

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

**May 11, 2015**

**Consultant Selection for  
Miscellaneous Design Services for Fiscal Year 2016**

**Synopsis**

The Board of Directors is requested to approve the consultant selection 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 2, 3, 4, 5, and 6, 2015 in *The Daily Territorial*. Twenty engineering design firms requested and were sent the SOQ packages, and six engineering design firms responded with submitted SOQ's. The six firms are Dibble Engineering, Inc; EEC; HDR, Inc.; M3 Engineering & Technology, Corp.; Stantec Consulting, Inc., and Westland Resources, Inc. A committee comprised of three in-house staff was selected to evaluate each proposal.

Of the engineering firms evaluated, Westland Resources, Inc. (Westland) received the highest average score. Westland has extensive experience in the area of water supply and distribution along with a good understanding of the District's needs and processes as it pertains to miscellaneous design services. Westland has a suitable range of in-house expertise, and is well equipped to handle both small and larger design services requests. Westland has previously completed waterline design work for the District as well as recently completing a small study updating the projected build-out water demands for the Metro-Main service area. 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, Westland Resources, Inc., for Miscellaneous Water Distribution Design Services. If staff is unable to negotiate an acceptable design contract agreement with Westland Resources, Inc., 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 selection of WestLand Resources, Inc. and direct District staff to proceed with developing an acceptable design contract agreement (contract and salary rates) with WestLand Resources, Inc., for Miscellaneous Water Distribution Design Services. If staff is unable to negotiate an acceptable design contract agreement with WestLand Resources, Inc., then staff has the authorization to negotiate with the next highest ranked firm 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,

Joseph Olsen, P.E.  
General Manager