

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

June 11, 2018

**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 WestLand Resources, Inc. in the amount of \$25,000 for Fiscal Year 2019, with an option to renew the contract for up to two additional years.

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, 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. Based on the anticipated and unknown design and construction activities that will occur during the next year, the need for consultant assistance will continue.

Issues

The District solicited statements of qualifications (SOQs) in the Daily Territorial on April 24 and May 1, 2018. Ten 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 22, 2018 at 4:00 p.m.

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 WestLand Resources, Inc.

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 in accordance with the District's

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Procurement Policy on an as-needed, project-by-project basis. Funding for any authorized project will be per the adopted budget.

Recommendation

It is recommended the Board of Directors approve the consultant selection and authorize the General Manager to negotiate a Professional Services Agreement for Miscellaneous Survey and Mapping with WestLand Resources, Inc. in the amount of \$25,000 for Fiscal Year 2019, with an option to renew the contract for up to two additional years. 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 WestLand Resources, Inc. is unable or unwilling to perform.

Suggested Motion

I move to approve the consultant selection and authorize the General Manager to negotiate a Professional Services Agreement for Miscellaneous Survey and Mapping with WestLand Resources, Inc. in the amount of \$25,000 for Fiscal Year 2019, with an option to renew the contract for up to two additional years and to authorize the General Manager to negotiate and enter into a contract for these services with the second ranked firm in the event WestLand Resources, 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