

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

**February 12, 2018**

**Consultant Selection for Engineering Design Services  
for the Hub Reservoir Expansion**

**Synopsis**

The Board of Directors is requested to approve the Consultant selection ranking for performing professional engineering services for the Hub Reservoir Expansion – New Tank, Foundation, Appurtenances, and Utility Connections, and direct District staff to negotiate and execute an acceptable design contract agreement including the scope of services, schedule, contract, and fee with the selected Consultant.

**Background**

This project includes the design of a new water storage tank of up to 1 million gallon capacity to replace the existing 186,000 gallon storage tank on the existing Hub Reservoir site. This storage expansion was identified and planned concurrently with the 250,000 gallon expansion that was constructed in 2002 and would support the District’s mission of providing safe, reliable water to customers. This project would bring the Metro Hub service area storage capacity up to minimum standards and will provide the build-out storage needs for the Metro Hub service area.

The requested design effort is not currently funded in the approved Capital Improvement Program (CIP), however, a portion of the funding for the Regional Transportation Authority (RTA) La Cholla Boulevard Waterline Relocation will need to be shifted to Fiscal Year 2019 due to the delay in timing of the associated roadway improvements. As a result, the Hub Reservoir Expansion was presented to the Finance Oversight Committee on January 22, 2018 and recommended for inclusion in the Capital Improvement Program (CIP) for Fiscal Year 2018 as part of the mid-year budget review at a projected expenditure of \$150,000. The Board of Directors will consider the possible modification to the CIP for Fiscal Year 2018 during its review of the mid-year budget on February 12, 2018.

**Issues**

Staff issued a request for Statements of Qualifications (SOQ) for Professional Engineering Services to design and prepare a set of construction drawings, contract documents, and specifications for the Hub Reservoir Expansion. The request was published on January 16, 17, and 18, 2018 in *The Daily Territorial*. Seven (7) Consultants requested and were sent the SOQ packages, and four (4) Engineering Consulting firms submitted SOQs.

A committee comprised of three in-house staff was selected to review and score the submitted SOQs based on these five key elements: Project Understanding, Project Approach, Firm Qualifications and Experience, Project Team Qualifications and Experience, and Availability of Staff, and Project Schedule. WestLand Resources, Inc. received the highest total score.

**Recommendation**

Staff recommends, subject to approval of the mid-year budget, that the Board of Directors authorize the General Manager to negotiate and enter into an acceptable design contract agreement with WestLand Resources, Inc., for design of the Hub Reservoir Expansion for an estimated amount of \$150,000 and to authorize the General Manager to terminate negotiations with that firm if a satisfactory contract cannot be negotiated with WestLand Resources, Inc. and repeat the process with the next most qualified firm until an agreement is reached.

**Suggested Motions**

I move to authorize the General Manager to negotiate and enter into an acceptable design contract agreement with WestLand Resources, Inc., for design of the Hub Reservoir Expansion for an estimated amount of \$150,000 and if a satisfactory agreement cannot be negotiated the General Manager shall repeat the process with the next most qualified firm until an agreement is reached.

Respectfully submitted,

Sheila M. Bowen, P.E.  
District Engineer

I concur with the above-noted recommendation.

Respectfully submitted,

Joseph Olsen, P.E.  
General Manager