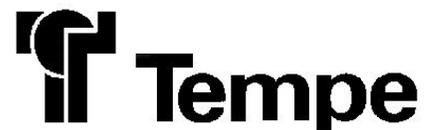


# Staff Summary Report



Council Meeting Date: 12/9/10

Agenda Item Number: \_\_\_\_\_

**SUBJECT:** Request approval of job order no. 7 with Hunter Contracting Company for water distribution system metering stations.

**DOCUMENT NAME:** 20101209pwr04 ENGINEERING ADMINISTRATION (0803-02)  
PROJECT NO. 3201551

**COMMENTS:** Total amount of job order no. 7 is \$676,750.91 and the project contingency amount is \$35,000.

**PREPARED BY:** Donna Rygiel, Engineering Contract Administrator (x8520)

**REVIEWED BY:** Don Hawkes, Deputy PW Director/Water Utilities (x2660)  
Andy Goh, Deputy PW Director/City Engineer (x8896)

**LEGAL REVIEW BY:** Judi Morgan, Deputy City Attorney (x8779)

**DEPARTMENT REVIEW BY:** Don Bessler, Public Works Director (x8205)

**FISCAL NOTE:** This is a bond funded project on the approved CIP list. Sufficient funds have been appropriated in Capital Improvement Fund No. 3201551, Misc. Water Metering Stations.

**RECOMMENDATION:** Approve job order no. 7 with Hunter Contracting Company through existing job order contract no. C2008-251.

**ADDITIONAL INFO:** Nine metering stations are to be dispersed throughout the water distribution system in order to monitor water flow and pressure. These stations will provide continuous, real-time data that can be used to more accurately measure the movement of water through the distribution system. More accurate data will provide the means to optimize the system for both water quality and pumping efficiency.

The scope of work for this contract is to construct five of the nine planned metering stations. This will be phase one of a two phase project.

The project contingency has been established at \$35,000, which is approximately five percent (5%) of the contract amount, to cover possible unforeseen conditions during construction.

Hunter Contracting Company is one of three on-call contractors previously selected through a qualifications based process consistent with A.R.S. § 34-601 through 611 for job order contracting construction services. The qualifications based selection process for job order contracting includes evaluation of each contractor's statement of qualifications in response to our request for qualifications (RFQ); holding selection panel interviews with qualified firms based on selection criteria with relative weights as follows:

- 20% Relevant experience and qualifications of the proposed firm;
- 20% Relevant experience of key personnel;
- 20% Understanding of and approach to performing required services;
- 30% In depth discussion through question and answer session of the proposed firm's expertise, knowledge and qualifications of key personnel, and;

10% Overall evaluation of the proposed firm and its ability to provide the required services.

Once interviews are held, a final list of up to three qualified firms is established to negotiate and enter into contracts with. Once job order contracts are awarded, work is performed as a series of individual job orders. Each job order is defined by staff and negotiated with the job order contractor. Scope, schedule and price are established for each individual job order, which is recommended to Mayor and Council for award if the job order exceeds \$50,000. Staff has reviewed the proposal from Caliente Construction, Inc. and found it to be in order.