

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

**June 11, 2012**

**Contract Award for Miscellaneous Design Services  
for Fiscal Year 2012/2013**

**Synopsis**

The Board of Directors is requested to award the Miscellaneous Design Services Contract for FY 2012/2013 to Engineering and Environmental Consultants, Inc. in the amount of \$100,000.00.

**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 Design Services contracts since October 1993. Based on the anticipated design and construction activities that will occur during the next year the need for consultant assistance will continue due to the waterline relocation projects for RTA roadway improvement projects, well site improvements and other currently funded construction projects.

An advertisement to solicit Statement of Qualifications (SOQ) to provide Professional Engineering Survey Services from interested firms was published on March 5, 6, 7, 8 & 9, 2012 in *The Daily Territorial*. A committee comprised of three in-house staff was selected to evaluate the proposals received by the District, and to prepare an Engineering Consultant ranking. The results of the evaluation and ranking were presented to the Board at the May 14, 2012 Board of Director's meeting.

**Issues**

At the May 14, 2012 Board of Director's meeting, the Board approved the Engineering Consultant ranking, and directed District staff to proceed with developing an acceptable contract agreement (contract and labor billing rates) with the top ranked firm, Engineering and Environmental Consultants, Inc.

Engineering and Environmental Consultants, Inc. submitted proposed labor billing rates that represent a modest increase over the labor billing rates for the current Miscellaneous Design

Services Contract for FY 2011/2012, and includes modest increases for each of the additional two years of billing rates requested. Therefore, District staff considers the proposed billing rates to be fair and acceptable.

Funding for work under this contract will be from the issuance and sale of Senior Lien Water Revenue Obligations, Series 2011, which the RTA waterline relocation fee is used to repay these obligations, the 2007 WIFA monies that occurred with the re-prioritization of District project needs, the Intergovernmental Agreement between the District and Pima County for the relocation of the Matter Well, and miscellaneous design funds from the Fiscal Year 2012/2013 Budget.

**Recommendation**

It is recommended that the Board of Directors award the Miscellaneous Design Services Contract to Engineering and Environmental Consultants, Inc. for a not-to-exceed amount of \$100,000.00, and a contract completion date of June 30, 2013.

**Suggested Motion**

I move that the Board of Directors award the Miscellaneous Design Services Contract to Engineering and Environmental Consultants, Inc. for a not-to-exceed amount of \$100,000.00, and a contract completion date of June 30, 2013.

Respectfully submitted,

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

I concur with the above-noted recommendation.

Respectfully submitted,

Mark R. Stratton, P.E.  
General Manager