

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

**April 13, 2020**

**Approval of Amendment No. 2 to the  
Professional Services Agreement for Miscellaneous Real Estate Consulting  
with Tierra Right of Way Services, Ltd.**

**Synopsis**

The Board of Directors is requested to approve Amendment No. 2 to the Professional Services Agreement for Miscellaneous Real Estate Consulting with Tierra Right of Way Services, Ltd., (Tierra). The purpose of Amendment No. 2 is to provide an extension of the contract completion date for an additional year to June 30, 2021, maintaining the current contract amount of \$70,000.

**Background**

Miscellaneous contracts for professional services are an effective way to retain consultants to ensure that District projects and programs are delivered in a timely and cost-effective way. Services may include support for as-needed emergency and non-emergency work, staff support during periods of high demand, as well as support in delivering the District's Capital Improvement Program (CIP). The District has utilized the services of qualified consulting firms under miscellaneous contracts since 1993.

At the June 11, 2018 meeting, the Board of Directors awarded the Professional Services Agreement for Miscellaneous Real Estate Consulting to Tierra, with an original contract amount of \$50,000. The agreement provided for up to two one-year extensions. Amendment No. 1 was approved by the Board of Directors on June 10, 2019. Amendment No. 1 extended the contract through June 30, 2020 and increased the contract to \$70,000. Between July 1, 2018 and June 30, 2020, work totaling approximately \$23,000 has been completed or is currently underway.

**Issues**

Based on the anticipated and unknown design and construction activities that will occur during Fiscal Year 2021, the need for consultant assistance will continue and will require an extension of the contract to June 30, 2021. This is based on the District's Fiscal Year 2021 Capital Improvement Program, which includes completion of land acquisition services related to the E&T22 Well Replacement. Individual task orders will be authorized in accordance with the District's Procurement Policy on an as-needed, project-by-project basis. Funding for any authorized project will be per the adopted budget.

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**Recommendation**

It is recommended the Board of Directors approve Amendment No. 2 to the Professional Services Agreement for Miscellaneous Real Estate Consulting with Tierra, which extends the contract expiration date to June 30, 2021.

**Suggested Motion**

I move to approve Amendment No. 2 to the Professional Services Agreement for Miscellaneous Real Estate Consulting with Tierra Right of Way Services, Ltd., extending the contract expiration date to June 30, 2021.

Respectfully submitted,

Sheila M. Bowen, P.E.  
District Engineer

I concur with the above-noted recommendation.

Respectfully submitted,

Joseph Olsen, P.E.  
General Manager