on December 23 and 30, 2019. Eight professional engineering firms expressed interest. One Addendum was issued and sent to all interested parties. Three SOQs were received by the due date and time of January 17, 2020 at 12:00 p.m.

Evaluation of the SOQs was completed using equal representation from Metro Water District, the Town of Oro Valley, and the Town of Marana. The SOQs were evaluated against a scoring matrix as determined by the NWRRDS Committee in advance of the solicitation. Based on the resulting matrix, the Committee executed MOA No. 19009-01 unanimously recommending Carollo Engineers, Inc. The Committee ranked Stantec as the next most qualified consultant.

Recommendation

It is recommended the Board of Directors authorize the General Manager to negotiate and enter into a contract with Carollo Engineers, Inc., for final design services for the transmission main and forebay facility, both apply to the shared components of NWRRDS. It is also recommended that the Board of Directors authorize the General Manager to negotiate and enter into a contract for these services with Stantec in the event Carollo Engineers, Inc., is unable or unwilling to perform.

Suggested Motion

I move to authorize the General Manager to negotiate and enter into a contract with Carollo Engineers, Inc., for final design services for the transmission main and forebay facility and to authorize the General Manager to negotiate and enter into a contract for these services with Stantec in the event Carollo Engineers, Inc., is unable or unwilling to perform.

Respectfully submitted,

Sheila M. Bowen, P.E.
District Engineer

I concur with the above-noted recommendation.

Respectfully submitted,

Joseph Olsen, P.E.
General Manager