

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

May 14, 2012

**Consultant Selection for Miscellaneous Design Services
for Fiscal Year 2012/2013**

Synopsis

The Board of Directors is requested to approve the consultant selection ranking for Professional Engineering Services for Miscellaneous Water Distribution Design and direct District staff to negotiate an acceptable design services contract agreement with the selected consultant.

Background

The primary purpose of an open-ended miscellaneous design services contract is to provide design services for work that is too small to justify soliciting separate proposals, or for work that requires a more rapid response than the process of soliciting project specific Statements of Qualification and negotiating a contract will permit.

The Metropolitan Domestic Water Improvement District (District) has utilized the services of engineering consulting firms under Miscellaneous Water Distribution Design Services contracts since October 13, 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

An advertisement to solicit Statement of Qualifications (SOQ) to provide Professional Engineering Services for Miscellaneous Water Distribution Design from interested engineering design firms was published on March 5, 6, 7, 8 and 9, 2012 in *The Daily Territorial*. Thirty-four engineering design firms requested and were sent the SOQ packages, and nine engineering design firms responded with submitted SOQs. A committee comprised of three in-house staff was selected to evaluate each proposal. The result of the evaluation is as follows:

	Reviewer A	Reviewer B	Reviewer C	Average	Rank
Engineering and Environmental Consultants, Inc.	92	90	89	90.33	1
WestLand Resources, Inc.	87	91	88	88.67	2
URS Corporation	87	88	87	87.33	3
Stantec Consulting, Inc.	73	89	76	79.33	4
GLHN Architects & Engineers, Inc.	72	83	75	76.67	5
Olsson Associates	73	90	62	75.00	6
Physical Resource Engineering, Inc.	64	78	57	66.33	7
Hanlon Engineering & Architecture, Inc.	55	76	47	59.33	8
Heideman Associates, Inc.	58	69	41	56.00	9

Of the engineering firms evaluated, Engineering and Environmental Consultants, Inc. (EEC) received the highest average score. EEC has extensive experience in the area of water supply and distribution, and a good understanding of the District's needs and processes as it pertains to miscellaneous design services. EEC has a suitable range of in-house expertise, and is well equipped to handle both small and larger design services requests. EEC is the District's current Miscellaneous Design Services consultant. The submitted SOQ's for each firm are available in the Board of Directors office.

Recommendation

It is recommended that the Board of Directors approve the Engineering Consultant ranking, and direct District staff to proceed with developing an acceptable design contract agreement (contract and salary rates) with the top ranked firm, Engineering and Environmental Consultants, Inc., for Miscellaneous Water Distribution Design Services. If staff is unable to negotiate an acceptable design contract agreement with EEC, then staff has the authorization to negotiate with the next highest ranked firm, and continue the process, if necessary, until an acceptable design contract agreement is obtained. Staff shall submit the final negotiated design contract agreement to the Board of Directors for approval.

Suggested Motion

I move to approve the Engineering Consultant ranking, and direct District staff to proceed with developing an acceptable design contract agreement (contract and salary rates) with the top ranked firm, Engineering and Environmental Consultants, Inc., for Miscellaneous Water Distribution Design Services. If staff is unable to negotiate an acceptable design contract agreement with EEC, then staff has the authorization to negotiate with the next highest ranked firm, and continue the process, if necessary, until an acceptable design contract agreement is obtained. Staff shall submit the final negotiated design contract agreement to the Board of Directors for approval.

Respectfully submitted,

Charlie A. Maish, P.E., R.L.S.
District Engineer

I concur with staff's recommendation.

Respectfully submitted,

Mark R. Stratton, P.E.
General Manager