

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

**April 9, 2018**

**Approval of Consultant Selection and Authorizing the General Manager  
to Negotiate a Contract for Program Support Services for Shared Portions of NWRRDS**

**Synopsis**

The Board of Directors is requested to authorize the General Manager to negotiate and enter into a contract for program support services for design and construction of shared portions of the Northwest Recharge, Recovery and Delivery System (NWRRDS).

**Background**

As outlined in Memorandum of Understanding (MOA) No. 18001-00, the NWRRDS Committee determined program support services for the final planning, design, and construction of NWRRDS is in the best interest of the project. Program support for NWRRDS is anticipated to include services such as, but not limited to, evaluation and recommendations for the final alignment, evaluation and recommendations for Supervisory Control and Data Acquisition (SCADA), refinement of anticipated design and construction costs, mapping of existing easements and identification of remaining needs, preliminary design, evaluation and recommendations for material specifications and design criteria, evaluation and coordination of permitting and/or agreements with outside private and government agencies, review and refinement of project timeline and cash flow, identification of appropriate design phases, preparation of scoping documents and solicitation for design consultants, and owner representation during the construction phase.

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.

Rates for program support 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).

The estimated total expenditure for all parties collectively for this effort over the next five fiscal years is anticipated to be approximately \$4.1 million. The estimated annual expenditure for program support services over the next five fiscal years is shown below.

**Estimated 5-Year Expenditure for Program Support Services**

<b>Fiscal Year</b>	<b>Town of Marana</b>	<b>Metro Water District</b>	<b>Town of Oro Valley</b>	<b>Total Program Support</b>
2018-2019	\$220,000	\$400,000	\$400,000	\$1,020,000
2019-2020	\$60,000	\$110,000	\$110,000	\$280,000
2020-2021	\$130,000	\$480,000	\$480,000	\$1,090,000
2021-2022	\$150,000	\$740,000	\$740,000	\$1,630,000
2022-2023	\$10,000	\$20,000	\$20,000	\$50,000
Total Program Support	\$570,000	\$1,750,000	\$1,750,000	\$4,070,000

Note, the above totals do not include services that may be requested during startup and testing.

**Issues**

The District solicited statements of qualifications (SOQ) in the Daily Territorial on February 5 and 12, 2018. Fifteen firms comprised of marketing, professional engineering, construction management, and various support services expressed interest and were sent the proposal package. One Addendum was issued and sent to all interested parties. Two SOQs were submitted by the due date and time of March 5, 2018 at 4:00 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. 18002-00 unanimously recommending award of the contract for Program Support Services for Design and Construction of the shared components of NWRRDS to HDR Engineering, Inc.

**Recommendation**

It is recommended the Board of Directors authorize the General Manager to negotiate and enter into a contract for program support services with HDR Engineering, Inc., for design and construction of the shared portions 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 the second ranked firm in the event HDR Engineering, Inc., is unable or unwilling to perform.

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**Suggested Motion**

I move to authorize the General Manager to negotiate and enter into a contract for program support services with HDR Engineering, Inc., for design and construction of the shared portions of NWRRDS and to authorize the General Manager to negotiate and enter into a contract for these services with the second ranked firm in the event HDR Engineering, 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