

(Prepared by/Return to: Amy Kahler, Des Moines Water Works, 2201 George Flagg Pkwy.,
Des Moines, IA 50321, 515-283-8760)

Meeting
CENTRAL IOWA REGIONAL DRINKING WATER COMMISSION
Des Moines Water Works
May 14, 2014
6:00 p.m.

1. Chair Items – Commission Chair John McCune called the meeting of the Central Iowa Regional Drinking Water Commission to order at 6:05 p.m. and welcomed those in attendance. Amy Kahler, Recording Secretary, recognized a quorum of Representatives in attendance. Present were:

City of Altoona – Kyle Mertz (Alt Rep), Vern Willey (Ex-O)

City of Ankeny – Jim McKenna (Rep), Paul Moritz (Ex-O)

City of Bondurant – None

City of Carlisle – None

City of Clive – Bart Weller (Ex-O)

City of Cumming – None

City of Johnston – Jim Sanders (Alt Rep), Shane Kinsey (Ex-O)

City of Mitchellville – None

City of New Virginia – None

City of Norwalk – Tim Hoskins (Rep)

City of Pleasant Hill – Mike Daspit (Rep)

City of Polk City – Jeff Walters (Rep), Mike Schulte (Ex-O)

City of St. Charles – None

City of Waukee – None

City of Windsor Heights – Louise Moon (Rep)

Des Moines Water Works – Graham Gillette (Rep), Bill Stowe (Ex-O), Amy Kahler (Staff)

Indianola Municipal Utilities – Bob Lester (Rep)

Polk County – None

Urbandale Water Utility – John McCune (Rep), Dale Acheson (Ex-O)

Warren Water District – Merrill Heemstra (Rep), Randy Beavers (Ex-O)

West Des Moines Water Works – Karen Novak Swalwell (Rep)

Xenia Rural Water District – Dan Lovett (Rep)

Consultant Recommendation for Feasibility Study for the Development of a Regional Production Water Utility

– Chair John McCune updated the Commission on the RFQ process to select a consultant to complete a feasibility study for the development of a regional production water utility. Five responses were received to the RFQ issued in March:

- Black & Veatch (partnering with HR Green)
- HDR
- KPMG
- MWH
- Raftelis (partnering with V&K)

A selection committee, primarily comprised of individuals who attended workshops and ensuring entities with production facilities were included, was appointed. The selection committee evaluated the five responses and invited all five firms to make presentations. Presentations were held on April 30 and May 1, 2014. While only the selection committee participated in the presentations, all CIRDWC members were invited to observe. After presentations, firms were scored on their qualifications considering:

- Corporate capacity (resources) – 10%
- Understanding of work to be performed – 20%
- Project organization and staff commitment – 15%
- Professional expertise of team – 25%
- Prior experience relative to project – 20%
- Completeness, feasibility and quality of scope of services and project schedule – 10%

Black & Veatch ranked top scorer in each category, including total points, weighted points, and force ranking. Karen Novak-Swalwell reported that she had spoken with four references, including two people from Louisville Utility and Public Works Advisory Group, one person from Greater Cincinnati Water Works and a fourth person from a reference not directly provided by Black & Veatch, Citizens Energy (Indianapolis). All references were positive overall.

Graham Gillette motioned:

Approve Black & Veatch as the consultant selected to perform the feasibility study for the development of a regional production water utility and authorize the Executive Committee to negotiate a Scope of Services and contract in an amount not to exceed \$200,000.

The motion was seconded by Mike Daspit, and passed unanimously.

Mr. McCune indicated Black & Veatch has requested a project manager to assist with project coordination and serve as a point of contact. Jim McKenna motioned and it was seconded to:

Authorize the Executive Committee to procure a contracted project manager for the project, in an amount not to exceed \$50,000 for the study.

Upon vote, motion passed unanimously.

CIRDWC Exec will proceed with requesting a Scope of Services from Black & Veatch and identifying a project manager. It was decided that payment for the study will be requested from each participating entity in June, with payment due in July. DMWW as fiscal agent will hold funds and make progress payments to the consultant as requested, following authorization and reporting procedures as outlined in the bylaws.

General Discussion – No comments were made.

Adjournment – A motion was made by Mike Daspit, and seconded by Louise Moon to adjourn the meeting.

Meeting adjourned at 6:25 p.m.