

# HERITAGE RANCH COMMUNITY SERVICES DISTRICT

## MEMORANDUM

**TO:** Board of Directors

**FROM:** Operations & Engineering Committee (Barker, Cousineau, Duffield)  
Steve Tanaka, District Engineer

**DATE:** August 12, 2021

**SUBJECT:** Request to receive presentations from and interview consultants that submitted Statement of Qualifications/Proposals (SOQ/P) for the Water Reclamation Facility Upgrade Design; and consider selecting a consultant based on qualifications and authorize the General Manager to negotiate and execute an agreement for professional services.

### **Recommendation**

It is recommended that the Board of Directors:

1. Receive presentations from and interview consultants that submitted Statement of Qualifications/Proposals (SOQ/P) for the Water Reclamation Facility Upgrade Design; and
2. After the last presentation/interview consider selecting a consultant based on qualifications and authorize the General Manager to negotiate and execute an agreement for professional services.

### **Background**

At the May 20, 2021 meeting, your Board approved advertising a Request for Qualifications/Proposals (RFQ/P) for design services for the Water Reclamation Facility Design. The RFQ/P was advertised on May 24, 2021, and SOQ/P were due on July 20, 2021.

### **Discussion**

There were three consultants that submitted a SOQ/P:

- HydroScience
- MKN & Associates
- Water Systems Consulting

The Operations & Engineering Committee convened on July 27, 2021 and reviewed the SOQ/P. The Committee recommends that the full Board of Directors review the SOQ/P, interview each consultant, then select a consultant **based on qualifications**.

### Proposal Ranking Criteria

Proposals were ranked based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative “point” values are as follows:

- Project Understanding and Approach, 30 points maximum
- Team qualifications, 25 points maximum
- Project Schedule, 25 points maximum
- Responsiveness, 15 points maximum
- Local Presence, 5 points maximum

### Presentation/Interview

Staff selected the presentation/interview times at random and notified each team as to their respective time slot.

Each presentation/interview is scheduled for 75 minutes with ten minutes between each consultant. Staff requested they follow the format below:

- Presentation - 45 minutes
- Questions & Answers - 30 minutes

Staff has also requested that presentations include what each consultant feels is important, but also include the following key points the District would like to hear:

1. Describe your team. We expect the Project Manager to be present and present team qualifications.
2. Emphasize your approach and how you will benefit the District's WRF Project.
3. Project Schedule including Time Schedule Order and regulatory considerations.

Directors should be prepared to ask supplemental questions specific to each proposal based on review, the presentation, previous answers, etc. Standard questions may also be asked to each consultant. Consultants will be ranked **based on qualifications**.

### Selecting a consultant

The top-ranked consultant is selected **based on qualifications** from review of their SOQ/P, presentation, and interview. The top-ranked consultant will then enter contractual and fee negotiations with staff. If staff and the top-ranked consultant cannot negotiate an agreement, the second-ranked consultant will enter negotiations, and so forth.

After the last presentation/interview, staff recommends that the Board consider selecting a consultant **based on qualifications** and authorize the General Manager to negotiate and execute an agreement for professional services. Alternatively, the Board could direct staff to place an item to select the consultant on the agenda for the Regular Board Meeting of August 19, 2021.

### Fiscal Considerations

The FY 2021/22 Budget includes \$1,301,676 from reserves towards the Water Reclamation Facility Upgrade project. There are additional sewer fund reserves, but funding will be a significant part going forward.

### Results

Selection of this consultant will be a major step towards development of this necessary Water Reclamation Facility Upgrade project, and they will be our partner for several years. This legacy project will not only exceed our permit requirements thus providing a buffer for future more stringent regulatory compliance requirements, it will also have the potential to produce recycled water. It will provide increased safety and reliability of wastewater services to our community for a long time.

FILE: WRF Project