

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

**June 8, 2020**

**Approval of Consultant Selection and Authorizing the General Manager  
to Negotiate a Professional Services Agreement for Miscellaneous Survey and Mapping**

**Synopsis**

The Board of Directors is requested to approve the consultant selection and authorize the General Manager to negotiate a Professional Services Agreement for Miscellaneous Survey and Mapping with Rick Engineering Company (Rick Engineering) in the not-to-exceed amount of \$125,000 for services anticipated within a 5-year term from Fiscal Year 2021 through Fiscal Year 2025.

**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 engineering consulting firms under miscellaneous contracts since 1993. Based on the anticipated and unknown design and construction activities that will occur during the next five year period, the need for consultant assistance will continue.

The District's standard contract allows for the contract to be terminated if for any reason the District Board of Directors does not appropriate funding or in the event the consultant is found to be in default of any provision of the contract.

Award of this contract will not obligate the District to purchase any specific level of effort. Individual task orders will be authorized by the General Manager or brought to the Board of Directors for consideration 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 annual budget.

**Issues**

The District solicited statements of qualifications (SOQs) in the Daily Territorial on April 20 and 27, 2020. Eleven professional firms expressed interest and were sent the proposal package. Two marketing firms also requested and were sent copies of the solicitation for the purposes of informing their subscribers of the solicitation. One Addendum was issued and sent to all interested parties. Four SOQs were submitted by the due date and time of May 18, 2020 at 4:00 p.m.

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Evaluation of the SOQs was completed by a committee comprised of three in-house staff. Based on the resulting matrix, the committee recommended award to Rick Engineering Company. The Committee ranked WestLand Resources, Inc., as the next most qualified consultant.

### **Staff Recommendation**

It is recommended the Board of Directors authorize the General Manager to negotiate and enter into a 5-year contract with Rick Engineering for Miscellaneous Survey and Mapping Services in the not to exceed amount of \$125,000. If staff is unable to negotiate an acceptable professional services agreement with Rick Engineering, or if Rick Engineering is unable or unwilling to perform, staff recommends the General Manager be authorized to negotiate a contract with WestLand Resources, Inc.

### **Suggested Motion**

I move to authorize the General Manager to negotiate and enter into a 5-year contract with Rick Engineering Company for Miscellaneous Survey and Mapping Services in the not to exceed amount of \$125,000 and to authorize the General Manager to negotiate and enter into a contract for these services with WestLand Resources, Inc., in the event Rick Engineering Company, is unable or unwilling to perform.

Respectfully submitted,

Sheila M. Bowen, P.E.  
District Engineer

I concur with the above recommendation.  
Respectfully submitted,

Joseph Olsen, P.E.  
General Manager